



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

**Department of Education  
& Early Development**

DIVISION OF LIBRARY, ARCHIVES & MUSEUMS

P.O. Box 110571  
Juneau, Alaska 99811-0571  
Main: 907.465.4837  
Fax: 907.465.2151

August 5, 2022

Dave Berry  
Homer Public Library  
500 Hazel Ave.  
Homer, AK 99603  
dberry@ci.homer.ak.us

Dear Dave,

The State Library has reviewed your FY2023 Interlibrary Cooperation Grant application and has awarded **State** funds in the amount of **\$8,058.00** for the project, **Homer - Microform Reader Replacement**.

**Please review this grant award packet carefully and completely.** In order to start receiving payment(s) on your grant, this is what you need to do:

1. Review the Official Award Notification Document and verify that your information is correct. If changes are necessary, please submit this information to the grants administrator.
2. Arrange for two signatures on the ***Interlibrary Cooperation Grant Agreement form***. E-mail the signed agreement to [eed.library.grants@alaska.gov](mailto:eed.library.grants@alaska.gov).
3. The following will be your schedule of payment(s) for this grant:  
*A single payment will be made as soon as the agreement is signed and processed.*

To modify schedule please contact me at [eed.library.grants@alaska.gov](mailto:eed.library.grants@alaska.gov).

4. Since this grant is funded with **State of Alaska** money, the library must give credit to the State in all publicity and advertising concerning the impact of the grant project.
5. Finally, it is understood that by signing this agreement, you understand and agree to all conditions set forth in this package ***including materials referenced within these documents***.

If you have questions or need more information, please refer to the Interlibrary Cooperation (ILC) Guidelines (available at the [Alaska State Library Grants for Libraries webpage](#)).

Please return your signed agreement or direct questions to [eed.library.grants@alaska.gov](mailto:eed.library.grants@alaska.gov), 907-465-1018.

Once again, congratulations and good luck with your project!

Sincerely,

A handwritten signature in black ink that reads "Claire Imamura". The signature is written in a cursive style with a horizontal line underneath the name.

Claire Imamura  
Grants Librarian  
Alaska State Library

This grant is funded by the State of Alaska



# State of Alaska Funding

# ILC23-013

Interlibrary Cooperation (ILC) Grant Award Notification from the Alaska State Library

## Grant Recipient Information

### Organization Name and Address:

Homer Public Library  
500 Hazel Ave.  
Homer, AK 99603

**Organization Vendor Code:** CIH84724

**Organization UEI:** 0

**Contact:** Dave Berry

**Project Number:** ILC23-013

## Award Information

### Project Name:

Homer - Microform Reader Replacement

**Grant Award Amount:** \$8,058.00

**Indirect Cost Rate:** 0%

**Period of Performance Start Date:** July 1, 2022

**Period of Performance End Date:** June 30, 2023

**Payment Schedule:** A single payment will be made as soon as the agreement is signed and processed.

### Award Performance Goals and Reporting:

Grantee is to report on performance as indicated in the approved Interlibrary Cooperation Grant (ILC) application. Final financial and narrative report due September 1, 2023.

1. The Alaska State Library (ASL) provides this grant pursuant to Alaska Statutes 14.56.300 et. seq. and Alaska Administrative Code 4.57.050 et. seq. and as identified in the grantee's grant application for FY2023.
2. The grantee must request and receive ASL's prior approval for changes to the grant project activities and budget as projected in the approved ILC grant application.
3. The administration of this grant and the expenditure of grant funds are subject to the guidelines provided at the Alaska State Library Grants website (<https://lam.alaska.gov/library-grants/ilc>). The latter document incorporates by reference the uniform administrative requirements, cost principals, and audit requirements for Federal awards promulgated by the Office of Management and Budget.
4. When the organization returns the signed grant agreement to ASL, this will indicate the organization's acceptance of the award and compliance with the ILC statutory and regulatory requirements (including information detailed in *ILC Guidelines* <https://lam.alaska.gov/library-grants/ilc>).
5. If an organization has an indirect cost rate associated with a grant award that indirect cost can only apply to *actual grant funds* expended by the organization. If funds are not spent (returned), the allocated indirect cost for those grant funds must also be returned.

