



# **Managing Your LSTA Grant FY2014/15**

January 15, 2015

# AGENDA

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- Guide and Forms
- Grant Period
- Important Reporting Dates
- Reports
  - Financial Reports
  - How to Modify a Grant
    - Grant Award Budget Modification Form
  - Mid Project Program Narrative Report
- Grant Documents & Record Keeping
- Federal Restrictions on Use of LSTA Funds
- Final Program Narrative Report
- Contact Information

# GUIDE AND FORMS

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### Library Services and Technology Act Grants

The Institute of Museum and Library Services (IMLS) supports libraries in the 50 states through funding from the federal Library Services and Technology Act (LSTA), which is administered in California by the State Librarian. The funds are used to promote, through a competitive grant process, improvements in services to all types of libraries; to facilitate access to, and sharing of, resources and services through the California State Library; and to achieve economical and effective delivery of service for the purpose of cultivating an educated and informed citizenry. In addition, LSTA funds are targeted for statewide library services and support a wide array of programs, from early learning to digital access and preservation. LSTA also supports efforts to educate the current and future library workforce in California. LSTA priorities as defined in 20 USC Chapter 72, § 9141 are:

- expanding services for learning and access to information and educational resources in a variety of formats; in all type of libraries, for individuals of all ages;
- developing library services that provide all users access to information through local, State, regional, national, and international electronic networks;
- providing electronic and other services among and between all types of libraries;
- developing public and private partnerships with agencies and community-based organizations;
- targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills; and
- targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children from families with incomes below the poverty lines.

INSTITUTE of Museum and Library SERVICES

#### LSTA Links

- Apply for an LSTA Grant
- Manage an LSTA Grant
- LSTA Supported Statewide Projects and Initiatives
- Current and Previously Funded LSTA Grants

<http://www.library.ca.gov/grants/lsta/>

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Go Directly To...

### Manage an LSTA Grant

Everything you need to manage your grant is available here.  
If you have any questions about managing your grant, please do not hesitate to call your Grant Monitor.

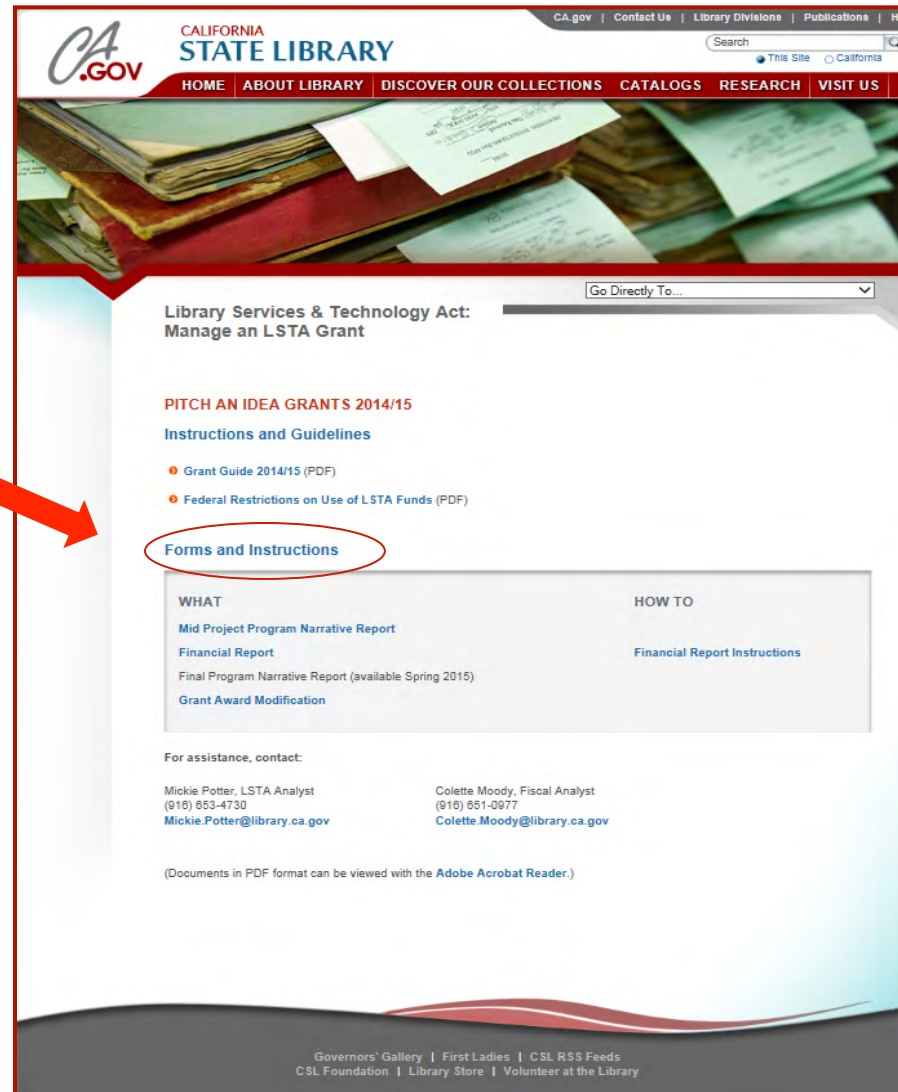
- Competitive Grants 2014/15
- Eureka! Leadership Grants 2014/15
- Pitch An Idea Grants 2014/15**
- Public Library Staff Education Program (PLSEP/LSST) 2014/15
- Staff Innovation Fund Pitch An Idea Grants 2014/15
- Statewide Grants 2014/15

