

CS-20-181

CM2929

21-ST-36

Nassau County Public Library System

**STATE AID TO LIBRARIES GRANT  
AGREEMENT BETWEEN  
THE STATE OF FLORIDA, DEPARTMENT OF STATE  
AND**

**Nassau County for and on behalf of Nassau County Public Library System**

This Agreement is by and between the State of Florida, Department of State, Division of Library and Information Services, hereinafter referred to as the "Division," and the Nassau County for and on behalf of Nassau County Public Library System, hereinafter referred to as the "Grantee."

The Grantee has submitted an application and has met all eligibility requirements and has been awarded a State Aid to Libraries Grant (CSFA 45.030) by the Division in the amount specified on the "Fiscal Year 2020-21 State Aid to Libraries Final Grants" document (which is incorporated as part of this Agreement and entitled Attachment B). The Division has the authority to administer this grant in accordance with Section 257, *Florida Statutes*. By reference, the application and any approved revisions are hereby made a part of this agreement.

In consideration of the mutual covenants and promises contained herein, the parties agree as follows:

**1. Grant Purpose.** This grant shall be used exclusively for the "State Aid to Libraries Grant," the public purpose for which these funds were appropriated.

a) The Grantee shall perform the following **Scope of Work**:

In accordance with Sections 257.17-257.18, Florida Statutes, the Grantee shall receive a grant amount that is calculated and based upon local funds expended during the second preceding fiscal year for the operation and maintenance of the library. For this grant, the local expenditures shall have been made during the period October 1, 2018 - September 30, 2019.

In order to be eligible to receive the grant funding, the Grantee shall manage or coordinate free library service to the residents of its legal service area for the period October 1, 2018 through June 30, 2021. The Grantee shall:

- o Have a single administrative head employed full time by the library's governing body;
- o Provide free library service, including loaning materials available for circulation free of charge and providing reference and information services free of charge;
- o Provide access to materials, information and services for all residents of the area served; and
- o Have at least one library, branch library or member library open 40 hours or more each week (excluding holidays; between Sunday through Saturday, on a schedule determined by the library system) during the length of the agreement.

b) The Grantee agrees to provide the following **Deliverables** related to the Scope of Work for payments to

John A. Crawford - Clerk Services  
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be awarded.

Payment 1, Deliverable/Task 1

Payment will be an advance in the amount of 50% of the grant award for the period October 1, 2018 through June 30, 2021. The Grantee will:

- o Have expended funds to provide free library service during the period October 1, 2018 - September 30, 2019;
- o Provide an Expenditure Report and certification of Local Operating Expenditures for the period October 1, 2018 - September 30, 2019 only; and
- o Provide the Certification of Credentials for the Single Administrative Head.

Payment 2, Deliverable/Task 2

Payment will be an advance in the amount of 50% of the grant award for the period October 1, 2018 through June 30, 2021. The Grantee will:

- o Provide documentation showing that at least one library, branch library or member library is open 40 hours or more each week (excluding holidays; between Sunday through Saturday, on a schedule determined by the library system) during the length of the agreement; and
- o Provide a Certification of Hours, Free Library Service and Access to Materials.

c) Grant funds shall be used for the operation and maintenance of the library. The allowable budget categories are: Personnel Services (salaries, wages, and related employee benefits provided for all persons employed by the reporting entity whether on full-time, part-time, temporary, or seasonal basis); Operating Expenses (expenditures for goods and services which primarily benefit the current period and are not defined as personal services or capital outlays); Non-Fixed Capital Outlay (outlays for the acquisition of or addition to fixed assets); and Other (other operating expenditure categories in the library budget).

2. **Length of Agreement.** This Agreement covers the period of October 1, 2018 to June 30, 2021, unless terminated in accordance with the provisions of Section 28 of this Agreement. This period begins with the start of the Grantee's second preceding fiscal year (October 1, 2018) and concludes with the end of the State of Florida's current fiscal year (June 30, 2021).
3. **Expenditure of Grant Funds.** Grant funds will be used to reimburse a portion of local funds expended by the Grantee during their second preceding fiscal year (October 1, 2018 – September 30, 2019) for the operation and maintenance of a library and shall not exceed the amount specified in Attachment B. No costs incurred after the second preceding fiscal year shall be allowed unless specifically authorized by the Division.
4. **Contract Administration.** The parties are legally bound by the requirements of this agreement. Each party's contract manager, named below, will be responsible for monitoring its performance under this Agreement and will be the official contact for each party. Any notice(s) or other communications in regard to this agreement shall be directed to or delivered to the other party's contract manager by utilizing the information below. Any change in the contact information below should be submitted in writing to the contract manager within 10 days of the change.

**For the Division of Library and Information Services:**

Marian Deeney, Library Program Administrator  
Florida Department of State  
R.A. Gray Building  
500 South Bronough Street  
Tallahassee, FL 32399-0250  
Phone: 850.245.6620  
Email: marian.deeney@dos.myflorida.com

**For the Grantee:**

Dawn Bostwick  
Nassau County Public Library System  
25 North Fourth Street Fernandina Beach Florida 32034-4123  
Phone: 904.530.6501  
Email: dbostwick@nassaucountyfl.com

5. **Grant Payments.** The total grant award shall not exceed the amount specified on the Fiscal Year 2020-21 State Aid to Libraries Final Grants document (Attachment B), which shall be paid by the Division in consideration for the Grantees minimum performance as set forth by the terms and conditions of this Agreement. Payment will be made in accordance with the completion of the Deliverables.

The grant payment schedule is outlined below:

- a) The first payment will be 50% of the grant award. Payment will be made in accordance with the completion of the Deliverables.
- b) The second payment will be 50% of the grant award. Payment will be made in accordance with the completion of the Deliverables.
6. **Electronic Payments.** The Grantee can choose to use electronic funds transfer (EFT) to receive grant payments. All grantees wishing to receive their award through EFT must submit a Vendor Direct Deposit Authorization form (form number DFS-AI-26E, rev 6/2014), incorporated by reference, to the Florida Department of Financial Services. If EFT has already been set up for your organization, you do not need to submit another authorization form unless you have changed bank accounts. To download this form visit [myfloridacfo.com/Division/AA/Forms/DFS-AI-26E.pdf](http://myfloridacfo.com/Division/AA/Forms/DFS-AI-26E.pdf). The form also includes tools and information that allow you to check on payments.
7. **Florida Substitute Form W-9.** A completed Substitute Form W-9 is required from any entity that receives a payment from the State of Florida that may be subject to 1099 reporting. The Department of Financial Services (DFS) must have the correct Taxpayer Identification Number (TIN) and other related information in order to report accurate tax information to the Internal Revenue Service (IRS). To register or access a Florida Substitute Form W-9 visit [flvendor.myfloridacfo.com/](http://flvendor.myfloridacfo.com/). **A copy of the Grantee's Florida Substitute Form W-9 must be submitted by the Grantee to the Division before or with the executed Agreement.**

8. **Financial Consequences.** The Department shall apply the following financial consequences for failure to perform the minimum level of services required by this Agreement in accordance with Sections 215.971 and 287.058, *Florida Statutes*:

The Department shall require the return of the award in a prorated amount based upon the percentage of time that the library failed to perform the minimum level of services. The prorated reduction will be in the same percentage as the percentage of time that the library was not providing minimum level of services.

