

**COUNTY COUNCIL OF WICOMICO COUNTY, MARYLAND**

2017 Legislative Session

Legislative Day No. 26

**Resolution No. 157-2017**

Introduced by: The President of the Council at the request of the County Executive

A RESOLUTION TO APPROVE A CASH ADVANCE OF FUNDS TO THE WICOMICO COUNTY LIBRARY ACCOUNT RECEIVABLE NO. 01C01-103089 IN AN AMOUNT OF ONE HUNDRED FORTY-FIVE THOUSAND DOLLARS (\$145,000), AND TO AUTHORIZE THE COUNTY EXECUTIVE TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT ON BEHALF OF WICOMICO COUNTY, MARYLAND WITH THE WICOMICO COUNTY LIBRARY.

WHEREAS, the Wicomico County Public Library is expecting to sign contracts and being work at the Downtown Salisbury Branch to replace the HVAC equipment during FY2018; and

WHEREAS, the State of Maryland has a reimbursement program, which provides for reimbursement of funds advanced for repairs and replacement projects; and

WHEREAS, the Wicomico Public Library is requesting a cash advance in the amount of \$145,000.00 from Wicomico County so that the above described projects can begin in FY2018; and

WHEREAS, when the Wicomico Public Library receives reimbursement from the State of Maryland in the amount of Wicomico County's cash advances up to \$145,000.00, then the Wicomico Public Library shall pay that amount to Wicomico County for crediting Account Receivable No. 010C01-103089 - Account Receivable Wicomico Public Library; and

WHEREAS, the Wicomico Public Library expects the State of Maryland reimbursement and subsequent payment to Wicomico County to occur on or before July 1, 2018; and

WHEREAS, Wicomico County and Wicomico Public Library have agreed upon an Intergovernmental Agreement which sets forth these understandings; and

WHEREAS, the Director of Finance has certified that the cash advance is not encumbered and funds are available for the cash advance.

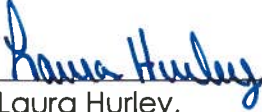
NOW, THEREFORE, BE IT RESOLVED, by the County Council of Wicomico County, Maryland, as follows:

1. A cash advance in the amount of up to One Hundred Forty-five Thousand Dollars (\$145,000.00) from Wicomico County, Maryland to the Wicomico Public Library Account No. 010C01-103089 – Account Receivable – Wicomico Public Library is authorized and approved; and

2. The County Executive is hereby authorized to execute on behalf of Wicomico County, Maryland, an Intergovernmental Agreement, in substantially the same form attached hereto as Exhibit "A," with the Wicomico Public Library.

Done at Salisbury, Maryland, this 21<sup>st</sup> day of November, 2017.

ATTEST:



Laura Hurley,  
Council Administrator

COUNTY COUNCIL OF  
WICOMICO COUNTY, MARYLAND

  
John T. Cannon,  
Council President

Certification

This Resolution was Adopted , Adopted with Amendments \_\_\_\_\_, Failed, \_\_\_\_\_, Withdrawn, \_\_\_\_\_ by the County Council on November 21, 2017.

Certified by   
Laura Hurley, Council Administrator

**EXHIBIT "A"**  
**INTERGOVERNMENTAL AGREEMENT**  
**REGARDING ADVANCE OF COUNTY FUNDS TO WICOMICO PUBLIC LIBRARY**

THIS AGREEMENT is entered into between WICOMICO COUNTY, MARYLAND, a body politic and corporate of the State of Maryland (hereinafter referred to as "County"), and the WICOMICO PUBLIC LIBRARY, created under Chapter 47 of the Wicomico County Code (hereinafter referred to as "Library"), with respect to the matter set forth below.

**RECITALS**

- A. Library has plans to replace HVAC equipment in the Downtown Salisbury Branch (hereinafter referred to as "Project").
- B. In order to sign contracts for the Project, the Library is requesting multiple governmental cash advances for the Downtown Salisbury Branch up to a total of One Hundred Forty-Five Thousand Dollars (\$145,000.00) (hereinafter referred to as the "Funds"). The cash advances shall be requested after all other funding sources for the Project are exhausted.
- C. The requested funding is included in the State of Maryland Budget, which was approved in FY2018, and the actual cash reimbursement to the County of up to \$145,000.00 should occur on or before July 1, 2018.
- D. The Intergovernmental cash advance of up to \$145,000.00 will permit the Library to sign contracts for the Project work in FY2018, and then the Project work can proceed according to the terms of the contract.