(Documents in PDF format can be viewed with the [Adobe Acrobat Reader](#).)

Governors' Gallery | First Ladies | CSL RSS Feeds  
CSL Foundation | Library Store | Volunteer at the Library

<http://www.library.ca.gov/grants/lsta/manage.html>

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### Library Services & Technology Act: Manage an LSTA Grant

**PITCH AN IDEA GRANTS 2014/15**

**Instructions and Guidelines**

- Grant Guide 2014/15 (PDF)
- Federal Restrictions on Use of LSTA Funds (PDF)

**Forms and Instructions**

WHAT	HOW TO
<a href="#">Mid Project Program Narrative Report</a>	<a href="#">Financial Report Instructions</a>
<a href="#">Financial Report</a>	
<a href="#">Final Program Narrative Report (available Spring 2015)</a>	
<a href="#">Grant Award Modification</a>	

For assistance, contact:

Mickie Potter, LSTA Analyst (916) 853-4730 <a href="mailto:Mickie.Potter@library.ca.gov">Mickie.Potter@library.ca.gov</a>	Colette Moody, Fiscal Analyst (916) 851-0977 <a href="mailto:Colette.Moody@library.ca.gov">Colette.Moody@library.ca.gov</a>
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(Documents in PDF format can be viewed with the [Adobe Acrobat Reader](#).)

Governors' Gallery | First Ladies | CSL RSS Feeds  
CSL Foundation | Library Store | Volunteer at the Library

# GRANT PERIOD

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<b>Grant Period*</b>	July 1, 2014 – June 30, 2015
<b>Final Expenditure Date</b> All grant funds be spent or encumbered by this date.	June 30, 2015
<b>Final Liquidation of Encumbrances</b> <i>(if required)</i>	August 15, 2015
<b>Return of Non-Liquidated Funds</b> <i>(All funds that are not spent be returned by this date)</i>	August 31, 2015
<b>*</b> <i>(See your grant LSTA Grant Guide for specific due dates)</i>	

# IMPORTANT REPORTING DATES *(Sample)*

Reporting Period	Reports <i>(*See your grant LSTA Grant Guide for specific due dates)</i>	Due Date*
July – September	1 <sup>st</sup> Quarter Financial Report - <b>WAIVED</b>	Report expenditures on the October-December report
October - December	2 <sup>nd</sup> Quarter Financial Report and Mid-Project Program Narrative Report	January 31, 2015
January - March	3 <sup>rd</sup> Quarter Financial Report	April 30, 2015
April - Project End Date	Final Financial Report and Program Narrative Report	July 31, 2015
60 Days from Project End Date <i>(if end date is extended see extension letter for new dates)</i>	Liquidation Report Due <i>(Only required if encumbered funds have not been spent by the final report)</i>	August 31, 2015

# REPORTS (FY2014/15)

July-September

California State Library - Library Services and Technology Act (LSTA) - Financial Report

Report: LSTA Grant Award#  Fiscal Year:  Library Jurisdiction:

Project Title:

Project Coordinator:  Telephone:

Title:  E-mail:

Library Director:  Telephone:

Title:  E-mail:

Signature of Library Director:  Date:

**NOTE:** Any modifications in the approved budget must be approved in advance by the grant monitor. If adjustments 15% or more of the total LSTA budget must be submitted to your grant monitor for approval at least 30 days prior to the project end date.