## State Funding Information

**Authorized by: CHAPTER 11 SLA 22 Pg 12 Ln 18**

State of Alaska  
Alaska Legislature  
Department of Education and Early Development  
Division of Libraries, Archives, and Museums  
Alaska State Library



## Questions

Claire Imamura  
907-465-1018  
[eed.library.grants@alaska.gov](mailto:eed.library.grants@alaska.gov)

# What am I agreeing to?

As a recipient of State of Alaska grant funds through the Alaska State Library, your organization is required to meet specific rules and regulations. You agree to these requirements when you submit a signed grant agreement to the Alaska State Library. This document provides additional information about the Grantee provisions on the grant agreement (page 5 of this document).

## **Items B-1, B-2, and B-3: Self Explanatory**

### **Item B-4: Grant Agreement and Final Report**

Two people must sign the grant agreement for the organization and submit it to the State Library before any grant funds can be awarded. The director or grant contact at the organization may sign for the organization. The city manager, mayor, or clerk, or the chair or treasurer of the non-profit board may sign for the legal entity. The organization is required to submit a grant final report on the project to the State Library by September 1 of the following year. Interlibrary cooperation grant report forms may be found at the Alaska State Library's Grants webpage.

### **Item B-5: Accurate Records**

The organization must maintain adequate financial records to ensure complete reporting and retain project and financial records relating to the grant for a minimum of five years from the due date of the final grant report or until all audit exceptions have been resolved, whichever is longer.

### **Item B-6: Self Explanatory**

### **Item B-7: Prior Approval for Changing the Grant Budget**

If the organization needs to change one of the grant budget lines more than 10%, fill out an interlibrary cooperation grant budget revision form at [the Alaska State Library's Grants](#) page and send it to the State Library for approval.

### **Item B-8: Crediting the State of Alaska for the Grant Funds**

Organizations should publicize grant-supported activities in the media and are required to credit the State of Alaska in publications and during activities paid for with State funds. Copies of publications or materials produced with grant funds must be submitted to the State Library.

### **Item B-9: Self Explanatory**

## Alaska State Library FY2023 Interlibrary Cooperation Grant Agreement

This agreement made and entered into Friday, August 5, 2022, by and between the **Alaska State Library**, hereafter referred to as the Grantor; and the **Homer Public Library**, hereafter referred to as the Grantee.

**WITNESSETH:** Whereas, the State of Alaska has appropriated funds for Interlibrary Cooperation grants; and whereas, the application of the Grantee for a grant, **Homer - Microform Reader Replacement**, has been approved. NOW THEREFORE, for and in consideration of the mutual covenants herein contained the parties hereto agree:

A. The Grantor will agree to:

1. Furnish funds in the amount of **\$8,058.00** from **State of Alaska** funds (Grant number: ILC23-013).
2. Provide, as necessary, advisory services in furtherance of the grant project.

B. The Grantee will agree to:

1. Complete the project as outlined in the approved grant application.
2. Abide by the conditions set forth in the application and approved (with revisions if applicable) by the Grantor.
3. Provide basic library services free of charge, if the organization is a library.
4. Submit a signed grant agreement and final report for the grant.
5. Maintain accurate records for auditing purposes.
6. Return any grant funds unexpended or unencumbered, all funds for which there is no proper accounting, and, if applicable, any indirect costs allocated to unexpended or unencumbered grant funds by June 30, 2023.
7. Receive prior approval from the Grantor for any line item change that exceeds 10% of the line item, except that no prior approval is required for line item changes of less than \$100.
8. Credit the State of Alaska for providing grant funds for the project in all project-related public events, press releases, printed materials, and Web sites.
9. Agrees to only purchase materials that promote the purpose and activities of the project and that are educational and informational in nature and have a clearly demonstrable and legitimate purpose that is directly related to the grant.

By accepting this award or agreement, the grantee may become subject to the audit requirements of State of Alaska Administrative Code 2 AAC 45.010. As a result, the grantee may be required to provide for an audit and to permit independent auditors to have access to their records and financial statements. The grantee should consult with an independent auditor for assistance in determining audit requirements for each fiscal year.

***The undersigned understands and agrees to the conditions of this agreement.***

### Both Signatures Are Required

For the Organization

For the Legal Entity

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Please copy this signed agreement for your records, then return by:**

**MAIL TO** Grants Administrator, Alaska State Library, P.O. Box 110571, Juneau, AK 99811-0571

**FAX TO** 907-465-2151, **OR SCAN TO** [eed.library.grants@alaska.gov](mailto:eed.library.grants@alaska.gov)