9. **Credit Line(s) to Acknowledge Grant Funding.** The Division requires public acknowledgement of State Aid to Libraries Grant funding for activities and publications supported by grant funds. Any announcements, information, press releases, publications, brochures, videos, web pages, programs, etc. created as part of a State Aid to Libraries Grant project must include an acknowledgment that State Aid to Libraries Grant funds were used to create them.

Use the following text:

“This project has been funded under the provisions of the State Aid to Libraries Grant program, administered by the Florida Department of State’s Division of Library and Information Services.”

10. **Non-allowable Grant Expenditures.** The Grantee agrees to expend all grant funds received under this agreement solely for the purposes for which they were authorized and appropriated. Expenditures shall be in compliance with the state guidelines for allowable project costs as outlined in the Department of Financial Services’ Reference Guide for State Expenditures (as of January 2020), incorporated by reference, which are available online at <https://www.myfloridacfo.com/division/aa/manuals/documents/ReferenceGuideforStateExpenditures.pdf>.

Grant funds may not be used for the purchase or construction of a library building or library quarters.

11. **Travel Expenses.** The Grantee must pay any travel expenses, from grant or local matching funds, in accordance to the provisions of Section 112.061, *Florida Statutes*.
12. **Unobligated and Unearned Funds and Allowable Costs.** In accordance with Section 215.971, *Florida Statutes*, the Grantee shall refund to the State of Florida any balance of unobligated funds which has been advanced or paid to the Grantee. In addition, funds paid in excess of the amount to which the recipient is entitled under the terms and conditions of the agreement must be refunded to the state agency. Further, the recipient may expend funds only for allowable costs resulting from obligations incurred during the specified agreement period. Expenditures of state financial assistance must be in compliance with the laws, rules and regulations applicable to expenditures of State funds as outlined in the Department of Financial Service’s Reference Guide for State Expenditures (as of January 2020) (<https://www.myfloridacfo.com/division/aa/manuals/documents/ReferenceGuideforStateExpenditures.pdf>), incorporated by reference.
13. **Repayment.** All refunds or repayments to be made to the Department under this agreement are to be made payable to the order of “Department of State” and mailed directly to the following address: Florida Department

of State, Attention: Marian Deeney, Division of Library and Information Services, 500 South Bronough Street, Mail Station #9D, Tallahassee, FL 32399. In accordance with Section 215.34(2), *Florida Statutes*, if a check or other draft is returned to the Department for collection, Recipient shall pay to the Department a service fee of \$15.00 or five percent (5%) of the face amount of the returned check or draft, whichever is greater.

14. **Single Audit Act.** Each Grantee, other than a Grantee that is a State agency, shall submit to an audit pursuant to Section 215.97, *Florida Statutes*. See Attachment A for additional information regarding this requirement. If a Grantee is not required by law to conduct an audit in accordance with the Florida Single Audit Act because it did not expend at least \$750,000 in state financial assistance, it must submit a Financial Report on its operations pursuant to Section 218.39, *Florida Statutes* within nine months of the close of its fiscal year.
15. **Retention of Accounting Records.** Financial records, supporting documents, statistical records and all other records, including electronic storage media pertinent to the Project, shall be retained for a period of five (5) fiscal years after the close out of the grant and release of the audit. If any litigation or audit is initiated or claim made before the expiration of the five-year period, the records shall be retained for five fiscal years after the litigation, audit or claim has been resolved.
16. **Obligation to Provide State Access to Grant Records.** The Grantee must make all grant records of expenditures, copies of reports, books, and related documentation available to the Division or a duly authorized representative of the State of Florida for inspection at reasonable times for the purpose of making audits, examinations, excerpts and transcripts.
17. **Obligation to Provide Public Access to Grant Records.** The Division reserves the right to unilaterally cancel this Agreement in the event that the Grantee refuses public access to all documents or other materials made or received by the Grantee that are subject to the provisions of Chapter 119, *Florida Statutes*, known as the *Florida Public Records Act*. The Grantee must immediately contact the Division's Contract Manager for assistance if it receives a public records request related to this Agreement.
18. **Noncompliance.** Any Grantee that is not following Florida statutes or rules, the terms of the grant agreement, Florida Department of State policies and guidance, local policies, or other applicable law or that has not submitted required reports or satisfied other administrative requirements for other Division of Library and Information Services grants or grants from any other Office of Cultural, Historical, and Information Programs (OCHIP) Division will be in noncompliance status and subject to the OCHIP Grants Compliance Procedure. OCHIP Divisions include the Division of Cultural Affairs, the Division of Historical Resources, and the Division of Library and Information Services. Grant compliance issues must be resolved before a grant award agreement may be executed and before grant payments for any OCHIP grant may be released.
19. **Accounting Requirements.** The Grantee must maintain an accounting system that provides a complete record of the use of all grant funds as follows:
  - a) The accounting system must be able to specifically identify and provide audit trails that trace the receipt, maintenance and expenditure of state funds;
  - b) Accounting records must adequately identify the sources and application of funds for all grant activities and must classify and identify grant funds by using the same budget categories that were approved in the

grant application. If Grantee's accounting system accumulates data in a different format than the one in the grant application, subsidiary records must document and reconcile the amounts shown in the Grantee's accounting records to those amounts reported to the Division;

- c) An interest-bearing checking account or accounts in a state or federally chartered institution may be used for revenues and expenses described in the Scope of Work and detailed in the Estimated Project Budget;
  - d) The name of the account(s) must include the grant award number;
  - e) The Grantee's accounting records must have effective control over and accountability for all funds, property and other assets; and
  - f) Accounting records must be supported by source documentation and be in sufficient detail to allow for a proper pre-audit and post-audit (such as invoices, bills and canceled checks).
20. **Availability of State Funds.** The State of Florida's performance and obligation to pay under this Agreement are contingent upon an annual appropriation by the Florida Legislature. In the event that the state funds upon which this Agreement is dependent are withdrawn, this Agreement will be automatically terminated and the Division shall have no further liability to the Grantee beyond those amounts already expended prior to the termination date. Such termination will not affect the responsibility of the Grantee under this Agreement as to those funds previously distributed. In the event of a state revenue shortfall, the total grant may be reduced accordingly.
21. **Lobbying.** The Grantee will not use any grant funds for lobbying the state legislature, the state judicial branch or any state agency.
22. **Independent Contractor Status of Grantee.** The Grantee, if not a state agency, agrees that its officers, agents and employees, in performance of this Agreement, shall act in the capacity of independent contractors and not as officers, agents or employees of the state. The Grantee is not entitled to accrue any benefits of state employment, including retirement benefits and any other rights or privileges connected with employment by the State of Florida.
23. **Grantee's Subcontractors.** The Grantee shall be responsible for all work performed and all expenses incurred in connection with this Agreement. The Grantee may subcontract, as necessary, to perform the services and to provide commodities required by this Agreement. The Division shall not be liable to any subcontractor(s) for any expenses or liabilities incurred under the Grantee's subcontract(s), and the Grantee shall be solely liable to its subcontractor(s) for all expenses and liabilities incurred under its subcontract(s). The Grantee must take the necessary steps to ensure that each of its subcontractors will be deemed to be independent contractors and will not be considered or permitted to be agents, servants, joint venturers or partners of the Division.
24. **Liability.** The Division will not assume any liability for the acts, omissions to act or negligence of the Grantee, its agents, servants or employees; nor may the Grantee exclude liability for its own acts, omissions to act or negligence to the Division.
- a) The Grantee shall be responsible for claims of any nature, including but not limited to injury, death and property damage arising out of activities related to this Agreement by the Grantee, its agents, servants,

