

July 31, 2020

Jaime McDowell
Buncombe County Public Libraries
67 Haywood St
Asheville, NC 28801

Re: SLNC CARES Project Grant Application – Laptops and Hotspots 2 Go

Dear Jaime McDowell,

Congratulations! The State Library is pleased to inform you that this application has been approved for funding in the amount of **\$72,025.00**.

A public announcement of all SLNC CARES grant awards will be made today and grant awards will be listed online at <http://statelibrary.ncdcr.gov/ld/grants/lsta.html>.

As we adjust to life with COVID-19 in our communities, I encourage you to start planning possible contingency plans now for any in-person events you might have, in the possible event that there might be further spikes during the year.

Based on the nature of the SLNC CARES grants, you may be purchasing licenses or subscriptions during the grant period. Please keep in mind that monthly/yearly licenses and subscriptions are allowable within the grant period. However, any recurring license or subscription expense that extends after August 14, 2021 will be prorated. One-time, perpetual licenses can be fully funded.

To make it easier for signatures to be gathered in a timely fashion, agreements are sent via DocuSign. How DocuSign works: the Library Director receives the documentation first, then after checking the cover page for accuracy and filling in any missing information, attach any other necessary documents, and then sign the agreement. The agreement is then automatically sent to the 2nd signer, which is the Local Government or Institutional Representative for the awarded library.

Roy Cooper, Governor
Susie H. Hamilton, Secretary
Timothy G. Owens, State Librarian
Susan Forbes, Asst. State Librarian

Physical Address
109 East Jones Street
Raleigh, NC 27601
(919)-814-6780

Mailing Address
4640 Mail Service Center
Raleigh, NC 27699-4600

Once that person signs, the agreement package is then sent automatically to the State Librarian for execution. Once the State Librarian has signed, all parties receive a completed copy from DocuSign. Please keep this for your records, you will not receive a copy in the mail. LSTA Staff will then email the Project Manager a notification that spending may begin, which includes important information about administering the grant, and any necessary attachments.

Keep in mind that:

- The library's authorized representatives AND the State Librarian must sign the Grant Agreement for the grant to be considered fully executed; thereby completing the awarding of funds. Funds cannot be encumbered or spent until you have been notified that spending may begin.
- The Project Manager is the primary contact between your library and the State Library for the life of the project. It is expected that when questions arise about expenditures, reimbursements, reporting, and anything else related to the grant, the Project Manager will be the State Library's primary point of contact. It is the library's responsibility to notify the State Library of changes in Project Manager information.
- You are required to [credit IMLS](#) and the State Library (see statement below) in all related publications and activities in conjunction with the use of the grant funds. "This grant is made possible by funding from the federal Institute of Museum and Library Services (IMLS) under the provisions of the Library Services and Technology Act (LSTA) as administered by the State Library of North Carolina, a division of the Department of Natural and Cultural Resources (IMLS grant number LS-246551-OLS-20)."

Please let me know if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Catherine Prince". The signature is cursive and includes a stylized flourish at the end.

Catherine Prince, Federal Programs Consultant

CC: Jim Blanton