

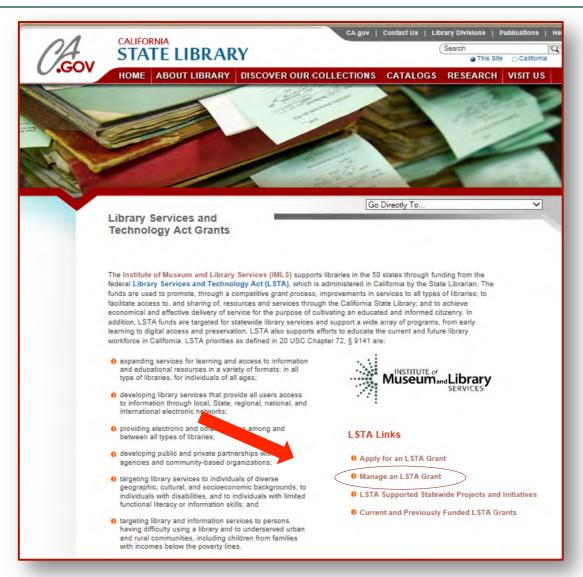
Managing Your LSTA Grant FY2014/15

January 15, 2015

AGENDA

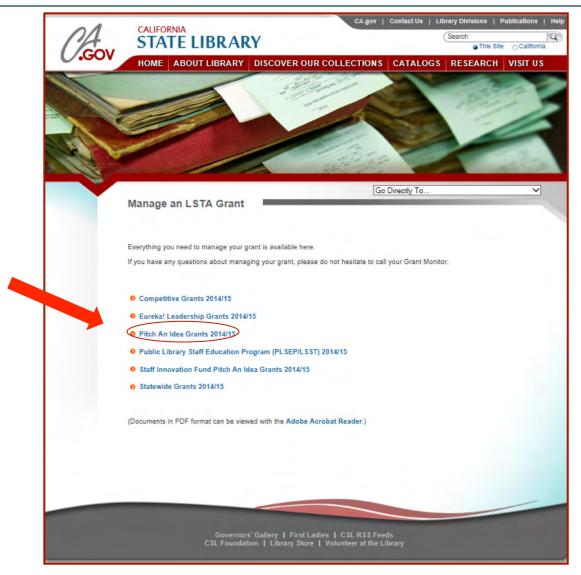
- Guide and Forms
- Grant Period
- Important Reporting Dates
- Reports
 - Financial Reports
 - How to Modify a Grant
 - Grant Award Budget Modification Form
 - Mid Project Program Narrative Report
- Grant Documents & Record Keeping
- Federal Restrictions on Use of LSTA Funds
- Final Program Narrative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

GUIDE AND FORMS



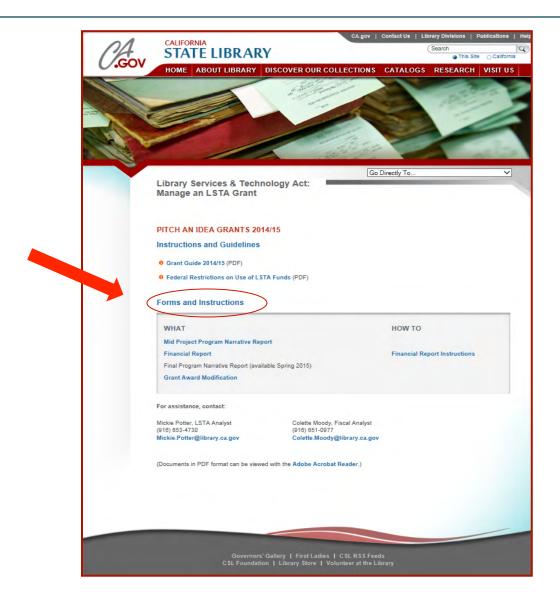
http://www.library.ca.gov/grants/lsta/

GUIDE AND FORMS



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

GUIDE AND FORMS



GRANT PERIOD

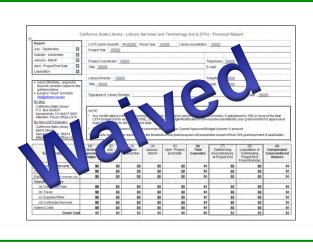
Grant Period*	July 1, 2014 – June 30, 2015
Final Expenditure Date All grant funds be spent or encumbered by this date.	June 30, 2015
Final Liquidation of Encumbrances (if required)	August 15, 2015
Return of Non-Liquidated Funds (All funds that are not spent be returned by this date)	August 31, 2015
*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