THEREFORE, the County and Library agree as follows:

**AGREEMENT**

1. **Cash Advances of County Funds:**

The County shall make cash advances to Account No. 010C01-103089 – Account Receivables – Wicomico Public Library for the Downtown Salisbury Branch as requested by the Library and approved by the County Executive up to a \$145,000.00. Each Library cash request shall be supported by contract information and a requisition. The Library shall exhaust all other funding sources for the Project before a County cash request is initiated.

2. Request, Acceptance and Use of Cash Advances by Library:

- 2.1. Library will exhaust all other sources of funding for the Project before requesting a cash advance.
- 2.2. Library shall provide a cash advance request with contract information and a requisition.
- 2.3. Library accepts up to a total of \$145,000.00 from the County.
- 2.4. The Funds advanced by the County shall be used to pay for replacement of HVAC equipment in the Downtown Salisbury Branch.
- 2.5. When Library receives reimbursement from the State of Maryland for the amount of County cash advances up to \$145,000.00, then the Library shall pay the amount to the County for crediting Account No. 010C01-103089 – Account Receivable – Wicomico Public Library. The Library expects the State of Maryland reimbursement and subsequent payment to the County to occur on or about July 1, 2018.

3. Amendments:

No amendment or modification of this Agreement shall be binding on either party unless made in writing and executed by both County and Library.

4. Notices:

Any and all notices required, permitted or desired to be given hereunder by one party to the other shall be in writing, and shall be delivered to the other party personally or by U.S. first class, certified or registered mail, with postage prepaid, addressed to the other party, at the address set forth below:

TO WICOMICO COUNTY, MARYLAND:

Attn: Bob Culver, County Executive  
Wicomico County, Maryland  
P. O. Box 870  
Salisbury, Maryland 21803-0870

TO WICOMICO PUBLIC LIBRARY:

Attn: Andrea Berstler, Executive Director  
Wicomico Public Library  
122 South Division Street  
Salisbury, Maryland 21801

IN WITNESS WHEREOF, the County and Library hereto have executed this Agreement on the date of the last signature below.

TEST/ATTEST

\_\_\_\_\_

\_\_\_\_\_

WICOMICO COUNTY, MARYLAND

\_\_\_\_\_ (SEAL)

By: Bob Culver, Executive

Dated: \_\_\_\_\_

WICOMICO PUBLIC LIBRARY

\_\_\_\_\_ (SEAL)

By: Andrea Berstler, Executive Director

Dated: \_\_\_\_\_

## **Submission Instructions**

1. Staple the application and attachments in the upper left hand corner
2. Send one copy of the signed application and attachments to:  
Renee Croft  
Division of Library Development and Services  
Maryland State Department of Education  
200 W. Baltimore Street  
Baltimore MD 21201
3. Signed application and attachments must be received at DLDS by June 10, 2016, 5:00 PM.

**Maryland State Department of Education**  
**Division of Library Development and Services**  
**County Public Library Capital Projects Grants Program**  
**GRANT APPLICATION**  
**FY 2018**

<b>Applicant Information</b>	
<b>Project Type</b>	Renovation
<b>Library System</b>	Wicomico Public Library
<b>Library Branch</b>	Mail Branch
<b>Street Address of Project</b>	122 S. Division St, Salisbury MD 21801
<b>Year of Original Construction</b>	1914
<b>Year of Last Renovation</b>	1978
<b>Project Director</b>	Andrea Berstler
<b>Business Phone</b>	410-749-3612 x113
<b>Mailing Address</b>	122-126 S. Division Street, Salisbury, MD 21801-4148
<b>E-Mail Address</b>	aberstler@wicomico.org
<b>Fax Number</b>	410-548-2968
<b>State Legislative District</b>	District 37A, District 37B, District 38A, District 38B
<b>Master Plan Dates</b>	2013
<b>Agency Priority</b>	1