- employees and subcontractors. The Grantee shall indemnify and hold the Division harmless from any and all claims of any nature and shall investigate all such claims at its own expense. If the Grantee is governed by Section 768.28, *Florida Statutes*, it shall only be obligated in accordance with this Section.
- b) Neither the state nor any agency or subdivision of the state waives any defense of sovereign immunity or increases the limits of its liability by entering into this Agreement.
  - c) The Division shall not be liable for attorney fees, interest, late charges or service fees, or cost of collection related to this Agreement.
  - d) The Grantee shall be responsible for all work performed and all expenses incurred in connection with the project. The Grantee may subcontract as necessary to perform the services set forth in this Agreement, including entering into subcontracts with vendors for services and commodities, provided that such subcontract has been approved in writing by the Department prior to its execution and provided that it is understood by the Grantee that the Department shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and that the Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract.
25. **Strict Compliance with Laws.** The Grantee shall perform all acts required by this Agreement in strict conformity with all applicable laws and regulations of the local, state and federal law. For consequences of noncompliance, see Section 18, Noncompliance.
26. **No Discrimination.** The Grantee may not discriminate against any employee employed under this Agreement or against any applicant for employment because of race, color, religion, gender, national origin, age, handicap, pregnancy or marital status. The Grantee shall insert a similar provision in all of its subcontracts for services under this Agreement.
27. **Breach of Agreement.** The Division will demand the return of grant funds already received, will withhold subsequent payments and/or will terminate this agreement if the Grantee improperly expends and manages grant funds; fails to prepare, preserve or surrender records required by this Agreement; or otherwise violates this Agreement.
28. **Termination of Agreement.** The Division will terminate or end this Agreement if the Grantee fails to fulfill its obligations herein. In such event, the Division will provide the Grantee a notice of its violation by letter and shall give the Grantee fifteen (15) calendar days from the date of receipt to cure its violation. If the violation is not cured within the stated period, the Division will terminate this Agreement. The notice of violation letter shall be delivered to the Grantee's Contract Manager, personally, or mailed to his/her specified address by a method that provides proof of receipt. In the event that the Division terminates this Agreement, the Grantee will be compensated for any work completed in accordance with this Agreement prior to the notification of termination if the Division deems this reasonable under the circumstances. Grant funds previously advanced and not expended on work completed in accordance with this Agreement shall be returned to the Division, with interest, within thirty (30) days after termination of this Agreement. The Division does not waive any of its rights to additional damages if grant funds are returned under this Section.
29. **Preservation of Remedies.** No delay or omission to exercise any right, power or remedy accruing to either party upon breach or violation by either party under this Agreement shall impair any such right, power or

remedy of either party; nor shall such delay or omission be construed as a waiver of any such breach or default or any similar breach or default.

- 30. Non-Assignment of Agreement.** The Grantee may not assign, sublicense or otherwise transfer its rights, duties or obligations under this Agreement without the prior written consent of the Division, which shall not unreasonably be withheld. The agreement transferee must demonstrate compliance with the requirements of the project. If the Division approves a transfer of the Grantee's obligations, the Grantee shall remain liable for all work performed and all expenses incurred in connection with this Agreement. In the event the Legislature transfers the rights, duties and obligations of the Division to another governmental entity, pursuant to Section 20.06, *Florida Statutes* or otherwise, the rights, duties and obligations under this Agreement shall be transferred to the succeeding governmental agency as if it was the original party to this Agreement.
- 31. Required Procurement Procedures for Obtaining Goods and Services.** The Grantee shall provide maximum open competition when procuring goods and services related to the grant-assisted project in accordance with Section 287.057, *Florida Statutes*.
- a) Procurement of Goods and Services Not Exceeding \$35,000. The Grantee must use the applicable procurement method described below:
1. Purchases Up to \$2,500: Procurement of goods and services where individual purchases do not exceed \$2,500 do not require competition and may be conducted at the Grantee's discretion.
  2. Purchases or Contract Amounts Between \$2,500 and \$35,000: Goods and services costing between \$2,500 and \$35,000 require informal competition and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.
- b) Procurement of Goods and Services Exceeding \$35,000. Goods and services costing over \$35,000 may be procured by either Formal Invitation to Bid, Request for Proposals or Invitation to Negotiate and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.
- 32. Conflicts of Interest.** The Grantee hereby certifies that it is cognizant of the prohibition of conflicts of interest described in Sections 112.311 through 112.326, *Florida Statutes* and affirms that it will not enter into or maintain a business or other relationship with any employee of the Department of State that would violate those provisions. The Grantee further agrees to seek authorization from the General Counsel for the Department of State prior to entering into any business or other relationship with a Department of State Employee to avoid a potential violation of those statutes.
- 33. Binding of Successors.** This Agreement shall bind the successors, assigns and legal representatives of the Grantee and of any legal entity that succeeds to the obligations of the Division of Library and Information Services.
- 34. Employment of Unauthorized Aliens.** The employment of unauthorized aliens by the Grantee is considered a violation of Section 274A (a) of the Immigration and Nationality Act. If the Grantee knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement.



35. **Severability.** If any term or provision of the Agreement is found to be illegal and unenforceable, the remainder will remain in full force and effect, and such term or provision shall be deemed stricken.
36. **Americans with Disabilities Act.** All programs and facilities related to this Agreement must meet the standards of Sections 553.501-553.513, *Florida Statutes* and the Americans with Disabilities Act of 1990 ([ada.gov](http://ada.gov) (as of January 2020)), incorporated by reference).
37. **Governing Law.** This Agreement shall be construed, performed and enforced in all respects in accordance with the laws and rules of Florida. Venue or location for any legal action arising under this Agreement will be in Leon County, Florida.

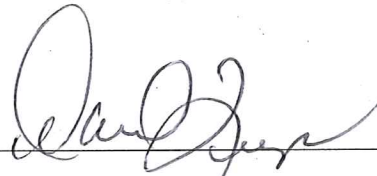
38. **Entire Agreement.** The entire Agreement of the parties consists of the following documents:

- a) This Agreement
- b) Florida Single Audit Act Requirements (Attachment A)
- c) Fiscal Year 2020-21 State Aid to Libraries Final Grants (Attachment B)

**The Grantee hereby certifies that they have read this entire Agreement and will comply with all of its requirements.**

**Grantee:**

**Department of State**

By: 

By: \_\_\_\_\_

Chair of Governing Body or Chief Executive Officer

Daniel Leeper, Chairman

Amy Johnson, Director  
Division of Library and Information Services  
Department of State, State of Florida

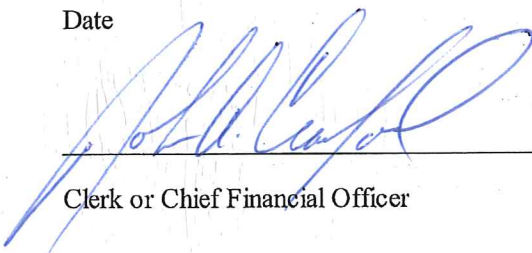
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September 28, 2020