\* Total Expended (column 10) amount cannot be more than the Current Approved Budget (column 1) amount.

\* Failure to submit these reports within the timelines of the grant program will jeopardize receipt of final 10% grant payment (if applicable).

Budget Categories	03 Current Approved Budget	04 July-September	05 October-December	06 January-March	07 April-Project End Date	08 Total Expended	09 Outstanding Encumbrances at Project End	10 Liquidation of Outstanding Project End Encumbrances	11 Unexpended/Unencumbered Balance
Salaries/Supplies/Books	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Library Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment (in-line items per unit)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
IC Contract/Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
IC Support/Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
IC Contract/Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Grand Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

July-December

California State Library - Library Services and Technology Act (LSTA) - Financial Report

Report: LSTA Grant Award#  Fiscal Year:  Library Jurisdiction:

Project Title:

Project Coordinator:  Telephone:

Title:  E-mail:

Library Director:  Telephone:

Title:  E-mail:

Signature of Library Director:  Date:

**NOTE:** Any modifications in the approved budget must be approved in advance by the grant monitor. If adjustments 15% or more of the total LSTA budget must be submitted to your grant monitor for approval at least 30 days prior to the project end date.

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Salaries/Supplies/Books	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Library Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment (in-line items per unit)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
IC Contract/Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
IC Support/Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
IC Contract/Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Grand Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

January-March

California State Library - Library Services and Technology Act (LSTA) - Financial Report

Report: LSTA Grant Award#  Fiscal Year:  Library Jurisdiction:

Project Title:

Project Coordinator:  Telephone:

Title:  E-mail:

Library Director:  Telephone:

Title:  E-mail:

Signature of Library Director:  Date:

**NOTE:** Any modifications in the approved budget must be approved in advance by the grant monitor. If adjustments 15% or more of the total LSTA budget must be submitted to your grant monitor for approval at least 30 days prior to the project end date.

\* Total Expended (column 10) amount cannot be more than the Current Approved Budget (column 1) amount.

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Salaries/Supplies/Books	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Library Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment (in-line items per unit)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
IC Contract/Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
IC Support/Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
IC Contract/Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Grand Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

April-Project End Date

California State Library - Library Services and Technology Act (LSTA) - Financial Report

Report: LSTA Grant Award#  Fiscal Year:  Library Jurisdiction:

Project Title:

Project Coordinator:  Telephone:

Title:  E-mail:

Library Director:  Telephone:

Title:  E-mail:

Signature of Library Director:  Date:

**NOTE:** Any modifications in the approved budget must be approved in advance by the grant monitor. If adjustments 15% or more of the total LSTA budget must be submitted to your grant monitor for approval at least 30 days prior to the project end date.

\* Total Expended (column 10) amount cannot be more than the Current Approved Budget (column 1) amount.

\* Failure to submit these reports within the timelines of the grant program will jeopardize receipt of final 10% grant payment (if applicable).

Budget Categories	03 Current Approved Budget	04 July-September	05 October-December	06 January-March	07 April-Project End Date	08 Total Expended	09 Outstanding Encumbrances at Project End	10 Liquidation of Outstanding Project End Encumbrances	11 Unexpended/Unencumbered Balance
Salaries/Supplies/Books	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Library Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment (in-line items per unit)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
IC Contract/Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
IC Support/Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
IC Contract/Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Grand Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Final Program Narrative Report





# QUARTERLY FINANCIAL REPORT (Page 2)

Indicate period for which you are reporting:  July - December  January - March  April - Project End Date  Liquidation

EXPENDITURE DETAIL	LSTA	Cash Match	In-Kind	Description
<b>Salaries/Wages/Benefits (see instructions for definition)</b>				
	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	
<b>Total Salaries/Wages/Benefits</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Library Materials (see instructions for definition)</b>				
	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	
<b>Total Library Materials</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Equipment (see instructions for definition)</b>				
	\$0	\$0	\$0	
	\$0	\$0	\$0	
<b>Total Equipment</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Operating Expenses</b>				
<b>(a) Consultant Fees (see instructions for definition)</b>				
	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	
<b>Total Consultant Fees</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