<b>Summary of Project Description and Justification</b>
<p>Renovate the Downtown Salisbury Branch of Wicomico Public Libraries by replacing the outdated and inefficient heating, ventilation and air conditioning (HVAC) equipment installed in 1978 .</p> <p>HVAC issues are a major problem in the building, and adversely impact the ability of the Library to meet its commitment to effectively serve the public. With the proposed improvements, the HVAC system will serve the needs of the Library for at least the next 15 years.</p>

<b>Requested Amount of State Grant for FY 2018</b>	\$145,000
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<b>Total Amount of Funds Needed for FY 2018</b>	\$171,000
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*The signature of the Library Director and the President of the Board of Trustees signify compliance with all of the provisions and assurances mandated by this grant provisions. If the grant is awarded, the library also agrees that it will acknowledge state capital funding through MSDE/DLDS in all press releases, promotional materials and signage for the project.*

<b>Signature of Director</b>	<b>Date</b>
<b>Signature of President</b>	<b>Date</b>

**Maryland State Department of Education  
 Division of Library Development and Services  
 County Public Library Capital Projects Grants Program  
 GRANT APPLICATION  
 FY 2018**

<b>Project Information</b>	
<b>Project Title</b>	Downtown Salisbury Library HVAC Replacement County
<b>Project Description</b>	

The Downtown Library in Salisbury is the main library facility serving the 100,647 residents of Wicomico County. The 50,000 square foot building was originally constructed in 1914 as an armory. The last major renovation was completed in 1978 when the existing HVAC system was installed. Over 75% of all materials circulated, 80% of public computer signups, and 95% of all public meeting room reservations within the county system occur within the building. In FY 2016, there were 240,335 visitors who borrowed 526,000 items, attended 1,751 programs and used the public computers during more than 56,000 sessions. The ability to maintain a consistently comfortable temperature within the facility is absolutely key to providing the accessible and welcoming building that customers deserve and demand. The Library is currently unable to provide that because the HVAC system is 35 years old, inefficient to operate, costly to maintain, and well beyond its useful life span. A facilities study conducted in 2013 identified the HVAC system components to be in poor to fair condition. Repair costs are high, averaging over \$15,000 annually for the past three years. There have been many days when the Library has been uncomfortably warm or cold; staff have reported seeing children participate in story time wearing jackets, customers in meeting rooms ending events early because of the heat, and adults trying to use computers in gloves. Customers have simply left the building because of the temperature.

The Library has taken steps to address the problem. A local contractor with expertise in public building HVAC systems reviewed the 2013 facilities plan and updated information on the age, condition and priorities of the system components. These findings were included in the Library's successful request to have renovations included in the County Capital Improvement Plan for 2017-2021. The items identified as the highest priority for replacement (the furnace and air handler) will be funded through the State capital program in FY2017. Five smaller office units that were inoperable were replaced using Library funds within the past five years. The current proposal includes the cooling tower, circulating pump and associated piping and control units, and 11 heat pump units; all of this equipment was identified in both the 2013 study and the contractor's report as being essential to operations, well past anticipated effective life, and in need of replacement.



**Maryland State Department of Education**  
**Division of Library Development and Services**  
**County Public Library Capital Projects Grants Program**  
**GRANT APPLICATION**  
**FY 2018**

**Type of Space and Square Footage**

Type of Functional Space	Existing NSF	Existing GSF	Proposed NSF	Proposed GSF	Cost/ SF	Explanation for Increase
Library Facility	43,000	50,000	43,000	50,000	3.42	no change

**Proposed Schedule**

<b>Begin Design</b>	4/1/2017	<b>Complete Design</b>	6/1/2017
<b>Begin Construction</b>	7/1/2017	<b>Complete Construction</b>	5/31/2018

**Branch Statistics**

Service Area	Population in Service Area	Number of Registered Borrowers	Patron Visits in Last Full FY	Items Circulated	Total Items	Projected Items
Wicomico County	100,647	44,940	224,560	4,387,573	122,795	122,795

**Maryland State Department of Education**  
**Division of Library Development and Services**  
**County Public Library Capital Projects Grants Program**  
**GRANT APPLICATION**  
**FY 2018**

