

ARF-17188

AGENDA ITEM

REGULAR SESSION AGENDA

Library

Meeting Date: 03/10/2015

Edge Reimbursement Program

20 -

Submitted By: Patty Gonzales, Library

modified 3-10-2015

Department: Library

Type of Item: Consent

Renewal Agreement/ No

Reviewed by County Yes

Appointment:

Attorney's Office:

Multiple Originals Y/N?: no, original interoffice
mail

Information

SUMMARY OF ITEM

Approve participating in the 2015 Edge Reimbursement Program under the Texas State Library and Archives Commission.

No matching funds needed.

SPECIAL HANDLING

Attachments

Library Edge Reimbursement Program

COUNTY JUDGE
RECEIVED
MAR 05 2015

Edge Reimbursement Program



The Edge initiative helps libraries assess their operations and plan for the future, and demonstrate the library's impact on the community and community needs. With the vision that "all people have the opportunity to improve their lives through the technology services available in public libraries," Edge uses benchmarks to help libraries evaluate themselves. It goes a step further by offering training and tools to build capacity and improve services. (For more information visit libraryedge.org.)

The goal of the Edge Reimbursement Program is to help public libraries meet the public access technology needs of their community. The agency will provide assistance through a *reimbursement program* to public libraries that have identified areas of improvement using the Edge assessment, and who are using the training provided to Edge libraries for training and continuing education.

Who is Eligible?

Accredited public libraries that have:

- a) submitted the Edge assessment at libraryedge.org
- b) used the Action Plan tool on the Edge website to prioritize community needs
- c) commit to sharing their Edge findings and promoting equipment purchases to their community

Libraries that participated in the first round of funding of the Edge Implementation Reimbursement Program are eligible for this round of funding.

How Much Money is Available?

Libraries serving populations up to 25,000 are eligible for up to \$5,000 in reimbursement costs for the purchase of equipment and supplies that supports the improvement of public access technology identified by the Edge assessment. Libraries serving populations over 25,000 are eligible for up to \$10,000. The program is available on a *first-come, first-served* basis until funds are depleted.

How Will the Edge Reimbursement Program Work?

Libraries will submit this application to the State Library beginning now through **February 27, 2015**. The agency will review and notify applicants in writing of approval/non-approval by **March 27, 2015**. Upon approval, libraries may purchase the equipment described in their application. A **paid receipt** (not a Purchase Order or order form) for the equipment must be provided to the Texas State Library and Archives Commission by **May 29, 2015**, at the very latest.

What Can I Buy?

Computer equipment such as monitors and laptops, software (*stand-alone only*), servers or routers, printers, assistive equipment, presentation and multimedia equipment, computer furniture, and computer supplies related to the equipment purchase. **All purchases must relate to improving Edge indicators on your Action Plan.** (Please be aware of ADA-compliance issues relating to the purchase of e-Readers and Tablets: <http://bit.ly/1mrtgLJ>). Due to source of funds, subscriptions, separately-purchased service contracts for equipment, and subscription cloud-based software (ie., Adobe Dreamweaver, DeepFreeze, Airwatch, Norton Utilities, Mango, and others) are not authorized. Questions? Contact Jennifer Peters at jpeters@tsl.texas.gov.

APPLICATION FOR EDGE REIMBURSEMENT PROGRAM

Use the Action Plan you developed using your Edge assessment (www.libraryedge.org) to complete this form.

Name of Library: **Fort Bend County Libraries**

Library contact person, phone & email: **Jill Cherie Sumpter, 281-633-4766, jsumpter@fortbend.lib.tx.us**

Legal Entity & Mailing Address: **Fort Bend County Libraries, 1001 Golfview Drive, Richmond, Tx 77469**

DUNS # 08-14-97075

SAM Exp. date 01/12/2016

1. My Library has completed and submitted the Edge assessment at libraryedge.org. Yes
2. My Library has developed an Action Plan using the Edge assessment. Yes
3. My Library serves a population of Under 25,000 (eligible for up to \$5,000)
 Over 25,000 (eligible for up to \$10,000)

4. What specific equipment will you purchase? Provide approximate cost estimate(s), with documentation if appropriate. Reimbursement will be provided for expenses up to \$5,000 for libraries serving populations under 25,000, and up to \$10,000 for libraries serving populations over 25,000. Please be aware that all funding requests must be approved by TSLAC staff to ensure that they meet federal requirements.

HP Laserjet Enterprise M602dn printer - Qty 9 at \$1020.00

Total: \$9180.00

5. Describe Edge indicator(s) that you are trying to address as described in the Edge Action Plan: (eg., 2.1: Ensure photo editing software is available in at least 50% of locations, 9.2: Increase and manage your bandwidth to optimize the speed of your connection and improve the patron's Internet experience.)

7.1 The library maintains technology and patron data management policies;

Implement an equipment replacement policy to insure that the library periodically evaluates and updates its computer equipment capabilities.

9.4 9.4 The library provides peripheral equipment that enables patrons to complete tasks. Provide wireless-enabled printers so patrons who connect to the public Wi-Fi have the ability to send documents to various printers within the network.

