1. **What is the purpose of this grant program?**
   - Expand the availability of e-audio books and e-books to New Mexico residents.

2. **Who can apply for the grant?**
   - Only consortiums of New Mexico libraries are eligible to apply for the grant.
   - Consortiums must consist of at least 3 public libraries. Please check with the selected vendor to ensure they will offer consortium pricing to less than 5 libraries. The focus of the grant is on supporting public libraries, but school or academic libraries can be included as partners. Please be aware that some vendors do not support multi-type consortiums.
   - A consortium must have a fiscal agent to make payments and submit and receive reimbursements on behalf of the partner libraries.
   - A fiscal agent may be a local government or a non-profit.
   - Grants will not be awarded to individual libraries.

3. **Who should I contact if I have questions?**
   - Geri Hutchins at 505-476-972 or geraldine.hutchins@state.nm.us

4. **What requirements must participating public libraries meet?**
   - Library is a public library as defined by NMAC 4.5.2
   - Library is open to the public a minimum of 15 hours per week, two days per week
   - Library is able to pay matching portion of the service (through GO Bonds or other cash funds)
   - Library has written approval from their governing body to participate
   - Library agrees to provide reports as required by the grant

5. **What are the requirements and responsibilities for a fiscal agent?**
   - The fiscal agent is the agency that applies for the grant on behalf of the partner libraries, receives the funds, maintains official accounts, and assumes all responsibility for administering the grant.
   - Signs the grant agreement with the State Library on behalf of the partner libraries
   - The fiscal agent may appoint a project manager from a library to be the liaison with the State Library, but all official actions must be approved in writing by the fiscal agent.
   - Monitors the project as outlined in the proposal or requests (in writing) a change in the project
   - Uses proper accounting procedures. A grant recipient expending $500,000 or more in a year in federal awards shall have a single or program specific audit conducted for that year in accordance with the provisions of Office of Management and Budget (OMB) Circular A 133 (Audits of State, Local Governments, and Non Profit Organizations). Entities expending less than $500,000 in a year are exempt from Federal audit requirements, but must make records available for review or audit by Federal agencies or pass-through entities (non-Federal entities like the State Library from whom they receive Federal funds), if requested.
   - Certifies that the organization has not been debarred or suspended from doing business with the federal government.
   - Submits the final report to the State Library.
   - The fiscal agent may request indirect costs for up to 4% of the grant funds being requested for expenditures associated with the management of the grant.
   - Must retain financial records, supporting documents, statistical records, and all other records pertinent to an award for a period of **three years** from the date of submission of the final expenditure report or, for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report.
6. How do I confirm that the fiscal agent has not been debarred or suspended from doing business with the federal government?
   - Go to https://www.epls.gov/ and verify that the fiscal agent is not listed
   - Read and sign the “Debarment Suspension Certification Form” and include the form in your application packet. The form is available on our website. By signing this form, you are stating that fiscal agent has not been debarred or suspended from doing business with the federal government.

7. What amount of funds may be requested?
   - A maximum of $80,000 may be requested

8. When must the grant money be spent?
   - All grant funds (with the exception of indirect costs) must be spent and submitted for reimbursement by June 30, 2011 (no exceptions).
   - If indirect costs are requested, they will be paid upon receipt of the final report

9. What are the dates of the project?
   - January 1, 2011 to September 30, 2011
   - The expenditure period begins January 1, 2011 or when all signatures have been completed on the grant agreement.

10. What are the instructions for preparing the application?
    - Use an 11-point font size or greater.
    - Edit everything carefully. Check budget numbers to make sure everything adds up. Match the budget to the proposal to ensure they are in agreement.
    - Answer each question completely and truthfully.
    - Use clear, concise language. Describe the outcomes you want this project to achieve. Outcomes should be a change (preferably an improvement) in the target audiences’ skills, attitudes, knowledge, behaviors, and status or life conditions. Outcomes are measurable. More information on outcomes is available at: www.imls.gov/grants/applicants/obe.shtm.
    - Activities and the budget should be designed to bring about the outcome. The budget should provide financial support for the outcome. The evaluation methods should measure the success of the activities to bring about the desired outcome.
    - Incorporate the evaluation throughout the project, not just as an add-on at the end. Describe what statistics you will keep, how you will gather them and how they will be used to evaluate the project. Will you conduct surveys or other activities to evaluate if the project met the desired outcome?
    - In outlining the plan to sustain the project, consider what will happen after the grant funds are spent. Will the partners be able to continue the project? Will your community become more aware of the value of these resources and assist in providing local funding in the future. Will this become more of a priority in each library’s budget?

11. What budget information is required?
    - There are two budget sheets.
      i) Budget Summary: An overall budget with proposed expenditures broken into matching and LSTA funds.
      ii) Budget Matching Detail: A matching detail budget that lists matching contributions from the partner libraries.
12. What are the allowable costs?