**Recommend Funds by Phase, Source of Funds and Fiscal Year**

	Previous Year(s)	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total
<b>Acquisition</b>							
State Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Match	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Planning</b>							
State Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Match	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Construction</b>							
State Share	\$0	\$145,000	\$0	\$0	\$0	\$0	\$145,000
Match	\$0	\$26,000	\$0	\$0	\$0	\$0	\$26,000
<b>Equipment</b>							
State Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Match	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Other</b>							
State Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Match	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>							
State Share	\$0	\$145,000	\$0	\$0	\$0	\$0	\$145,000
Match	\$0	\$26,000	\$0	\$0	\$0	\$0	\$26,000

**Maryland State Department of Education  
Division of Library Development and Services  
County Public Library Capital Projects Grants Program  
GRANT APPLICATION  
FY 2018**

**Matching Funds for FY 2018**

Source	Amount
Wicomico Public Library	\$26,000

**Matching Funds for total project**

Source	Amount
Wicomico Public Library	\$26,000

**Maryland State Department of Education  
Division of Library Development and Services  
County Public Library Capital Projects Grants Program  
GRANT APPLICATION  
FY 2018**

**Project Justification and Supporting Comments**

**Summary of Justification and Support**

This project is essential to providing consistent temperature control within the busy Downtown Salisbury Library facility in Wicomico County. The specific equipment has been selected based on the ongoing review of the Facilities Master Plan, follow up reviews of the system by Library staff and local contractors, and customer concerns.

Wicomico Public Libraries have an ongoing commitment to providing service in this location. Current Library and County plans call for continuing use of the existing facility, and require taking the actions needed to provide service in the aging building. Since 2010, the Library has replaced the existing public elevator, replaced the dumbwaiter needed for transporting books, addressed lighting issues, redesigned the entry area, and upgraded fire and security systems. Funding from the 2017 Capital Projects grant made possible initial changes to the HVAC system and updates to public rest rooms and flooring. The renovations in this proposal will address the remaining critical HVAC concerns.

**Insufficient Space**

n/a

**Maryland State Department of Education  
Division of Library Development and Services  
County Public Library Capital Projects Grants Program  
GRANT APPLICATION  
FY 2018**

**Functional Inadequacy of Space**

Key parts of the HVAC system are over 35 years old and are at the end of useful life. There have been repeated service interruptions, with 18 separate repair calls in FY 2015 and nine additional calls during the first months of FY 2016. Temperature control is inadequate for customer comfort. The efficiency of the units to be replaced is far below that expected for updated equipment. The heat pumps are necessary to provide even heating throughout the building, specifically including meeting rooms, program areas, and reading areas outside of the building core. The cooling tower has presented ongoing maintenance issues, including repeated leaks. A picture of the tower base taken during a recent leak repair is included in the attachments.

**Consequences on Operations**

The impact of the HVAC problems is clear. Customer complaints and staff reports indicate that inconsistent temperature in the building affects comfort and usage. On days when the heat or air conditioning fails, the number of people using the building drops. Programs have had to be moved or rescheduled due to HVAC problems. This is a growing concern because of the changing nature of library services. Programming and in-library services (job search assistance, homework help, adult education classes, STEM programs) are a growing facet of operations. In order to participate in these services, customers are in the library for extended periods of time. While people may deal with temperature shifts as they run in to check out a book, they are far more likely to be affected while engaged in a work session. Wicomico Public Libraries have a strong commitment to providing service in downtown Salisbury, and a solid record of introducing new programs to serve the community. The success of these programs depends on having a reasonably comfortable facility.

The ongoing costs of maintaining the aging system, both in repair charges and energy costs, impact budget allocations. Limited funds which should be used for collection or program enhancement must be diverted to cover those costs. Repair costs for HVAC have averaged over \$15,000 annually. The current heat pumps have SEER ratings of 10; proposed replacements are rated at 14, and will reduce energy costs by an estimated 30%.

**Maryland State Department of Education  
Division of Library Development and Services  
County Public Library Capital Projects Grants Program  
GRANT APPLICATION  
FY 2018**

**Outcomes**

The outcomes of this project will be to allow the Library to more effectively meet the goal of providing an accessible and welcoming library facility, to increase customer satisfaction with and use of the library facility, and to reduce repair and energy costs.



