

CC: Diane  
Ex #7



325 West State Street  
Boise, Idaho 83702

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f. 208.334.4016

July 5, 2013

Julie Colson and Patty Burlingame  
6750 Augusta St  
Bonners Ferry, ID 83805

Dear Julie and Patty:

Congratulations! The Idaho Commission for Libraries is pleased to announce that Valley View Elementary has been approved for a School Library Access (SLA) Mini-Grant award in the amount of \$5,000. Enclosed with this letter, you will find an SLA grant award package. Please review and sign each of these documents and return all documents with original signatures to ICfL postmarked by September 14, 2013. Please note, you may keep the enclosed Award Letter for your files, but all other documents need to be returned to ICfL as soon as possible to continue processing your grant award. Feel free to make a copy of anything you want to keep but please be aware that we will be sending you a final copy of each document after the grant award has been completely processed.

Enclosed please find:

- Award Letter (you may keep this document)
- Exhibit A – a copy of your Grant Application
- Two copies of the SLA Grant Agreement
- W-9 Request for Taxpayer Identification
- Certification Regarding Lobbying for Grants & Cooperative Agreements
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
- Civil Rights Certificate

*(Please review, complete, sign and return all of these forms no later than September 14, 2013.)*

A copy of the Interim and Final Reports and an expense tracking sheet will be sent to you at the end of September along with the final copies of the above documents. Specific reporting requirements and general grant requirements can be found under item IV of the Grant Agreement.

If you have questions or concerns, please contact Read to Me Project Coordinator Stephanie Bailey-White at (208) 639-4145, or [Stephanie.bailey-white@libraries.idaho.gov](mailto:Stephanie.bailey-white@libraries.idaho.gov).

Sincerely,

Ann Joslin  
State Librarian

AJ/sbw

Grant Agreement No. S14SLA-9  
Project Name: Read to Me State Funds, School Library Access

IDAHO STATE FUNDED READ TO ME GRANTS  
As administered by the  
Idaho Commission for Libraries  
State of Idaho

GRANT AGREEMENT between Idaho Commission for Libraries  
And Valley View Elementary

This AGREEMENT made and entered into by and between the Idaho Commission for Libraries (ICfL), hereinafter known as the GRANTOR, and Valley View Elementary hereafter known as the GRANTEE.

The GRANTOR is the administrator of State funds provided through the State of Idaho. The GRANTOR has approved the application submitted by the GRANTEE on June 1, 2013, and that application is by reference attached to this AGREEMENT, as Exhibit A.

The GRANTEE has applied for funds to implement the project outlined in Exhibit A of this AGREEMENT. The GRANTOR and the GRANTEE are willing to cooperate on said project, and agree to and execute this AGREEMENT according to the following terms and conditions:

1. This project will not begin before July 1, 2013 and the receipt of the signed grant agreement,
2. The Read to Me State Funds will be disbursed by September 15, 2013, providing the grant agreements have been received and signed by September 14, 2013.
3. \$5,000 from State Fiscal Year 2014 State Funds is awarded through this contract.
4. The GRANTEE agrees to:
  - a. SPEND OR OBLIGATE ALL GRANT FUNDS BY March 15, 2014; ANY UNEXPENDED OR UNOBLIGATED BALANCE OF FUNDS AS OF April 15, 2014 SHALL REVERT TO THE CONTROL OF THE GRANTOR.
  - b. Begin work on the project within a reasonable time after this AGREEMENT is signed by both parties, and complete the project no later than April 15, 2014 in accordance with the timeline and the terms of the project as outlined in Exhibit A.
  - c. Submit required Read to Me Mini Grant Interim and Final Reports according to the following schedule or as outlined below:

