



APPLICATION FOR STATE FUNDS TO PURCHASE SCHOOL LIBRARY BOOKS

AS PROVIDED IN SECTION 16.6(C) OF SENATE BILL NO. 544

BY THE 2017 LEGISLATIVE SESSION

SUMMARY: THE LEA LIBRARY BOOK PURCHASING GRANT IS A NON-COMPETITIVE FORMULA GRANT BASED ON A DISTRICT'S PREVIOUS EXPENDITURE OF FUNDS, EXCLUDING GIFTS AND GRANTS, FOR THE PURCHASE OF LIBRARY BOOKS.

Return to:
NEVADA DEPARTMENT OF EDUCATION

Attn: Kathleen Galland-Collins – kgcollins@doe.nv.gov

9890 S. Maryland Parkway, Suite 221

Las Vegas, NV 89183

DEADLINE: THURSDAY, DECEMBER 20, 2018 BY 5:00 PM

I. AUTHORIZED CONTACT PERSON:

Name: _____

Title: _____

District: _____

Phone and Ext.: _____

Fax Number: _____

E-Mail Address: _____

II. CERTIFICATION

I hereby submit this application and understand the criteria and assurances as required. The Board of Trustees has taken direct action or delegated an agent to consent to the submission of this application on MONTH _____ DAY _____ YEAR 20_____.

Signature: _____

SUPERINTENDENT

CONTENTS

Summary: The LEA Library Book Purchasing grant is a non-competitive formula grant based on a district’s previous expenditure of funds, excluding gifts and grants, for the purchase of library books. 1

DEADLINE: Thursday, December 20, 2018 BY 5:00 PM 1

I. AUTHORIZED CONTACT PERSON: 1

II. CERTIFICATION..... 1

Contents 3

III ASSURANCES..... 4

GENERAL STATE GRANT ASSURANCES..... 4

STATE REGULATIONS 4

Grant Specific Assurances: 6

IV. Purchase of school library books 8

ELIGIBILITY REQUIREMENTS AND GRANT GUIDELINE PROCEDURES: 8

Senate Bill No. 544, Section 16.6(c) & NDE Program Stipulations 10

III ASSURANCES

GENERAL STATE GRANT ASSURANCES

NAME OF DISTRICT/AGENCY:

FISCAL YEAR: **2019**

GRANT/PROGRAM NAME: **LEA Library Book Purchasing Grant**

PROJECT NUMBER:

I hereby certify that, to the best of my knowledge, the information in this application is correct. The applicant designated hereby applies for a grant of State funds. The local Board of Trustees/Organization has authorized me to file this application and such action is recorded in the minutes of the agency's meeting.

The RECIPIENT assures, if awarded a grant or contract:

The State Agency shall hold all RECIPIENTS to the provisions within the applicable Nevada Revised Statute (NRS) that govern the funds passed through the STATE AGENCY to the RECIPIENT.

STATE REGULATIONS

Shall hold the RECIPIENT to the provisions established by the STATE AGENCY which govern the funds and program:

1. The RECIPIENT assumes full responsibility for the overall program which includes: fiscal administration, timely submission of required reports, program management including personnel, and meeting the goals and objectives in the approved grant application.
2. The RECIPIENT agrees to fully comply with the evaluation team that will evaluate the effectiveness of this grant. Noncompliance may affect the RECIPIENT'S eligibility in future sub-awards from NDE or result in forfeiture of remaining funds.
3. The RECIPIENT agrees that any funds not committed for expenditures by the end of the grant cycle will be deobligated to State general fund with the Annual Financial Report
4. The RECIPIENT will submit the Final Financials to the Nevada Department of Education (NDE) within 45 days or less from the end of the grant cycle. Noncompliance will result in ineligibility for future sub-grant cycles.
5. All requests for budget amendments must be made in writing and approved prior to expenditure of funds.
6. Monthly requests for reimbursement are due to the NDE by the 15th of the month for the previous month of services.