**Maryland**  
**State Library**

*Irene M. Padilla*  
**Maryland State Librarian**

22 South Calhoun Street • Baltimore, Maryland 21223 • 667-401-2671

September 27, 2017

Andrea Berstler  
Wicomico Public Library  
122 S. Division Street  
Salisbury, MD 21801-4148

Dear Ms. Berstler:

The Maryland State Library is pleased to present **Wicomico Public Library** with a grant award for the **Downtown Salisbury Library HVAC Replacement – 2018 for \$145,000**.

All news releases, materials and signage for the project must include the following: "Funding provided by the County Library Capital Grant Program, Maryland State Department of Education, Maryland State Library." Please note that Chapter 482, Section 45, Laws of Maryland 2012 (the State Budget Bill for FY 2011) restricts the expenditure of State funds for certain materials containing the name, likeness or voice of individuals who have filed certificates of candidacy for statewide offices.

The State Prevailing Wage Law (State Finance and Procurement Article, 17-201-17-202, Annotated Code of Maryland) applies to any contract in the amount of \$500,000 or more when it is at least 50% State-funded. You or your project architect or engineer must obtain the prevailing wage rate from the State Commissioner of Labor and Industry and certify your compliance with this requirement. All grant funds must be expended by June 30, 2018 unless an extension is requested in writing and approved by Maryland State Library. State reimbursements will be made upon receipt of requests documented by copies of invoices paid throughout the grant period. Timely submission of quarterly reports is also required prior to reimbursement.

If you have any questions, please do not hesitate to contact Renee Croft, at 410-713-2414 or [renee.croft@maryland.gov](mailto:renee.croft@maryland.gov).

Sincerely,

A handwritten signature in blue ink that reads "Irene M. Padilla".

Irene M. Padilla  
State Librarian

IMP/RC/eaf

c: Renee Croft

**Maryland State Department of Education**  
**NOTICE OF GRANT AWARD**

Grant Name: Downtown Salisbury Library HVAC Replacement County - 2018 Grant #: 180766

**General Information**

New Award or Amendment: New Award

Federal Employer ID #: 1520658332 DUNS #: \_\_\_\_\_ Amendment #: 0

Mail Code: 000

Organization Name: Wicomico County Free Library

Street Address: 122-126 S. Division Street Grant Period: \_\_\_\_\_

City & State: Salisbury, MD Zip+4: 21801-4148 Start Date: 7/1/2017

Program Manager: Andrea Berstler End Date: 6/30/2018

Phone: 410-749-3612

Amount of Current Action:	<u>\$145,000.00</u>
Amount Previously Awarded this grant:	<u>\$0.00</u>
Total Grant Award:	<u>\$145,000.00</u>

**MSDE Division Information:**

Division Name: A0117 - Division of Library Development & Services

Program Manager: Renee Croft

Program Phone: 410-767-0445 Email: renee.croft@maryland.gov

**Additional Information:**

This grant award consists of and is subject to the Mandatory Grant Provisions and acceptance of the Assurances on the attached sheets.



Federal Awarding Agency: \_\_\_\_\_

Federal Award ID Number (FAIN): \_\_\_\_\_

Passthrough Entity: Maryland State Department of Education

Note: MSDE does not pass-through funds related to federal Research and Development.

Federal Award Date: \_\_\_\_\_

Latest Approved Federal Indirect Cost Rate: \_\_\_\_\_

Federal Award Project Description:

[Empty box for Federal Award Project Description]

**MSDE ACCOUNT CODE INFORMATION BY LINE:**

Line #	PCA	AOBJ	Amount	Fund	State /Fed	Payment Schedule	CFDA #	CFDA or Sub program Name	Grant End Date	% Match Req	AFR Req
1	CAP13	1299	\$145,000.00	0006	S	(0) Inv	0000	County Library Capital Grant Program	6/30/2018	15.00	Y
2											
3											
4											
5											
6											
7											
8											
9											

*[Signature]*

7/25/2017

MSDE Program Date

*[Signature]*

7/28/2017

MSDE Assistant Superintendent / Office Head Date

*[Signature]*

8/9/2017

MSDE Financial Representative Date

*[Signature]*

9/1/2017

MSDE Accounting Office Date

## RECIPIENT ASSURANCES

By receiving funds under this grant award, I hereby agree, as grantee, to comply with the following terms and conditions:

