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**STATE OF NEVADA**

**DEPARTMENT OF ADMINISTRATION**

***Nevada State Library, Archives and Public Records***

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May 15, 2020

To: xxxx

From: Nevada State Library, Archives and Public Records (NSLAPR), Library Planning & Development

RE: Library Services and Technology Act (LSTA) 2020 Grant application

Congratulations! Your application for 2020 Library Services and Technology Act (LSTA) grant funds has been approved and is eligible for funding as follows:

**Project:** xx

**Amount:** $xx

# Step 1

State Council on Libraries and Literacy (SCLL) members and NSLAPR staff have compiled the following funding recommendations. Please supply the requested information or address how you will incorporate recommendations into your project timeline/activities/budget. Note: These recommendations are a result of both the application review process and your SCLL Q&A session; they will strengthen your project, address budgetary concerns, and help ensure meaningful outcomes to your target audience.

## Follow-Up Funding Recommendations

* Budget: The Grant in Aid agreement notes that funds must be expended per the final budget as approved by NSLAPR, so please use this period to carefully review your application’s budget. Budget categories may be modified to reflect price changes and global/local situations. x
* Timeline: Please use this period to carefully review your application’s timeline to reflect global/local situations.
* Activities: Please use this period to carefully review your application’s activities to reflect global/local situations, and describe how your project will comply with local and statewide guidelines (describe social distancing, health and safety precautions for staff and the project’s target audience, reduced hours or capacity, etc.)

## How to respond

* Insert your response to each of the bulleted items and/or indicate whether the requested documentation has been provided. If not, please explain.
* **Note:**  The final Grant in Aid (GIA) agreement will reflect your project as outlined in the grant application and approved by Council, **plus** all of your responses to the *Recommendations* (in Step 1).
* Send this letter with your responses and all other requested documents to **nslaprlsta@admin.nv.gov** by **Friday, June 5, 2020 @ 5 pm.**

# Step 2

* Please complete and return all required LSTA signature documents. They are available here: <https://nsla.nv.gov/LSTA2020/RequiredForms>
* Submit to **nslaprlsta@admin.nv.gov** by **Friday, June 5, 2020 @ 5 pm.**