Date

Date



\_\_\_\_\_

Clerk or Chief Financial Officer

Witness

John A. Crawford, Clerk of Circuit and Comptroller

Typed name and title

Date

September 28, 2020

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Date

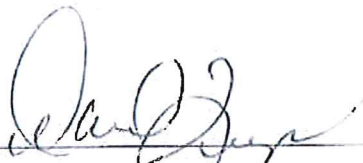
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Grantee:

Department of State

By:   
 Chair of Governing Body or Chief Executive Officer

By: 

Daniel Leeper, Chairman  
 Typed name and title

Amy Johnson, Director  
 Division of Library and Information Services  
Department of State, State of Florida  
 Typed name and title

September 28, 2020  
 Date

March 25, 2021  
 Date

  
 Clerk or Chief Financial Officer

  
 Witness

John A. Crawford, Clerk of Circuit and Comptroller  
 Typed name and title

3/25/21  
 Date

September 28, 2020  
 Date

MES  
 09.30.20

## ATTACHMENT A

### FLORIDA SINGLE AUDIT ACT REQUIREMENTS

#### AUDIT REQUIREMENTS

The administration of resources awarded by the Department of State to the Grantee may be subject to audits and/or monitoring by the Department of State as described in this Addendum to the Grant Award Agreement.

#### Monitoring

In addition to reviews of audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and section 215.97, *Florida Statutes (F.S.)*, as revised (see Audits below), monitoring procedures may include, but not be limited to, on-site visits by Department of State staff, limited scope audits as defined by 2 CFR 2 §200.425, or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of State. In the event the Department of State determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department of State staff to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

#### Audits

##### **Part I: Federally Funded**

This part is applicable if the recipient is a state or local government or a nonprofit organization as defined in 2 CFR §200.90, §200.64, and §200.70.

1. A recipient that expends \$750,000 or more in federal awards in its fiscal year must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. Exhibit 1 to this agreement lists the federal resources awarded through the Department of State by this agreement. In determining the federal awards expended in its fiscal year, the recipient shall consider all sources of federal awards, including federal resources received from the Department of State. The determination of amounts of federal awards expended should be in accordance with the guidelines established by 2 CFR 200.502-503. An audit of the recipient conducted by the Auditor General in accordance with the provisions of 2 CFR 200.514, will meet the requirement of this Part.
2. For the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR 200.508-512.
3. A recipient that expends less than \$750,000 in federal awards in its fiscal year is not required to have an audit conducted in accordance with the provisions of 2 CFR 200, subpart F - Audit Requirements. If the recipient expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, subpart F - Audit Requirements, the cost of the audit must be

paid from non-federal resources (i.e. the cost of such an audit must be paid from recipient resources obtained from other than federal entities).

## Part II: State Funded

This part is applicable if the recipient is a nonstate entity as defined by section 215.97(2) *F.S.*

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such recipient (for fiscal years ending June 30, 2017 and thereafter), the recipient must have a state single or project-specific audit for such fiscal year in accordance with Section 215.97, *F.S.* ; Rule Chapter 69I-5 F.A.C., State Financial Assistance; and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this agreement indicates state financial assistance awarded through the Department of State by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of State, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for federal program matching requirements.
2. For the audit requirements addressed in Part II, paragraph 1, the recipient shall ensure that the audit complies with the requirements of Section 215.97(8), *F.S.* This includes submission of a financial reporting package as defined by Section 215.97(2) *F.S.* , and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year (for fiscal years ending June 30, 2017 and thereafter), an audit conducted in accordance with the provisions of Section 215.97, *F.S.*, is not required. In the event that the recipient expends less than \$750,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, *F.S.*, the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).

The Internet web addresses listed below will assist recipients in locating documents referenced in the text of this agreement and the interpretation of compliance issues.

State of Florida Department Financial Services (Chief Financial Officer)  
<http://www.myfloridacfo.com/>

State of Florida Legislature (Statutes, Legislation relating to the Florida Single Audit Act)  
<http://www.leg.state.fl.us/>

## Part III: Report Submission

1. Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and required by PART I of this agreement shall be submitted, when required by 2 CFR 200.512, by or on behalf of the recipient directly to each of the following:
  - A. The Department of State at each of the following addresses:

Office of Inspector General

Florida Department of State  
R. A. Gray Building, Room 114A  
500 South Bronough St.  
Tallahassee, FL 32399-0250

- B. The Federal Audit Clearinghouse (FAC) as provided in 2 CFR 200.6 and section 200.512

The FAC's website prides a data entry system and required forms for submitting the single audit reporting package. Updates to the location of the FAC and data entry system may be found at the OMB website.

2. Copies of financial reporting packages required by PART II of this agreement shall be submitted by or on behalf of the recipient directly to each of the following:

- A. The Department of State at each of the following addresses:

Office of Inspector General  
Florida Department of State  
R. A. Gray Building, Room 114A  
500 South Bronough St.  
Tallahassee, FL 32399-0250

- B. The Auditor General's Office at the following address:

Auditor General  
Local Government Audits/342  
Claude Pepper Building, Room 401  
111 West Madison Street  
Tallahassee, Florida 32399-1450

3. Any reports, management letter, or other information required to be submitted to the Department of State pursuant to this agreement shall be submitted timely in accordance with 2 CFR 200.512, section 215.97 F.S. and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
4. Recipients, when submitting financial reporting packages to the Department of State for audits done in accordance with 2 CFR 200, Subpart F - Audit Requirements or Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

#### **Part IV: Record Retention**

1. The recipient shall retain sufficient records demonstrating its compliance with the terms of the award(s) and this agreement for a period of five years from the date the audit report is issued, and shall allow the Department of State, or its designee, the CFO, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of State, or its designee, the CFO, or Auditor General upon request for a period of at least three years from the date the audit report is issued, unless extended in writing by the Department of State.

**EXHIBIT – 1**

**FEDERAL RESOURCES AWARDED TO THE RECIPIENT  
PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:**

Not applicable.

**COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCES AWARDED  
PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

Not applicable.

**STATE RESOURCES AWARDED TO THE RECIPIENT  
PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:**

**MATCHING RESOURCES FOR FEDERAL PROGRAMS:**

Not applicable.

**SUBJECT TO SECTION 215.97, *FLORIDA STATUTES*:**

Florida Department of State, State Aid to Libraries;  
CSFA Number. 45.030  
Award Amount: See Attachment B.

**COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED  
PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

The compliance requirements of this state project may be found in Part Four (State Project Compliance Requirements) of the State Projects Compliance Supplement located at <https://apps.fldfs.com/fsaa/>.

**ATTACHMENT B**  
**Fiscal Year 2020-21 State Aid to Libraries Final Grants**



**Attachment B**

**Fiscal Year 2020-21 State Aid to Libraries  
Final Grants**

This table shows the final State Aid to Libraries grant amounts that each eligible library will receive in 2020-21. For 2020-21, the available funding for State Aid grants is \$15,669,030, which is 9.7 percent of what would be required for full funding. At this level, Operating Grants pay 1.45 cents on the dollar of expenditure by a participating library during the second preceding year. Operating Grants total \$8,646,694; Equalization Grants total \$4,147,499; and Multicounty Grants total \$2,874,837.