1. Programs and projects funded in total or in part through this grant shall operate in compliance with State and federal statutes and regulations, including but not limited to the 1964 Civil Rights Act and amendments, the Code of Federal Regulations (CFR) 34, the Elementary and Secondary Education Act, Education Department General Administrative Regulations (EDGAR), the General Education Provisions Act (GEPA) and the Americans with Disabilities Act (ADA). Vendors, subgrantees, and/or consultants; including officers and employees shall comply with the Family Educational Rights and Privacy Act at all times (20 U.S.C. §1232g).
2. Grantee shall assure that its facilities are accessible to individuals with disabilities as required by the ADA and applicable regulations. The grantee shall not discriminate against individuals with disabilities in the provision of its services and programs unless to do so would be an undue burden or result in fundamental alteration in the program as those terms are used in the ADA and its implementing regulation. The State reserves the right to inspect the grantee's facilities at any time to determine if the grantee is in compliance with ADA. The grantee shall bear sole responsibility for assuring that its programs conforms for the section 501c. of the ADA (42 USC 12201) as a bona fide benefit plan. The grantee shall indemnify and hold the State harmless in any administrative proceeding or action brought pursuant to the ADA for all damages, attorneys' fees, litigation expenses and costs, if such action or proceeding arises from the acts of grantee, grantee's employees, agents or subgrantees.
3. By accepting federal funds, the recipients certify that they have complied with Federal Executive Order 12549, Debarment and Suspension set forth in 2 CFR §180, and that, a signed Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion form has been filed with Maryland State Department of Education Project Monitor.
4. Grantee shall establish and maintain fiscal control, fund accounting procedures by fund, as set forth in 2 CFR §200 and in applicable statute and regulation. By accepting federal funds, the recipient agrees that the amount of the grant award is contingent upon the receipt of federal funds. Grantee shall retain all records of its financial transactions and accounts relating to this grant for a period of five years, or longer if required by federal regulation. Such records shall be made available for inspection and audit by authorized representatives of MSDE.
5. Entities expending federal funds of \$750,000 or more in a single fiscal year, must have an annual financial and compliance audit in accordance with 2 CFR Subpart F 200.500 et. seq.
6. The Maryland State Department of Education (MSDE) may, as it deems necessary, supervise, evaluate and provide guidance and direction to grantee in the conduct of activities performed under this grant. However, MSDE's failure to supervise, evaluate or provide guidance and direction shall not relieve grantee of any liability for failure to comply with the terms of the grant award.
7. Grantee shall adhere to MSDE reporting requirements, including the submission of all required reports. Failure to submit complete, accurate, and timely progress and final reports may result in the withholding of subsequent grant payments until such time as the reports are filed.
8. Grantee must receive prior written approval from the MSDE Program Monitor before implementing any programmatic changes with respect to the purposes for which the grant was awarded. Unless a division implements a stricter policy, grantee must receive prior written approval from the MSDE Program Monitor for any budgetary realignment of \$1,000 or 15% of total object, program or category of expenditure, whichever is greater. Grantee must support the request with the reason for the requested change. Budget realignments must be submitted at least 45 days prior to the end of the grant period.
9. Requests for grant extension, when allowed, must be submitted at least 45 days prior to the end of the grant period.
10. Grantee shall insure that programs and projects that offer web-based or technology based instructional products or programs which are funded in total or in part through this grant will operate in compliance with Section 508 of the Federal Rehabilitation Act of 1973 as amended and Section 7 -910 of the Education Article, Annotated Code of Maryland.
11. Grantee shall repay any funds that have been determined through the federal or State audit process to have been misspent, misapplied, or otherwise not properly accounted for, and further agrees to pay any collection fees that may subsequently be imposed by the federal and/or State government. The repayment may be made by an offset to funds that are otherwise due the grantee.

I further certify that all of the facts, figures and representations made with respect to the grant application and grant award, including exhibits and attachments, are true and correct to the best of my knowledge, information, and belief.

\_\_\_\_\_  
Superintendent of Schools/Head of Grantee Agency

\_\_\_\_\_  
Date