IMPORTANT REPORTING DATES (Sample)

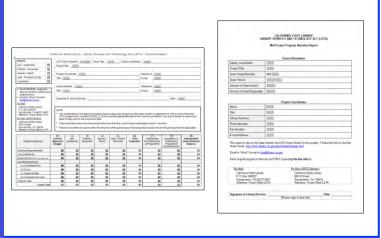
Reporting Period	Reports (*See your grant LSTA Grant Guide for specific due dates)	Due Date*
July – September	1st Quarter Financial Report - WAIVED	Report expenditures on the October-December report
October - December	2 nd Quarter Financial Report and Mid-Project Program Narrative Report	January 31,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

REPORTS (FY2014/15)

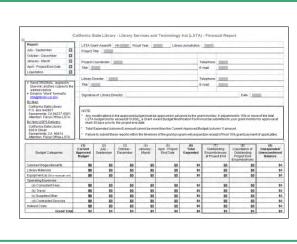
July-September



July-December



January-March



April-Project End Date

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Final Program Narrative Report

QUARTERLY FINANCIAL REPORT (Page 1)

Report:		LSTA Gr	ant Award#:	40- Fis	scal Year:	Librar	y Jurisdiction:				***************************************
July - September		Project T	itle:			1,11,11,11					
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QUARTERLY FINANCIAL REPORT (Page 2)

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	50	50	50			
Total Library Materials	\$0	50	50			
Equipment (see matructions for definition)						
STORY .	50	50	50	-		
and the same of th	50	50	50	-		
Total Equipment	50	50	50			
Operating Expenses	1000					
(a) Consultant Fees (see instructions for definition)						
Calcula .	50	50	50	tent -		
esta .	50	50	50	2000		
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CHIEF CO.	50	50	50	2500		
Service Control of the Control of th	50	50	50	-		
the state of the s	50	\$0	50			
Total Consultant Fees	50	50	50			

QUARTERLY FINANCIAL REPORT (Page 3)

Operating Expenses (continued)	LSTA	Cash Match	In Kind	Description
(b) Travel (see instructions for definition)				
	\$0	\$0	\$0	
	50	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	
Total Travel	\$0	\$0	\$0	
(c) Supplies/Other (see instructions for definition)	-21			
	\$0	\$0	\$0	
CONTROL OF THE PARTY OF THE PAR	\$0	\$0	\$0	The second secon
	\$0	\$0	\$0	
STATE OF THE PARTY	\$0	\$0	\$0	THE STATE OF THE S
	50	50	\$0	min .
	\$0	\$0	\$0	
	\$0	\$0	\$0	
Total Supplies/Other	\$0	\$0	\$0	
(d) Contracted Services (see instructions for definition)				
	\$0	\$0	\$0	THE STATE OF THE S
	50	50	\$0	
	\$0	\$0	\$0	
arms .	\$0	\$0	\$0	
COMPANIE OF THE PARIE OF THE PA	\$0	\$0	\$0	GIRLS .
200	\$0	\$0	\$0	THE .
Total Contracted Services	\$0	\$0	\$0	
Operating Expenses Total	\$0	\$0	\$0	
Indirect Costs (see instructions for definition)				
THE RESERVE OF THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAMED IN COLUMN TW	\$0			
Total Indirect	\$0			
Grand Total	\$0	\$0	\$0	

HOW TO MODIFY A GRANT

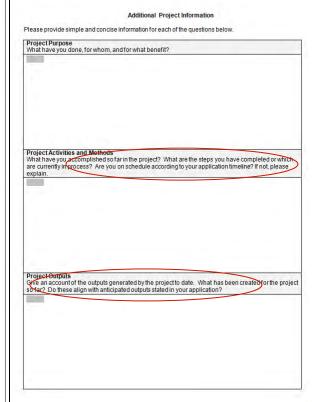
Contact your Grant Monitor to discuss changes and complete the Grant Award Budget Modification Form (if necessary).