<b>COUNTY/MUNICIPALITY</b>	<b>OPERATING GRANT</b>	<b>EQUALIZATION GRANT</b>	<b>TOTAL GRANT</b>
<b>ALACHUA COUNTY</b>	<b>\$251,022</b>	<b>\$0</b>	<b>\$251,022</b>
<b>BAKER COUNTY</b>	<b>\$2,156</b>	<b>\$35,884</b>	<b>\$38,040</b>
<b>BAY COUNTY</b>	<b>\$37,290</b>	<b>\$0</b>	<b>\$37,290</b>
<b>BRADFORD COUNTY</b>	<b>\$6,745</b>	<b>\$224,391</b>	<b>\$231,136</b>
<b>BREVARD COUNTY</b>	<b>\$255,462</b>	<b>\$0</b>	<b>\$255,462</b>
<b>BROWARD COUNTY</b>	<b>\$950,083</b>	<b>\$0</b>	<b>\$950,083</b>
<b>CALHOUN COUNTY</b>	<b>\$5,694</b>	<b>\$191,418</b>	<b>\$197,112</b>
<b>CHARLOTTE COUNTY</b>	<b>\$77,258</b>	<b>\$0</b>	<b>\$77,258</b>
<b>CITRUS COUNTY</b>	<b>\$45,719</b>	<b>\$0</b>	<b>\$45,719</b>
<b>CLAY COUNTY</b>	<b>\$54,828</b>	<b>\$0</b>	<b>\$54,828</b>
<b>COLLIER COUNTY</b>	<b>\$123,755</b>	<b>\$0</b>	<b>\$123,755</b>
<b>COLUMBIA COUNTY</b>	<b>\$15,083</b>	<b>\$434,682</b>	<b>\$449,765</b>
<b>DESOTO COUNTY</b>	<b>\$2,919</b>	<b>\$47,849</b>	<b>\$50,768</b>
<b>DIXIE COUNTY</b>	<b>\$2,978</b>	<b>\$99,815</b>	<b>\$102,793</b>
<b>DUVAL COUNTY</b>	<b>\$507,872</b>	<b>\$0</b>	<b>\$507,872</b>
<b>ESCAMBLA COUNTY</b>	<b>\$79,851</b>	<b>\$0</b>	<b>\$79,851</b>
<b>FLAGLER COUNTY</b>	<b>\$16,188</b>	<b>\$0</b>	<b>\$16,188</b>
<b>FRANKLIN COUNTY</b>	<b>\$3,095</b>	<b>\$50,625</b>	<b>\$53,720</b>
<b>GADSDEN COUNTY</b>	<b>\$7,093</b>	<b>\$234,013</b>	<b>\$241,106</b>
<b>GILCHRIST COUNTY</b>	<b>\$2,026</b>	<b>\$33,832</b>	<b>\$35,858</b>
<b>GLADES COUNTY</b>	<b>\$1,070</b>	<b>\$17,890</b>	<b>\$18,960</b>
<b>GULF COUNTY</b>	<b>\$2,060</b>	<b>\$33,900</b>	<b>\$35,960</b>
<b>HAMILTON COUNTY</b>	<b>\$5,751</b>	<b>\$191,517</b>	<b>\$197,268</b>
<b>HARDEE COUNTY</b>	<b>\$1,510</b>	<b>\$24,841</b>	<b>\$26,351</b>
<b>HENDRY COUNTY</b>	<b>\$6,872</b>	<b>\$112,035</b>	<b>\$118,907</b>
<b>HERNANDO COUNTY</b>	<b>\$36,138</b>	<b>\$434,682</b>	<b>\$470,820</b>
<b>HIGHLANDS COUNTY</b>	<b>\$10,563</b>	<b>\$163,282</b>	<b>\$173,845</b>
<b>HILLSBOROUGH COUNTY</b>	<b>\$694,592</b>	<b>\$0</b>	<b>\$694,592</b>
<b>HOLMES COUNTY</b>	<b>\$1,959</b>	<b>\$32,878</b>	<b>\$34,837</b>
<b>INDIAN RIVER COUNTY</b>	<b>\$56,127</b>	<b>\$0</b>	<b>\$56,127</b>
<b>JACKSON COUNTY</b>	<b>\$5,795</b>	<b>\$95,453</b>	<b>\$101,248</b>
<b>JEFFERSON COUNTY</b>	<b>\$7,703</b>	<b>\$257,842</b>	<b>\$265,545</b>

COUNTY/MUNICIPALITY	OPERATING GRANT	EQUALIZATION GRANT	TOTAL GRANT
LAFAYETTE COUNTY	\$2,162	\$72,816	\$74,978
LAKE COUNTY	\$128,118	\$0	\$128,118
LEE COUNTY	\$414,049	\$0	\$414,049
LEON COUNTY	\$95,358	\$0	\$95,358
LEVY COUNTY	\$3,192	\$52,180	\$55,372
LIBERTY COUNTY	\$1,366	\$46,026	\$47,392
MADISON COUNTY	\$5,220	\$174,471	\$179,691
MANATEE COUNTY	\$103,625	\$0	\$103,625
MARION COUNTY	\$80,766	\$0	\$80,766
MARTIN COUNTY	\$67,033	\$0	\$67,033
MIAMI-DADE COUNTY	\$1,012,494	\$0	\$1,012,494
MONROE COUNTY	\$48,598	\$0	\$48,598
NASSAU COUNTY	\$21,368	\$0	\$21,368
OKALOOSA COUNTY	\$55,736	\$0	\$55,736
OKEECHOBEE COUNTY	\$8,268	\$133,535	\$141,803
ORANGE COUNTY	\$574,264	\$0	\$574,264
OSCEOLA COUNTY	\$115,567	\$0	\$115,567
PALM BEACH COUNTY	\$663,665	\$0	\$663,665
PASCO COUNTY	\$102,953	\$0	\$102,953
PINELLAS COUNTY	\$494,336	\$0	\$494,336
POLK COUNTY	\$170,864	\$0	\$170,864
PUTNAM COUNTY	\$7,971	\$126,222	\$134,193
SAINT JOHNS COUNTY	\$87,844	\$0	\$87,844
SAINT LUCIE COUNTY	\$73,073	\$0	\$73,073
SANTA ROSA COUNTY	\$32,893	\$0	\$32,893
SARASOTA COUNTY	\$187,997	\$0	\$187,997
SEMINOLE COUNTY	\$88,600	\$0	\$88,600
SUMTER COUNTY	\$40,773	\$0	\$40,773
SUWANNEE COUNTY	\$18,375	\$434,682	\$453,057
TAYLOR COUNTY	\$3,159	\$52,180	\$55,339
UNION COUNTY	\$1,949	\$65,655	\$67,604
VOLUSIA COUNTY	\$245,927	\$0	\$245,927
WAKULLA COUNTY	\$4,609	\$76,228	\$80,837
WALTON COUNTY	\$12,810	\$0	\$12,810
WASHINGTON COUNTY	\$5,904	\$196,675	\$202,579