7. The RECIPIENT agrees to comply with NDE's requirement to submit supporting source documentation with reimbursement requests which will ensure that all costs charged to state grants are allowable.
8. The documentation for all transactions, controls and other significant events must be clear and readily available for examination upon request. All documentation such as invoices or contracts, etc. should be maintained at the RECIPIENT's principal place of business. If they are not, the RECIPIENT must bear the cost of making original documents available for examination by the State.
9. Personnel employed as teachers and instructional aides by the RECIPIENT or personnel contracted to provide such service to the RECIPIENT shall be certified pursuant to the provisions of NRS 386.590 (as amended by Senate Bill 509 of the 2015 Session of the Nevada Legislature, Chapter 238, Statutes of Nevada (2015)).
10. The RECIPIENT shall maintain effective control and accountability for all grant funds, property, and other assets. Good internal control necessitates that fiscal responsibilities be clearly established. Accounting functions should be separated to the fullest extent possible so that no one person authorizes, executes, and approves the same transactions. Policies covering personnel and accounting procedures and separation of duties must be documented in a policies and procedures manual or other similar document.
11. The RECIPIENT must maintain continuing responsibility for the overall program. This includes the establishment of written policies and procedures for program operations. The following areas must not be delegated to Recipients or persons who are not employees or officials of the RECIPIENT organization:
 - a. Being informed of and accountable for all program income and expenditures;
 - b. Performance of timely written evaluations of the program, and monitoring of established goals and objectives as written in the program's grant award;
 - c. Financial reports and all other reports required by NDE including monthly Requests for Funds, required quarterly progress reports and final program reports (as applicable);
 - d. Administration of the program in accordance with each agency's administrative practice.
12. If the RECIPIENT decides to establish a policy-making body (or is required either by law or by funding source to establish such a body), its roles and responsibilities must be clearly defined. This must be approved by the Program Director.
13. Any activities that deviate from the scope of work/goals and objectives identified in the grant agreement must receive prior written approval from the Education Programs Professional and may require an amendment to the grant agreement.
14. RECIPIENTS must notify the Education Programs Professional immediately regarding any legal action or negative publicity related to grant-funded events, activities, services, purchases, or outreach.
15. All instructions, requirements, rules and regulations for grants administered through the RECIPIENT are applicable to Recipients, contracts or other mechanisms passing on these funds. It is the responsibility of the RECIPIENT to ensure compliance of Recipients through monitoring, reporting, site visits, fiscal reviews or other means. NDE may implement probationary measures with the RECIPIENT for noncompliance.

16. Indirect costs are not allowed on State grants or contracts to school districts, charter schools, non-profit organization, NSHE or other entities, which are funded in whole or in any part with State funds.
17. No organization may participate in the grant-funded project in any capacity or be a recipient of state funds designated for this project if the organization has been debarred or suspended or otherwise found to be ineligible for participation in federal assistance programs under Executive Order 12549, "Debarment and Suspension" (see 45 CFR 92.35). Prior to issuing subawards or contracts under this grant, the RECIPIENT must consult the Excluded Parties List System to ensure that organizations under funding consideration are not ineligible. The list may be accessed online through the System for Award Management (SAM) at <https://www.sam.gov>.
18. Decisions made by Education Program Professionals must be based on the grant agreements, approved budgets, grant assurance, written program policies and procedures, and written fiscal policies and procedures including those in the State Administrative Manual (SAM) and in any Nevada Revised Statute or state regulations and guidance that apply to the funding source. If a RECIPIENT disagrees with a decision, the RECIPIENT has the option to dispute the decision by taking the following steps:
 - a. Request in writing that the Education Programs Professional provide:
 1. Documentation upon which a decision is based. Written response will be made within seven (7) working days.
 2. If the disagreement is still unresolved, request in writing that the matter be reviewed by the NDE Program Director, whose decision will be final and will not be open to further discussion or challenge.
 3. All interactions will be conducted with honesty, courtesy, and respect. It is essential that a professional relationship be maintained in order to properly administer the grant and provide effective services in the community.
 4. Conduct that interferes with the administration of the grant or negatively impacts the ability to provide effective program services may result in termination of the grant after NDE carefully reviews the circumstances.
 5. Timeliness of report submission will be tracked and noted in the grant file. Any extensions or exceptions to requirements must also be noted in the grant file.