# QUARTERLY FINANCIAL REPORT (Page 3)

Operating Expenses (continued)	LSTA	Cash Match	In-Kind	Description
<b>(b) Travel (see instructions for definition)</b>				
	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	
<b>Total Travel</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>(c) Supplies/Other (see instructions for definition)</b>				
	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	
<b>Total Supplies/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>(d) Contracted Services (see instructions for definition)</b>				
	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	
<b>Total Contracted Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Operating Expenses Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Indirect Costs (see instructions for definition)</b>				
	\$0			
<b>Total Indirect</b>	<b>\$0</b>			
<b>Grand Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

# HOW TO MODIFY A GRANT

Contact your Grant Monitor to discuss changes and complete the Grant Award Budget Modification Form (if necessary).

California State Library  
Library Services and Technology Act (LSTA)  
Grant Award Budget Modification Instructions & Form

The grantee is given the opportunity during the period of the project to respond to local or unforeseen developments by modifying their approved budget and proposing funds be moved between categories/subcategories.

- Budget modifications of 15% or more of the total LSTA budget (not to exceed \$10,000) must be discussed in advance with the grant monitor. A signed Grant Award Budget Modification Form must be submitted to the grant monitor for approval no later than 30 days prior to the project end date.
- Budget modifications less than 15% of the total LSTA budget (not to exceed \$10,000) must be discussed and approved in advance by the grant monitor. A Grant Award Budget Modification Form need not be submitted.
- Funds may not be moved into a category for which no funding was originally approved without being discussed and approved in advance by the grant monitor.
- Augmentations of any amount must be discussed in advance with the grant monitor. A signed Grant Award Budget Modification Form must be submitted to the grant monitor for approval no later than 30 days prior to the project end date.
- Requested changes that include additional Equipment (\$5,000 or more per unit) will require IMLS approval. Please be sure to include detailed explanation for such equipment.
- Cumulative budget modifications shall not exceed 15% of the original approved LSTA budget.
- Approved revised budget should be reported on the next financial report.
- Any modifications to approved budgets must be documented and documentation retained in project files.
- Completing the form:
  - Section 1: Enter the type of modification.
  - Section 2: Complete this section using information on page two of the original grant award letter.
  - Section 3: Enter current budget and proposed modification (indicate budget reductions by putting parentheses around the amount). Revised budget amount should automatically calculate. Please verify that it is correct.
  - Section 4: Include a justification for the requested modification.
  - Section 5: Enter project coordinator information.
  - Section 6: Obtain appropriate signature.
  - Section 7: Grant Monitor signature if approved.
- Submit form with signature to the grant monitor assigned to your project at least 30 days prior to the project end date. Emailed PDF copy is acceptable.

California State Library – Library Services and Technology Act (LSTA) – Grant Award Budget Modification Form

1.  Budget Modification 15% or more of total LSTA budget (not to exceed \$10,000)  
 Augmentation

2. Library Jurisdiction: \_\_\_\_\_  
Project Title: \_\_\_\_\_  
Grant Number: 40-\_\_\_\_ FY: \_\_\_\_ WP: \_\_\_\_

3. Budget Category	Current Budget	Proposed Modification	Revised Budget
a. Salaries & Benefits	\$0	\$0	\$0
b. Library Materials	\$0	\$0	\$0
c. Equipment	\$0	\$0	\$0
d. Total Operating Expenses	\$0	\$0	\$0
e. Indirect Costs	\$0	\$0	\$0
Total	\$0	\$0	\$0

4. Justification for modification/augmentation:  
\_\_\_\_\_

5. Project Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

6. Library Director: \_\_\_\_\_ (signature) Date: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

7. Grant Monitor: \_\_\_\_\_ (signature) Date: \_\_\_\_\_ Approved or Not Approved (circle one)

Upon approval, the above requested Grant Award Budget Modification constitutes an official amendment to the Consolidated Application Notification of Grant Award. All amendments must remain a part of all existing copies of the Consolidated Application Notification of Grant Award document.