COUNTY/MUNICIPALITY	OPERATING GRANT	EQUALIZATION GRANT	TOTAL GRANT
ALTAMONTE SPRINGS	\$6,664	\$0	\$6,664
APALACHICOLA	*	*	*
BOYNTON BEACH	\$35,728	\$0	\$35,728
DELRAY BEACH	\$34,144	\$0	\$34,144
FORT MYERS BEACH	\$13,808	\$0	\$13,808
HIALEAH	\$25,843	\$0	\$25,843
LAKE PARK	\$5,543	\$0	\$5,543
LAKE WORTH BEACH	\$7,786	\$0	\$7,786
LANTANA	\$2,586	\$0	\$2,586
MAITLAND	\$10,911	\$0	\$10,911
NEW PORT RICHEY	\$13,560	\$0	\$13,560
NORTH MIAMI	\$16,211	\$0	\$16,211
NORTH MIAMI BEACH	\$13,790	\$0	\$13,790
NORTH PALM BEACH	\$11,511	\$0	\$11,511
OAKLAND PARK	\$10,686	\$0	\$10,686
PALM SPRINGS	\$14,501	\$0	\$14,501
RIVIERA BEACH	\$14,674	\$0	\$14,674
SANIBEL	\$27,021	\$0	\$27,021
WEST PALM BEACH	\$72,612	\$0	\$72,612
WILTON MANORS	\$11,187	\$0	\$11,187
WINTER PARK	\$39,785	\$0	\$39,785
<b>Total</b>	<b>\$8,646,694</b>	<b>\$4,147,499</b>	<b>\$12,794,193</b>
<b>Multicounty Grants</b>			
HEARTLAND LIBRARY COOPERATIVE			\$450,000
NEW RIVER PUBLIC LIBRARY COOPERATIVE			\$324,957
NORTHWEST REGIONAL LIBRARY SYSTEM			\$350,000
PAL PUBLIC LIBRARY COOPERATIVE			\$350,000
PANHANDLE PUBLIC LIBRARY COOPERATIVE SYSTEM			\$342,899
SUWANNEE RIVER REGIONAL LIBRARY SYSTEM			\$350,000
THREE RIVERS REGIONAL LIBRARY SYSTEM			\$356,981
WILDERNESS COAST PUBLIC LIBRARIES			\$350,000
<b>Total</b>			<b>\$2,874,837</b>
<b>Grand Total</b>			<b>\$15,669,030</b>
*Apalachicola opted to not submit an application for FY2020-21.			

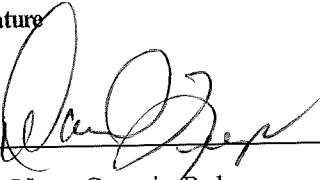
**FLORIDA DEPARTMENT OF STATE**  
**DIVISION OF LIBRARY AND INFORMATION SERVICES**  
**STATE AID TO LIBRARIES GRANT APPLICATION**

**Certification of Hours, Free Library Service and Access to Materials**

The Nassau County, governing body for the Nassau County Public Library System hereby certifies that the following statements are true for the time period October 1, 2018 through June 30, 2021:

- Provides free library service, including loaning materials available for circulation free of charge and providing reference and information services free of charge;
- Provides access to materials, information and services for all residents of the area served; and
- Has at least one library, branch library or member library open 40 hours or more each week (excluding holidays; between Sunday through Saturday, on a schedule determined by the library system).

Signature



Chair, Library Governing Body

Daniel Leeper

Name (Typed)

September 28, 2020

Date


# Nassau County Public Library System

**Project Title:** State Aid to Libraries Grant

**Project Number:** 21-ST-36

## A. Applicant Information Page 1 of 22

### Applicant Information

- a. **Organization Name:** Nassau County Public Library System 
- b. **FEID:** 59-1863042
- c. **Phone number:** 904.277.7365
- d. **Principal Address:** 25 North Fourth Street Fernandina Beach, 32034-4123
- e. **Mailing Address:** 25 North Fourth Street Fernandina Beach, 32034-4123
- f. **Website:**
- g. **Organization Type:** County Government
- h. **Organization Category:** Library
- i. **County:** Nassau
- j. **DUNS number:** 829978514
- k. **Fiscal Year End Date:** 09/30

### 1. Applicant Director \*

**First Name**

Dawn

**Last Name**

Bostwick

**Phone**

904.530.6501

**Email**

dbostwick@nassaucountyfl.com

### 2. Project Manager \*

**First Name**

Dawn

**Last Name**

Bostwick

**Phone**

904.530.6501

**Email**

dbostwick@nassaucountyfl.com

**3. Choose Library Type: \***

- Single county library
- Municipal library
- County participating in a Multicounty library
- Multicounty library

**4. Is the library in its first two years of operation?**

- Yes
- No

## B. Expenditure Report Page 2 of 22

The Expenditure Report provides details on library expenditures by funding source. The information assists both local library personnel and Division staff in verifying the accuracy of the funds a library reports as expenditures qualifying for match under Chapter 257, *Florida Statutes*. The total amount listed in the "Local" column is the amount used to calculate the State Aid grant amounts. [?](#) Help

Click Save to Update Totals

### 1. Expenditure Report -October 1, 2018 - September 30, 2019 \*

Expenditure Report -October 1, 2018 - September 30, 2019

Expenditure Category	Local	State	Federal	Other	Total
10 Personnel Services	\$1,042,797				\$1,042,797
30 Operating Expenses	\$287,302	\$30,811	\$9,354		\$327,467
60 Capital Outlay (Non-Fixed)	\$148,917				\$148,917
Other					\$0
Total for the operation & maintenance of the library	\$1,479,016	\$30,811	\$9,354	\$0	\$1,519,181
60 Capital Outlay (Fixed, including purchase or construction of a library building or quarters)					\$0

If any amounts are in the other column, please specify.

**Total Local Expenditures Submitted for the Operation and Maintenance of the Library:**

**\$1,479,016**

**Prior year's State Aid Certified Expenditure:**

**\$1,413,816.00**

**Difference:**

**\$65,200**

**Percentage Difference:**

**4.61%**

## **2. Notes**

If your total expenditures have changed by more than 10% from last year, please explain in the Notes field. Please describe the funds included in the "Other" Expenditures column in the Notes field, if any.



## C. Certification of Local Operating Expenditures Page 3

of 22

### Certification of Local Operating Expenditures

We hereby certify that the following total funds from local sources were expended centrally during the fiscal year beginning October 1, 2018, and ending September 30, 2019, for the operation and maintenance of a library under the provisions outlined in Chapter 257.14 - 257.25, Florida Statutes, and guidelines for the State Aid to Libraries Grant Program.

We further certify that the amount listed below does not include funds received from the federal government; funds received from state government; or funds used for purchase or construction of a library building or library quarters. Such funds are not eligible to be used as local match for State Aid applications under Chapter 257, *Florida Statutes*, and guidelines for the State Aid to Libraries Grant Program.

**Total local funds expended centrally by the library for the operation and maintenance of a library between October 1, 2018, and September 30, 2019 is \$1,479,016**



Help

Download the Certification, obtain signatures and upload the signed form to this page.

There should be a total local funds expended amount on the form. If not, complete the Expenditures Report first, before downloading and signing the Certification.

The Certification Form should be signed by the Library's Single Administrative Head and the Library's Finance Manager.