GRANT SPECIFIC ASSURANCES:

1. The District assures the information provided regarding the amount of money expended by the school district, excluding gifts and grants, in the immediate preceding year for the purchase of library books for use in the media centers of school libraries within the school district as stipulated in SB 544, Section 16.6 is accurate.
2. The District assures that the information provided regarding the financial needs of the school district to maintain an adequate supply of library books in the media center of the school libraries within the school district is accurate.
3. The District assures the amount of money awarded to the school district shall be used solely to purchase library books for use in the media centers of school libraries.

4. The District assures any grant funds awarded to the district in SB 544, Section 16.6(c) will not supplant or cause to be reduced any other source of funding for the media centers of school libraries within the school district.
5. The District assures that any grant funds awarded to the district under in SB 544, Section 16.6 (c) will not be diverted to settle or arbitrate disputes or negotiate settlements between an organization that represents licensed employees of the school district and the school district.
6. The District certifies that any grant funds awarded to the district under the Grant to School Districts to Purchase School Library Books program will not affect the adjustment to the schedules of salaries and benefits of the employees of the school district.
7. The District agrees to submit all final financial reports with the Nevada Department of Education for all previous LEA Library Book Purchasing Program funding.
8. The District agrees to submit all final financial reports within 45 calendar days or less from the end of the grant cycle or August 13, 2019.
9. The District agrees that any funds not committed for expenditure as of June 30, 2019 will be reverted to the State General Fund.

Failure to comply with the terms and conditions detailed above may result in the loss of state funds and may be considered grounds for the suspension or termination of this grant.

Signature of Authorized Person

Date

Name and Title

District/Organization

IV. PURCHASE OF SCHOOL LIBRARY BOOKS

- A. Number of School Libraries_____
- B. Please indicate and provide documentation for the entire amount of money expended for the purchase of library books for your district for 2017/2018 \$_____
- C. Please indicate and provide documentation for the entire amount of money spent using gifts and grants for the purchase of library books in your district for 2017/2018:
\$_____
- D. Please indicate and provide documentation for the entire amount of money spent for the purchase of Library books excluding gift and grants for 2017/2018:
\$_____
- E. Please describe how funds are distributed among the libraries in your school district:
- F. Please describe the financial needs of the school district to maintain an adequate supply of library books in the media centers of school libraries within the school district:

ELIGIBILITY REQUIREMENTS AND GRANT GUIDELINE PROCEDURES:

1. The districts can make application for the LEA Library Book Purchasing program until **Thursday, December 20, 2018 at 5pm.**
2. You may contact Kathleen Galland-Collins by email at kgcollins@doe.nv.gov or phone at 702-668-4326 for any application assistance.
3. The district may submit the application via email or fax to meet the deadline.

NEVADA DEPARTMENT OF EDUCATION

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4. In the application, the District must provide information regarding the amount of money expended by the school district, excluding gifts and grants, in the immediately preceding year for the purchase of library books for use in the media centers of school libraries within the

school district as stipulated in subsection 2, part (a). The district is also asked to include the amount of funds from gifts and grants used for the purchase of library books.

5. In the application, the District must provide information regarding the financial needs of the school district to maintain an adequate supply of library books in the media center of the school libraries within the school district as stipulated in subsection 2, part (b).
6. In the application, the District is asked to provide information on how the decisions regarding the distribution of currently available funds for library books among schools in the district are made including how the funds are distributed among the schools.
7. In the application, the District is asked to provide information on how the funds from this grant will be distributed among the school libraries in the district.

