

October 1, 2020

ABC Public Library  
Marian Librarian  
123 Library Street  
Anytown, AL 00000-0000

Dear Ms. Librarian:

RE: LSTA Project Name: Collection Development  
Project Number: 21-1-1  
Amount Awarded: \$10,000

On behalf of the APLS Executive Board, I am pleased to inform you that your library has been awarded the above amount for your FY2021 LSTA project. This grant award is contingent upon all conditions and stipulations being met. An FY2021 LSTA award notification is enclosed. This is in accordance with the UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS (2 CFR 200). Be sure to keep a copy of the award notification with your grant documents.

Your FY2021 LSTA grant contract documents are enclosed. After reviewing the contract and attachments, have your Board Chair sign all contract and certificate copies. Please note that the contract must be notarized. Return all of the documents to APLS **as soon as possible**. After I have signed and approved the contract, a signed copy will be returned to you. **Do not spend any local matching funds or submit a request for LSTA funds until after you receive your contract signed by the APLS Director.**

The contract period is from **the date the contract is signed by me to June 30, 2021**. Your final request for payment will be due on **June 15, 2021**.

If you have any questions please contact our LSTA Coordinator, Kelyn Ralya, at 1-800-723-8459, extension 3976, or (334) 213-3976. Her e-mail address is [kralya@apls.state.al.us](mailto:kralya@apls.state.al.us).

Sincerely,

Nancy C. Pack, Ph.D.  
Director