**NOTE: Grant Award Budget Modification Form MUST be submitted for approval at least 30 days prior to the project end date.**

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# MID PROJECT PROGRAM NARRATIVE REPORT

CALIFORNIA STATE LIBRARY  
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)  
Mid Project Program Narrative Report

**Grant Information**

Library Jurisdiction:	<input type="text"/>
Project Title:	<input type="text"/>
Grant Award Number:	#40- <input type="text"/>
Grant Period:	<input type="text"/> / <input type="text"/>
Amount of Grant Award:	\$ <input type="text"/>
Amount of Grant Expended:	\$ <input type="text"/>

**Project Coordinator**

Name:	<input type="text"/>
Title:	<input type="text"/>
Library Address:	<input type="text"/>
Phone Number:	<input type="text"/>
Fax Number:	<input type="text"/>
E-mail Address:	<input type="text"/>

This report is due on the date listed in the LSTA Grant Guide for this project. Follow this link to view the Grant Guide: <http://www.library.ca.gov/grants/lsta/manage.html>

Email in "Word" format to [lsta@library.ca.gov](mailto:lsta@library.ca.gov)

Send original (signed in blue ink) and TWO copies by the due date to:

<b>By Mail:</b> California State Library P.O. Box 942837 Sacramento, CA 94237-0001 Attention: Fiscal Office-LSTA	<b>By Non-USPS Delivery:</b> California State Library 900 N Street Sacramento, CA 95814 Attention: Fiscal Office-LSTA
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**Signature of Library Director:**  **Date:**

(Please sign in blue ink)

**Additional Project Information**

Please provide simple and concise information for each of the questions below.

**Project Purpose**  
What have you done, for whom, and for what benefit?

**Project Activities and Methods**  
What have you accomplished so far in the project? What are the steps you have completed or which are currently in process? Are you on schedule according to your application timeline? If not, please explain.

**Project Outputs**  
Give an account of the outputs generated by the project to date. What has been created for the project so far? Do these align with anticipated outputs stated in your application?

**Outcomes**  
Please describe the outcomes tools that have been developed for this project. Have you started measuring the outcomes for this project? If so, what results have been noted?

**Problems/Concerns**  
State any problems or concerns that you have encountered so far.

**Budget Expenditure**  
As you review your first two LSTA financial reports for this project, does it appear your encumbrances/expenditures are on schedule to be expended by the project end date? If not, please explain.

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# GRANT DOCUMENTS & RECORD KEEPING

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## IMPORTANT AREAS TO CONSIDER

- All grant documents will be addressed to the head of the agency responsible for the project, who shall ensure that all documents are given to the proper local people, including fiscal agents.
  - NOTE: Be sure to know all of the people in your local community and agency that will touch the grant and be in contact with them frequently.
- Accounting
- Audit – potential for State or Federal audit
- Data and Publications Created with Grant Funds
- Audio and Video Created with Grant Funds
- Publicity
- Equipment Inventories
- Retention of Records – minimum of 3 years after project closes

*Details of all of these areas are located in the LSTA Grant Guide*

# FEDERAL RESTRICTIONS ON USE OF LSTA FUNDS

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## IMPORTANT AREAS TO CONSIDER

- Advertising and public relations
- Alcoholic beverages
- Construction or remodeling
- Contributions, donations
- Entertainment
- Fund-raising
- General government expenses
- Honorariums, stipends
- Income from project
- Lobbying
- Memberships, subscriptions, and professional activities
- Premiums, prizes, incentives, and souvenirs
- Refreshments
- Training
- Travel Expenses

*Details of all of these areas are located in the Federal Restrictions on Use of LSTA Funds*

# **FINAL PROGRAM NARRATIVE REPORT**

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**TO BE REVISED SPRING 2015**



# CONTACTS

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## GRANT MONITOR

- Project assistance
- Must be communicated with if you would like to make any changes
  - need more time
  - change in activities
  - change in budget



Grant Monitor identified on page 2 of your Grant Award letter. If you cannot locate, contact:

Mickie Potter, LSTA Analyst  
(916) 653-4730  
mickie.potter@library.ca.gov

## LSTA BUDGET/REPORTING

- How to fill out financial reports?
- Has the State Library received our reports?
- When will we receive our payment?
- What if we don't spend all of our funds? How do we send funds back?



Colette Moody, Fiscal Analyst  
(916) 651-0977  
colette.moody@library.ca.gov



**Wrap-up  
Thank You!**