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. 1. Budget modifications of 15% or more of the total LSTA budget (not to exceed \$10,000) must be discussed in advancewith 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. 2. 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. 3. 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. 4. 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. 5. 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. 6. Cumulative budget modifications shall not exceed 15% of the original approved LSTA budget. 7. Approved revised budget should be reported on the next financial report. 8. Any modifications to approved budgets must be documented and documentation retained in project files. 9. Completing the form: . Section 1: Enter the type of modification. . Section 2: Complete this section using information on pagetwo 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 . 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. $10. \ \ Submit form \ with signature to the \underline{orant monitor} assigned to your project at least \underline{30 \ days \ prior} to the project end$ date. Emailed PDF copy is acceptable.

-	1.	Budget Modification (not to exceed Augmentation	1 \$10,000)	% or mo) Too	tal LSTA Du	aget		4. Justific	ation	for modifica	tion/augmer	ntation:
-	2.	Library Jurisdiction	on:										
-		Project Title: Grant Number:	40-	FY:		WP:							
1	3.	Budget Category		Curre		Propose		Revised Budget					
ŀ	a.	Salaries & Benefits			50		50	\$0					
	b.	Library Materials			SO		\$0	\$0					
ľ	C.	Equipment			S0	- + 1	50	\$0					
	d.	Total Operating Expe	nses		S 0		\$0	\$0					
	e.	Indirect Costs			50	-	\$0	\$0					
			Total		\$0		\$0	\$0					
	5.	Project Coordinato	r.					Phone:			E-mail:		
6	6.	Library Director:)	(SIGNATUR)			Date:		ii .		
		E-mail:				(orginalize)			Phone:				
7	7.	Grant Monitor:	-			(Signature)			Date:				Approved or NotApprove
(Upo	All amen	dments mu	st remai	n a par	t of all exist	ing c	constitutes an off opies of the Con	solidated A	pplica	ation Notifica	tion of Gra	cation Notification of Grant Av nt Award document.

MID PROJECT PROGRAM NARRATIVE REPORT

LIB		IFORNIA STATE LIBRARY ICES AND TECHNOLOGY A	CT (LSTA)
	Mid Pro	ject Program Narrative Rep	ort
		Grant Information	
Library Jurisdiction:			
Project Title:			
Grant Award Number:	#40-		
Grant Period:	1		
Amount of Grant Award:	\$		
Amount of Grant Expended:	\$		
		Project Coordinator	
Name:			
Title:			
Library Address:			
Phone Number:			
Fax Number:			
E-mail Address:			
This report is due on the date Grant Guide, http://www.libra	listed in the L rv.ca.gov/gran	STA Grant Guide for this pro	ject. Follow this link to view th
Email in "Word" format to Ista	@library.ca.c	<u>ov</u>	
Send original (signed in blue	ink) and TWC	copies by the due date to:	
By Mail:		By Non-USPS Deli	van/
California State Library		California State I	
P.O. Box 942837 Sacramento, CA 94237	-0001	900 N Street Sacramento, CA	95814
Attention: Fiscal Office-	LSTA	Attention: Fiscal	
Signature of Library Director			Date:



Outcomes	
Please describe th	ne outcomes tools that have been developed for this project. Have you started
neasuring the out	comes for this project? If so, what results have been noted?
Problems/Conce	
State any problem	ns or concerns that you have encountered so far.
Budget Expendit	ire .
As you review you	r first two LSTA financial reports for this project, does it appear your
As you review you	r first two LSTA financial reports for this project, does it appear your
As you review you encumbrances/ex	ure If first two LSTA financial reports for this project, does it appear your penditures are on schedule to be expended by the project end date? If not_please
As you review you encumbrances/ex	r first two LSTA financial reports for this project, does it appear your
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Budget Expenditi As you review you accumbrances/ex explain.	r first two LSTA financial reports for this project, does it appear your
As you review you ancumbrances/ex	r first two LSTA financial reports for this project, does it appear your

GRANT DOCUMENTS & RECORD KEEPING

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

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

TO BE REVISED SPRING 2015

CONTACTS

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!