**Download Certification Form**

#### 1. Certification Form Upload \*


#### 2. Notes

# D. Designation of Single Library Administrative Unit

Page 4 of 22

Provide documents verifying designation of the single library administrative unit.

The single library administrative unit means an eligible political subdivision under Section 257.17, *Florida Statutes*, that is designated by a county or municipality to be responsible for managing or coordinating free library service to its residents.

Documents to meet this requirement are rolled over from the previous year. The documents listed below are the documents on file to meet this requirement. You can change the documents from the previous year by editing or deleting the documents below, or check "**No changes from previous year**" if there are no changes needed. The attachments should be in PDF, Word, or Excel format. The description line should clearly describe the attachment.  Help

## 1. Designation of Single Library Administrative Unit \*

If information to meet this requirement is contained in another document use the "**Notes**" field to indicate where the information is located.

No changes from previous year

Information to meet this requirement is contained in another document. Use the "Notes" field to indicate where the information is located.

## 2. Add Documentation

File	Title	Description	Size	Type	View (opens in new window)
Ordinance 98-28.pdf	Ordinance 98-28		126 [KB]		View file

### 2.1.

## 3. Notes

# E. Designation of a Governing Body Page 5 of 22

Provide documents verifying designation of a governing body to administer free library service to residents of an eligible political subdivision.

Documents to meet this requirement are rolled over from the previous year. The documents listed below are the documents on file to meet this requirement. You can change the documents from the previous year by editing or deleting the documents below, or check "**No changes from previous year**" if there are no changes needed. The attachments should be in PDF, Word, or Excel format. The description line should clearly describe the attachment. [? Help](#)

## 1. Designation of a Governing Body \*

No changes from previous year

Information to meet this requirement is contained in another document. Use the "**Notes**" field to indicate where the information is located.

## 2. Add Documentation

File	Title	Description	Size	Type	View (opens in new window)
Ordinance 98-28.pdf	Ordinance 98-28		126 [KB]		View file


### 2.1.

## 3. Notes

## F. Verification of Governing Body Authority Page 6 of 22

Provide documents that verify that the governing body of the library has the authority to set policy, adopt plans, adopt budgets, employ the single administrative head, and enter into contracts on behalf of the library.

Documents to meet this requirement are rolled over from the previous year. The documents listed below are the documents on file to meet this requirement. You can change the documents from the previous year by editing or deleting the documents below, or check **"No changes from previous year"** if there are no changes needed.

The attachments should be in PDF, Word, or Excel format. The description line should clearly describe the attachment.  Help

### 1. Verification of Governing Body Authority \*

No changes from previous year

Information to meet this requirement is contained in another document. Use the **"Notes"** field to indicate where the information is located.

### 2. Add Documentation

2.1.

### 3. Notes


# G. Interlocal Agreements or Contracts to Establish the Library

Page 7 of 22

This section is for any interlocal agreements or contracts that are in place to establish the library.

Include all interlocal agreements or contracts among participating local governments, if two or more participating local governments join to establish a consolidated library or public library cooperative, and other agreements with nongovernmental entities that form the basis for the provision of free library service and outlining the decision making power given to the library's governing body and the power retained by the participating local government.

Interlocal agreements for services or reciprocal borrowing, not for the establishment of the library system, should be submitted in the section "**Interlocal Agreements for Library Service**".

Documents to meet this requirement are rolled over from the previous year. The documents listed below are the documents on file to meet this requirement. You can change the documents from the previous year by editing or deleting the documents below, or check "**No changes from previous year**" if there are no changes needed. The attachments should be in PDF, Word, or Excel format. The description line should clearly describe the attachment.  Help

## 1. Interlocal Agreements or Contracts to Establish the Library \*

Not applicable

Information to meet this requirement is contained in another document. Use the "Notes" field to indicate where the information is located.

## 2. Add Documentation


2.1.

## 3. Notes

# H. Position Description of Single Administrative Head

Page 8 of 22

Provide a current position description of the library's single administrative head that has been adopted or approved by the library's governing body.

Documents to meet this requirement are rolled over from the previous year. The documents listed below are the documents on file to meet this requirement. You can change the documents from the previous year by editing or deleting the documents below, or check **"No changes from previous year"** if there are no changes needed. The attachments should be in PDF, Word, or Excel format. The description line should clearly describe the attachment.  Help

## 1. Position Description of Single Administrative Head \*

No changes from previous year

## 2. Add Documentation

File	Title	Description	Size	Type	View (opens in new window)
Library Director 2017.01 (1).pdf	Library Director		22 [KB]		View file

### 2.1.

## 3. Notes


# I. Certification of Credentials of Single Administrative Head Page 9 of 22

The form certifies that the library's single library administrative head is employed by the single administrative unit; has completed a library education program accredited by the American Library Association; and has at least two years of full-time paid professional experience, after completing the library education program, in a public library that is open to the public for a minimum of 40 hours per week.

Documents to meet this requirement are rolled over from the previous year. The documents listed below are the documents on file to meet this requirement. You can change the documents from the previous year by editing or deleting the documents below, or check **"No changes from previous year"** if there are no changes needed. The attachments should be in PDF, Word format. The description line should clearly describe the attachment.

 Help

If the person certified as the Single Administrative Head has changed from the previous year, you will need to complete, sign, and upload a new form to this page.

 [Download Certification Form](#)

## 1. Certification of Credentials of Single Administrative Head \*

No changes from previous year

## 2. Add Documentation


File	Title	Description	Size	Type	View (opens in new window)
Certification of Credentials.pdf	Certification of Credentials		43 [KB]		View file

### 2.1.

## 3. Notes

## J. Schedule of Library Hours Page 10 of 22

This section is to verify that at least one library, branch or member library is open to the public at least 40 hours per week.

Documents to meet this requirement are rolled over from the previous year. The documents listed below are the documents on file to meet this requirement. You can change the documents from the previous year by editing or deleting the documents below, or check "**No changes from previous year**" if there are no changes needed. The attachments should be in PDF, Word, or Excel format. The description line should clearly describe the attachment.  Help

### 1. Schedule of Library Hours \*

#### 2. Add Documentation

File	Title	Description	Size	Type	View (opens in new window)
Library Hours signed.pdf	Library Hours		680 [KB]		View file
Certified Hours.pdf	Certified Library Hours		72 [KB]		View file

#### 2.1.


#### 3. Notes



## K. Long-Range Plan Page 11 of 22

A long-range plan outlines the library's operation and development over a three- to five-year period. The plan must be adopted or approved by the library's governing body.

The Long-Range Plan on file must include the upcoming fiscal year.

Documents to meet this requirement are rolled over from the previous year. The documents listed below are the documents on file to meet this requirement. You can change the documents from the previous year by editing or deleting the documents below, or check **"No changes from previous year"** if there are no changes needed. The attachments should be in PDF, Word, or Excel format. The description line should clearly describe the attachment.  Help

### 1. Long-Range Plan \*

No changes from previous year

Information to meet this requirement is contained in another document. Use the "Notes" field to indicate where the information is located.

### 2. Dates covered by the plan: \*

2018-2022

### 3. Add Documentation

File	Title	Description	Size	Type	View (opens in new window)
LRP 2018.pdf	LRP 2018-2022		585 [KB]		View file

#### 3.1.


### 4. Notes

# L. Interlocal Agreements for Library Services Page 12 of

22

If applicable, provide any interlocal agreements among libraries that outline service to residents in a county or municipality that receives Operating Grants.