Read to Me Mini-Grant Interim Report  
DUE

**January 15, 2014**

For the reporting period beginning  
July 1, 2013 – December 31, 2013

Read to Me Mini-Grant Final Report and Provider Surveys  
DUE -

**April 19, 2014**

For the reporting period beginning  
July 1, 2013 through April 15, 2014

- d. Comply with the following special requirements of the grant as cited below and stated in the grant application:
- All kindergarten students will be allowed to check out more than one book per week starting in their first semester of school.
  - If your school has a developmental preschool program on school grounds, all children enrolled in that program will be allowed to check out more than one book a week starting in their first semester of school.
  - At least 40 percent of the funds will be spent on age-appropriate (pre-K – grade 2) nonfiction books for check out. The other 60% of funds may be spent on fiction or non-fiction books. Accelerated Reader Tests and E-Readers are not an allowable purchase with these grant funds.
  - Students in all grades will be allowed to check out nonfiction books.
  - School library representative will need to participate in an introductory conference call or one-hour webinar in September and a mid-way check-in meeting via conference call or webinar in December.
  - Final reports will ask for a list of fiction and nonfiction titles purchased with grant funds, circulation statistics by grade level (when possible), and feedback on changes in circulation practices.
- e. Seek guidance from the Read to Me Project Coordinator assigned to the grant or the ICfL grants officer on changes that alter the project, its activities, or budget. Submit in writing to the State Librarian requests for approval of significant changes as determined by the Read to Me Project Coordinator or Grants Officer.
- f. Inform the GRANTOR in between scheduled reporting dates of the following types of conditions as they become known:
- problems, delays or adverse conditions which will impair the ability to attain the objectives OR outcomes of the project or to utilize project funds.

- g. Make the grant documents and all fiscal, accounting and performance records which are pertinent to the grant, accessible to the State of Idaho, the GRANTOR or any of their authorized representatives, for an audit or a less formal records examination.
  - h. **Maintain all project financial, programmatic, inventory records and supporting documents intact for a period of five (5) years after the completion of the project as determined by the GRANTOR.** (The time period for retention of project records begins on the date of the award letter and lasts for five years.)
  - i. Maintain financial and programmatic records for this project separate from financial and programmatic records of other projects. Copies of receipts and lists of books purchased for this project will need to be submitted with the grant reports.
  - j. Maintain accounting records that make expenditures readily apparent including, but not limited to, the amount of funds under the grant award, the total cost of the project, how all projects funds are being used, and other records to facilitate an effective audit. Support accounting records by such source documentation as canceled checks or paid bills.
  - k. Comply with Federal and State laws, rules and regulations and the GRANTOR's policies, procedures and requirements as they relate to the acceptance and use of funds for this State-funded project.
4. The GRANTOR agrees to:
- a. Furnish funds to the GRANTEE. Payments will be made in accordance with the procedure outlined in the Read to Me Mini Grant guidelines.
  - b. Provide information, consultation, technical assistance, and required forms, as appropriate.
  - c. Review all proposed changes to the project to assure that such changes are consistent with applicable statutes, regulations, and the Annual Program.
5. In the event that the GRANTEE does not comply with the terms of this AGREEMENT, the GRANTOR has the right to terminate this AGREEMENT. Such cancellation will be by written notice and will outline compliance violations. The GRANTEE may appeal for reconsideration by giving written evidence of compliance within twenty (20) days following the receipt of the notification of noncompliance. In the event the appeal is not granted, the GRANTOR will terminate this AGREEMENT and the GRANTEE will repay any questioned or disallowed costs to the GRANTOR.
6. The GRANTEE has the right to request the GRANTOR to terminate and cancel this AGREEMENT upon written notice. If this AGREEMENT is terminated or canceled, the GRANTEE may be required to relinquish funds allocated under this AGREEMENT. Funds will not be authorized for any new obligations made after the date of this AGREEMENT'S expiration or termination.
7. Amendment to this AGREEMENT may be initiated by either party through written notification. The GRANTEE may submit to the State Librarian a request detailing the terms of and rationale for a project change. The State Librarian will make a determination as to the appropriateness of the request and will issue to the GRANTEE approval or denial in a written response. The GRANTOR may amend this AGREEMENT if the terms herein are found to be inaccurate or need to be modified for compliance purposes.

My signature acknowledges that I have read, understand, and agree to comply with this AGREEMENT.

**GRANTEE**

Valley View Elementary  
6750 Augusta St  
Bonners Ferry, ID 83805

**School District Superintendent**

*R. Canby*

\_\_\_\_\_  
(Signature of Superintendent)

*9/3/13*

\_\_\_\_\_  
(Date signed)

**GRANTOR**

Idaho Commission for Libraries  
325 West State Street  
Boise, Idaho 83702-6072

**Ann Joslin, State Librarian**

\_\_\_\_\_  
(Signature of Ann Joslin)

\_\_\_\_\_  
(Date signed)

**Name of school librarian in charge of project**

*Patricia Burlingame*

*Michelle Gibson*

\_\_\_\_\_  
(Signature of the signature of school librarian)

*9/3/13*

\_\_\_\_\_  
(Date signed)