- Subscription(s) for e-audio book/e-book collections for the consortium of libraries
- Indirect costs for the administrative charges of the fiscal agent are limited to 4% of the total LSTA funds requested. Indirect costs should be supported by a current Federally-approved indirect cost plan whenever possible. For organizations without a Federally-approved indirect cost plan the fiscal agent must detail in the budget how costs are being calculated. Allowable indirect costs include: general administration and expenses, personnel, accounting administration and other costs associated with the management of the grant. For more information on allowable indirect costs please consult 2 CFR 230 http://edocket.access.gpo.gov/cfr_2010/janqtr/2cfr230AppB.htm

13. What are the requirements for matching funds?

- Grant recipients must have cash funds to contribute (no in-kind matching funds may be used).
- The match must be a minimum of 10% of the total cost of the project. Match can be above 10%.
- Matching funds are calculated by multiplying the total project cost by 10% (.10).
  
  For example: $50,000 (total project cost) * .10 = $5,000 (match)
  $45,000 (LSTA) + $5,000 (Match) = $50,000 (total project cost)
- The cash match may be from local or state funds (including State GO Bond funds) or from non-governmental agencies (e.g. foundations, Friends groups, etc.).
- Supporting documentation of the match must be included in each reimbursement including evidence of payment by the participating libraries.
- Cash matching funds must be spent for the same categories of allowable expenses as the grant funds.
- Matching funds must be available and spent during the same time period as the grant funds.
- Libraries cannot commit or spend grant or matching funds until all signatures on the grant agreement have been completed.
- Do not include the indirect costs when calculating the match.

14. What is the basis for selecting projects for funding?

- Applications must be received by 4:00 p.m. on November 1, 2010, and must be complete and legible.
- Applications will be evaluated on need, sustainability and community impact to determine priority for funding among the eligible applications.
- The review panel evaluating the applications will include the State Librarian and the Federal Programs Coordinator.
- The State Library will announce the grant awards by November 19, 2010.

15. How are grant payments made?

- Grant funds are paid on a reimbursement basis to fiscal agent. The fiscal agent is responsible for paying all expenses using local funds and submitting reimbursements for actual documented expenses up to the grant award amount. No funds may be encumbered or expended (grant or matching dollars) until all signatures are completed on the grant agreement.
- All project funds (grant and matching) must be spent and submitted for reimbursement by June 30, 2011.
- Grantees may submit requests for reimbursement as payments are made
16. What reports are required?
   - A final project report is due to NMSL by September 30, 2011. The report will include a summary of grant expenditures, review of the project’s accomplishments and a description of the outcomes/benefits for patrons. The State Library will provide the form for this report.
   - A follow up survey will be conducted in fall of 2011 to evaluate the grant process.

17. What if the budget or the project needs to be changed during the grant year?
   - No changes in the budget or the project may be made without prior written approval from the State Library. If changes are needed, a written proposal must be submitted to the State Library.

18. Can the grant be extended to additional funding years?
   - Yes, dependent on the amount of the 2011 LSTA Grant, the State Library will provide extension requests in the spring of 2011.

19. What is the grant program timeline?
   - Applications available on NMSL website: September 22, 2010
   - Applications due from libraries: November 1, 2010
   - State Library announces grant awards: by November 19, 2010
   - Agreements due from libraries: December 10, 2010
   - Expenditures period begins: January 1, 2011
   - All Reimbursements Requests must be submitted: by June 30, 2011
   - Final Project Report due: by September 30, 2011
   - Indirect costs (if applicable) payment request due – September 30, 2011 (project report must be included)

20. What must be included in the grant application?
   - One copy of complete application with all required signatures
   - Signed Debarment, Suspension Certification Form
   - One copy of Budget Summary
   - One copy of Budget –Matching Detail
   - Original Certification of Library Partner Participation for each participating library
   - If requesting indirect costs, include relevant portions of a current Federally-approved indirect cost plan. Agencies without a Federally-approved indirect cost plan must detail the costs used to calculate the indirect costs in the budget.

21. Are there other requirements?
   - All promotion materials, press releases, bibliographies, reports and other publications resulting from a LSTA grant project must contain the following acknowledgment:
     **This project (program) was supported with funds granted by the New Mexico State Library under the Library Services and Technology Act, which is administered by the Institute of Museum and Library Services.**
   - If the grant project results in copyrightable material, the grantee or any subcontractor of the grantee is free to copyright the work. However, IMLS and the State Library reserve a royalty-free, exclusion and irrevocable license to reproduce, publish, or otherwise use and authorize others to use the work for government purposes.
22. How do we submit grant applications?

The complete application must be received at the State Library no later than 4:00 p.m. on November 1, 2010.

As a courtesy, please send an electronic copy of your application with the budgets. (Do not include other attachments) to geraldine.hutchins@state.nm.us. This does NOT substitute for the signed, mailed copy.

Faxed copies will not be accepted. There are no exceptions. Please ensure that all required attachments are included.

Mail or deliver one copy of your application to:
Geraldine Hutchins
Federal Programs Coordinator
New Mexico State Library
1209 Camino Carlos Rey
Santa Fe, NM 87509