SENATE BILL NO. 544, SECTION 16.6(C) & NDE PROGRAM STIPULATIONS

There is hereby appropriated from the state general fund to the Department of Education for distribution to school districts to purchase library books:

For the state fiscal year 2018 **\$449,142.00**

For the state fiscal year 2019 **\$449,142.00**

2. Except as otherwise provided in subsection 6, the board of trustees of a school district may submit an application to the Department of Education for a grant of money from the appropriation made by subsection 1 on a form provided by the Department of Education. Such an application must include a description of the:
 - (a) Amount of money expended by the school district, excluding gifts and grants, in the immediately preceding year for the purchase of library books for use in the media centers of school libraries within the school district; and
 - (b) Financial needs of the school district to maintain an adequate supply of library books in the media centers of school libraries within the school district.
3. Upon receipt of such an application, the Department of Education shall review the application to determine whether it is complete, except as otherwise provided in subsection 6, the Department of Education shall approve an application if it is complete.
4. The Department of Education shall apportion the money available for each fiscal year among the school districts whose applications have been approved. Each school district is entitled to receive, within the limits of money available, an amount equal to not more than 50 percent of the money that the school district expended, excluding gifts and grants, on the purchase of library books for use in the media centers of school libraries in the immediately preceding year.
5. The board of trustees of a school district that receives a grant of money pursuant to subsection 6 shall use the money to purchase library books for use in the media centers of school libraries.
6. The board of trustees of a school district that receives a grant of money pursuant to subsection 6 shall not use the money to:
 - (a) Supplant or cause to be reduced any other source of funding for the media centers of school libraries within the school district.
 - (b) Settle or arbitrate disputes or negotiate settlements between an organization that represents licensed employees of the school district and the school district.
 - (c) Adjust the schedules of salaries and benefits of the employees of the school district.

7. If the board of trustees of a school district receives a grant of money pursuant to subsection 6 for the fiscal year 2018 and the board of trustees does not expend at least the amount of money, excluding gifts and grants, that the board of trustees expended in the immediately preceding year on the purchase of library books for media centers of school libraries, the board of trustees is not eligible to apply for a grant of money for the fiscal year 2019. If the Department of Education receives an application from a school district and, upon review of the information contained within determines that the board of trustees did not expend at least the amount of money that the board of trustees expended in the immediately preceding year on the purchase of library books for media centers of school libraries, the Department shall deny the application.
8. As used in this section, "media center of a school library" means a centralized collection of educational resources located in a school library that is designed to:
 - (a) Integrate the curriculum of a school;
 - (b) Teach pupils skills in methods to acquire information; and
 - (c) Ensure that teachers and pupils use the resources of information offered in a school library.
9. Any remaining balance of the appropriation made by subsection 1 for:
 - (a) The fiscal year 2019 must not be committed for expenditure after June 30, 2019 and reverts to the state general fund as soon as all payments of money committed have been made.



STATEMENT OF CERTIFICATION

LEA Library Book Purchasing Grant

SECTION A: APPLICATION FOR A GRANT/SUBGRANT CERTIFICATION

I HEREBY CERTIFY that, to the best of my knowledge, the information in this application is correct.

The applicant designated below hereby applies for federal or state funds for the **LEA Library Book Purchasing Grant**. The local Board of Trustees/Organization has authorized me to file this application and such action is recorded in the minutes of the board meeting held on _____ (Date).

Signature: _____ Date: _____
Authorized Representative

PART I – APPLICANT

Applicant: (Legal Name of Agency): _____

Mailing Address (Street, P. O. Box, City/ Zip): _____

Name, title and phone number of Applicant: _____

Authorized Contact Person: _____

Name, title and phone number of Applicant: _____

Fiscal Contact Person: _____

Amount of application: N/A - grant is a formula grant _____

PART II – STATE DEPARTMENT OF EDUCATION USE

Date Received: _____

Obligation Amount: _____

Reviewer’s Signature: _____

Date: _____