6. Describe how the equipment to be purchased will impact the indicator described above and how it will improve public access technology in your community.

Focus groups of public service staff querying the public reveal the need by the public to have duplex printing capabilities and personal device wireless printing. Updating our printer services in this area will draw more technology usage to the public library.

7. Describe how you will promote your Edge results and this equipment to your community.

Fort Bend County Libraries has a dynamic web presence. The technology services section of each branch's webpage receiving the printer will be updated and the announcement section of the main library webpage will carry a PSA on the new service.

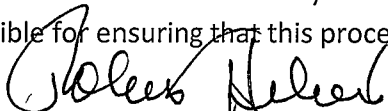
Library staff will be trained on the new printer and all computer trainings that month will include information about the new printing service.

8. I will display the following acknowledgement for this equipment in my library: *Funded by the U.S. Institute of Museum and Library Services through a grant to the Texas State Library and Archives Commission.* Yes

9. Applicant agrees service contracts, subscriptions, or cloud-based subscription software will not be purchased with these funds. Yes

10. Applicant agrees to comply with all LSTA Terms & Conditions. (See pp. 5-7). Yes

CERTIFICATION: To the best of my knowledge and belief, data in this form are true and correct. I am responsible for ensuring that this process meets my local purchasing requirements.



March 10, 2015

Name & Title (Local Legal Entity Authorized to Enter into Contracts) Signature
Robert E. Hebert, Fort Bend County Judge

Date

Other Materials Required:

- Signed Children's Internet Protection Act (CIPA) Form (attached), required for purchases of equipment that will access the Internet

Timeline:

- Application due: now through February 27, 2015
- Written notification of approval of application from TSLAC: now through March 27, 2015
- Reimbursement requests and receipts due to State Library: now through May 29, 2015
- Final Day to submit reimbursement form and paid receipt: May 29, 2015
- *Receipts and forms submitted after May 29 will not be reimbursed.*

Submit this form, along with the attached signed CIPA form, to Jennifer Peters, Community Engagement Administrator, at jpeters@tsl.texas.gov or by fax to 512-936-2306.

INTERNET SAFETY CERTIFICATION
(Children's Internet Protection Act CIPA Form)

FOR FEDERALLY FUNDED
TEXAS STATE LIBRARY & ARCHIVES COMMISSION PROGRAMS
FEDERAL PROGRAM YEAR 2014 (TEXAS STATE FISCAL YEAR 2015)
EDGE IMPLEMENTATION REIMBURSEMENT PROGRAM

As the duly authorized representative of the applicant/grantee, I hereby certify that (check only one of the following boxes):

The applicant/grantee public library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.

The applicant/grantee public library seeks a waiver of the certification required in A., above, because State or local procurement rules or regulations or competitive bidding requirements prevent the applicant/grantee library from certifying compliance with Section 9134(f)(1) of the Library Services and Technology Act. The applicant/ grantee public library certifies that the library will comply with the requirements of Section 9134(f)(1) before the start of Program Year in which funds are expended.

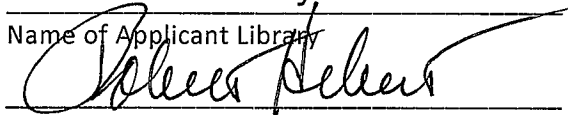
The requirements of Section 9134(f) of the Library Services and Technology Act do not apply to the applicant/grantee library because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or public elementary school or secondary school library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.

The applicant/grantee is not a public library.

I further certify that one of the following is true: either no LSTA funds from the award will be used by the applicant to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or public elementary school or secondary school library served by the applicant/grantee; or, if any part of the LSTA funds are used for such purposes, applicant will obtain the appropriate certifications from libraries receiving such purchases or payments.

Fort Bend County Libraries

Name of Applicant Library



Signature of Authorized Representative

Robert E. Hebert

Printed Name of Authorized Representative

County Judge

Title of Authorized Representative

March 10, 2015

Date

Texas State Library and Archives Commission
LSTA Terms and Conditions

I. GENERAL TERMS AND CONDITIONS

- A. The Subrecipient will comply with the following parts of the Texas Comptroller of Public Accounts UGMS revised June 2004, located at: www.governor.state.tx.us/files/state-grants/UGMS062004.doc.

Part I. Cost Principles for State and Local Governments and Indian Tribal Governments (2 CFR 225), Cost Principles for Non-Profit Organizations (2 CFR 230), Cost Principles for Educational Institutions (2 CFR 220), or Federal Acquisition Regulation (FAR) 31.2, as applicable.