Interlocal agreements for the establishment of the library system should be submitted in the section **"Interlocal Agreements of Contracts to Establish the Library"**.

Documents to meet this requirement are rolled over from the previous year. The documents listed below are the documents on file to meet this requirement. You can change the documents from the previous year by editing or deleting the documents below, or check **"No changes from previous year"** if there are no changes needed. The attachments should be in PDF, Word, or Excel format. The description line should clearly describe the attachment.  Help

## 1. Interlocal Agreements for Library Services \*

Information to meet this requirement is contained in another document. Use the "Notes" field to indicate where the information is located.

## 2. Add Documentation

File	Title	Description	Size	Type	View (opens in new window)
FSCJ-Nassau County Public Library Agmt - 2020-21.pdf	FSCJ-Nassau County Public Library Agreement -2020-21		1099 [KB]		View file

### 2.1.

## 3. Notes


Updated Agreement attached.

## M. Verification of Reciprocal Borrowing Page 13 of 22

This requirement only applies to a county and the independent municipal libraries within the same county that are applying for State Aid.

If the library is in a county where there are no independent municipal libraries in the same county, click **"Not applicable"**.

Provide documents or library lending policies verifying that the library is providing reciprocal borrowing to residents of all political subdivisions within the county that receive Operating Grants. Borrowing privileges must apply to all materials in a fixed physical format that are eligible to be borrowed by residents of the political subdivision applying for the Operating Grant. Interlibrary loan does not meet this requirement.

Documents to meet this requirement are rolled over from the previous year. The documents listed below are the documents on file to meet this requirement. You can change the documents from the previous year by editing or deleting the documents below, or check **"No changes from previous year"** if there are no changes needed. The attachments should be in PDF, Word, or Excel format. The description line should clearly describe the attachment.  Help

### 1. Verification of Reciprocal Borrowing \*

No changes from previous year

Information to meet this requirement is contained in another document. Use the "Notes" field to indicate where the information is located.

### 2. Add Documentation

2.1.

### 3. Notes

## N. Verification of Joint Planning Page 14 of 22

This requirement only applies to a county and the independent municipal libraries within the same county that are applying for State Aid.

If the library is in a county where there are no independent municipal libraries in the same county, click "Not applicable".

Provide documents verifying that the library has engaged in joint planning for the coordination of library services within the county that receives Operating Grants. The document must list all libraries participating in joint planning and outline areas of cooperation and activities to be implemented among the county and the independent municipal libraries in the same county.

Documents to meet this requirement are submitted each year. [? Help](#)

### 1. Verification of Joint Planning \*

Not applicable

Information to meet this requirement is contained in another document. Use the "Notes" field to indicate where the information is located.

### 2. Add Documentation

2.1.


### 3. Notes

## O. Grant Agreement (Due 12/1) Page 15 of 22

The grant agreement is the applicant's official contract with the Department of State.

Download one grant agreement, obtain signatures on the left side of the agreement for the Chair of the Governing Body or Chief Executive Officer **and** the Clerk or Chief Financial Officer. Do not use electronically generated signatures and do not add any signatures on the right side of the signature page. Upload the entire signed grant agreement to this page.

After the agreement is executed by the Division, a signed agreement will be returned to the library.

The attachments should be in PDF or Word format.  Help



[Download the Blank Grant Agreement](#)

### 1. Attachment \*

#### 1.1.

## P. Certification of Hours, Free Library Service and Access to Material (Due 12/1) Page 16 of 22

### Certification of Hours, Free Library Service and Access to Materials

This certification, provides certification from the applicant that the library:

- Provides free library service, including loaning materials available for circulation free of charge and providing reference and information services free of charge;
- Provides access to materials, information and services for all residents of the area served; and
- Has at least one library, branch library or member library open 40 hours or more each week (excluding holidays; between Sunday through Saturday, on a schedule determined by the library system)

Download the Certification, obtain signatures and upload the signed form to this page. The form should be signed by the Chair of the Library's Governing Body



**Download Certification Form**


### 1. Certification of Hours, Free Library Service and Access to Materials Form Upload\*

### 2. Notes

## Q. Electronic Payments Page 17 of 22

### 1. Electronic Payments

This form must be completed annually and submitted directly to the Department of Financial Services so that your organization can receive grant funds via electronic funds transfer (EFT). If your organization has already submitted a form to DFS in 2020, please check the box.

 Download Blank Vendor Direct Deposit Authorization (Pdf Format)

1.1.  Previously Submitted

1.2.


## R. Annual Plan of Service (Due 12/1) Page 18 of 22

**This component of the application is due by December 1.**

**Following the October 1 deadline, your application will be returned to add the remaining components as needed due December 1.**

The Annual Plan of Service should include the goals, objectives, and activities that will be supported for the application year. The Annual Plan of Service must be approved or adopted by the library's governing body.

Upload the Annual Plan of Service and evidence of adoption or approval to this application.

The attachments should be in PDF, Word, or Excel format. The description line should clearly describe the attachment.  Help

### **1. Annual Plan of Service \***

Information to meet this requirement is contained in another document. Use the "Notes" field to indicate where the information is located.

### **2. Add Documentation**

#### **2.1.**

### **3. Notes**



## S. Budget (Due 12/1) Page 19 of 22


This component of the application is due by December 1.

Following the October 1 deadline, your application will be returned to add the remaining components as needed due December 1.

Add the budget document(s) as applicable for the year starting on October 1.

The budget must be adopted or approved by the library's governing body.

If the budget document is a very large document, attach only the pages showing the library's budget.

The attachments should be in PDF, Word, or Excel format. The description line should clearly describe the attachment.  Help

### 1. Budget \*

Information to meet this requirement is contained in another document. Use the "Notes" field to indicate where the information is located.

### 2. Add Documentation

#### 2.1.

### 3. Notes

# T. Summary Financial Report Form (Due 12/1) Page 20 of 22

This component of the application is due by December 1.

Following the October 1 deadline, your application will be returned to add the remaining components as needed due December 1.

**Part A \***

**Part B \***


**3. Part C**

# U. Annual Statistical Report Form (Due 12/1) Page 21 of 22

This component of the application is due by December 1.

Following the October 1 deadline, your application will be returned to add the remaining components as needed due December 1.

## 1. Annual Statistical Report Form \*

This report solicits data on library activity during the previous fiscal year. The data is used for federal, state, and local reporting and comparison purposes. Libraries must submit the form electronically on a separate reporting site. All libraries are given a library identification number and password to access the reporting site. When the report has been submitted electronically, click "**Report submitted online**"  Help .

Link to online reporting site

## 2. Notes

## V. Review and Submit Page 22 of 22

### 1. Review and Submit

I hereby certify that I am authorized to submit this application on behalf of Nassau County Public Library System and that all information indicated is true and accurate. I acknowledge that my electronic signature below shall have the same legal effect as my written signature. I am aware that making a false statement or representation to the Department of State constitutes a third degree felony as provided for in s. 817.155, F.S., punishable as provided for by ss. 775.082, 775.083, and 775.084.

#### 1.1. Signature (Enter first and last name)