Part II. State Uniform Administrative Requirements for Grants and Cooperative Agreements
(Adapted from OMB Circulars A-102 and A-122)

Part III. State of Texas Single Audit Circular (Adapted from OMB Circular A-133)

- B. The Subrecipient will comply with the IMLS' 45 Code of Federal Regulations, Part 1183, Uniform Administrative Requirements for Grants and Cooperative Agreements to States and Local Governments (adapted from OMB Circular A-102) or 2 CFR, Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Educations, Hospitals, and other Non-Profit Organizations (adapted from OMB Circular A-110), as applicable.
- C. Subrecipients will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, religion or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of disability and the Americans With Disabilities Act of 1990; (d) the Age Discrimination Act of 1974, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to the nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- D. The Subrecipient, *if a private entity*, will comply with Federal law pertaining to trafficking in persons. Subrecipient and its employees may not
1. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 2. Procure a commercial sex act during the period of time that the award is in effect; or

3. Use forced labor in the performance of the award or subawards under the award.
- E. The Subrecipient certifies by this contract that no Federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement. If any funds other than Federal appropriated funds have been paid or will be paid for such purpose, the Subrecipient shall complete and submit OMB form SF-LLL, Disclosure of Lobbying Activities, in accordance with its instructions. The Subrecipient shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly, as specified in Title 31 U.S. Code, Sec. 1352.
 - F. Subrecipient certifies by this contract that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this program by any Federal department or agency, as required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participant's responsibilities, 2 CFR Part 180 Subchapter C. 180.335. Where the Subrecipient is unable to certify to any of the statements in this certification, the Subrecipient shall attach an explanation to these Terms and Conditions.
 - G. Subrecipient understands that acceptance of funds under this contract acts as acceptance of the authority of the Texas State Auditor's Office, or any successor agency, to conduct an audit or investigation in connection with those funds. Subrecipient further agrees to cooperate fully with the State Auditor's Office or its successor in the conduct of the audit or investigation, including providing all records requested. Subrecipient will ensure that this clause concerning the authority to audit funds received indirectly by Sub-Contractors through Subrecipient, and the requirement to cooperate, is included in any sub-grant awarded.
 - H. The Subrecipient agrees to main all financial and programmatic records, supporting documents, statistical records, and other records relating to this grant award for three year after the last State Program Report for the Texas LSTA 5-Year Plan 20013-2017, is submitted on December 31, 2018. The Contractor will maintain their records through December 31, 2021.
 - I. The Subrecipient agrees to develop or revise, as necessary, any specific written documentation of its current procedures for (1) collecting and reporting performance measures; (2) conducting a fixed asset inventory; and or, (3) any other issues identified in Subrecipient's internal audit report or grant activities. Drafts of this procedural documentation will be submitted to TSLAC by dates established mutually between TSLAC and Subrecipient. TSLAC will provide review and guidance to enable final versions to be approved on or before established deadlines.

II. ENFORCEMENT

- A. Remedies for noncompliance. If Subrecipient materially fails to comply with any term of the contract, whether stated in a state or federal statute or regulation, an assurance, in a state plan or application, a notice of award, or elsewhere, TSLAC may take one or more of the following actions, or impose other sanctions, as appropriate in the circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by the Subrecipient, or more severe enforcement action by TSLAC;
 2. Disallow (that is, deny both use of funds and matching credit for) all or part of the cost of the activity or action not in compliance;
 3. Wholly or partly suspend or terminate the current contract for the Subrecipient's program;
 4. Withhold further awards for the program; or
 5. Take other remedies that may be legally available.
- B. Hearings, appeals. In taking an enforcement action, TSLAC will provide the Subrecipient an opportunity for such hearing, appeal, or other administrative proceeding to which the Subrecipient is entitled under any statute or regulation applicable to the action involved.
- C. Effects of suspension and termination. Costs of Subrecipient resulting from obligations incurred by the Subrecipient during a suspension or after termination of an award are not allowable unless TSLAC expressly authorized in the notice of suspension or termination, or subsequently. Other Subrecipient costs during suspension or after termination that are necessary, and not reasonably avoidable, are allowable if:
1. The costs resulting from obligations that were properly incurred by the Subrecipient before the effective date of suspension or termination are not in anticipation of it and, in the case of a termination, are non-cancelable; and,
 2. The costs would be allowable if the award were not suspended, or expired normally at the end of the funding period in which the termination takes effect.
- D. Relationship to Debarment and Suspension. The enforcement remedies identified in this section, including suspension and termination, do not preclude Subrecipient from being subject to "Debarment and Suspension" under Executive Order 12549 (see UGMS Part III, Subpart C, Sec 35) and state law.



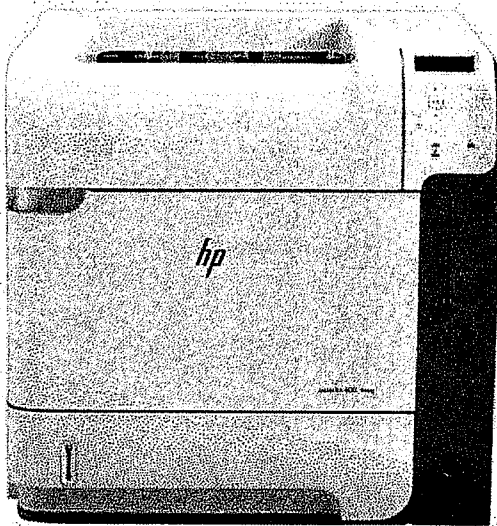
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