OFFICE OF COMMONWEALTH LIBRARIES
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)

2015 MakerKit Grant Management Guide

Congratulations on receiving an LSTA Grant. The following guide is intended to provide you with basic information to assist you in managing your grant. The information in this guide does not include all of the requirements for the grant. Please refer to the grant contract for the complete terms and conditions that apply to your grant.

IMPORTANT DATES FOR MANAGING YOUR GRANT

For ease in managing your grant, the following chart highlights important dates for your quick reference.

Important Dates	Date
Date grantee may begin to spend or encumber grant funds	Upon receipt of funds
Date all grant funds must be spent by	September 30, 2016
Due date for Final Project & Activity Report and Financial Report	October 31, 2016
Return unexpended LSTA grant funds with final report Check payable to: **Commonwealth of Pennsylvania**	Postmarked by October 31, 2016

GRANT REPORTS

The grantee is required to submit a final Project and Activity Report (narrative - parts 1 - 3) and final Financial Reports. These final reports provide for a more thorough account of the programmatic and financial aspects of the LSTA funded project. Please note that reports that are not on time or require continuous late notices could have an effect on future grant awards. Report forms can be found under the "2015/2016 Targeted Grants" section of the "Manage an LSTA Grant" sub-heading on our webpage: www.statelibrary.pa.gov/LSTA.

Final Project and Activity Report (Parts 1-3) and Financial Report

Due Date: Emailed or Postmarked by October 31, 2016

☑ **Project and Activity Report**

> **Purpose:** A final narrative report is required of all projects funded with federal LSTA funds. The information and data in the final report will be reported to and reviewed by IMLS in the annual State Program Report. Once approved, information about the LSTA project will be publically available on the IMLS website and may be shared with other State Librarians, public libraries and other stakeholders.

> **Content:** The report provides an opportunity for the grant award recipient to report the project accomplishment, data and outcomes. Anecdotal stories and special efforts round out the report and highlight best practices that may have emerged throughout the project.

> ➢ Part 1 is used to report overall project information (Data)
> ➢ Part 2 is used to report on specific activities done to complete the project. Use the Instruction Activity Worksheet to report the required program created.
> ➢ Part 3 includes the supporting documents of the project (printed materials, articles, photos and/or products created)

☑ **Financial Report**

> The final financial report includes:
> ➢ Final expenditures (entered as whole numbers)
> ➢ Copies of receipts &/or invoices as proof of purchase must accompany the final report
> ➢ Actual Local Matching Funds expended in support of the project.
> ➢ A calculation of additional funds owed to the grantee OR unexpended funds that must be returned to the Commonwealth of Pennsylvania.
> Unexpended or unobligated funds
> ➢ A check made payable to **Commonwealth of Pennsylvania** must accompany the final report.

GENERAL COMPLIANCE INFORMATION

Accounting
Separate accounting records must be maintained that will show and distinguish among income and expenditures of federal, state and local funds in each year of the project.

Allowable Expenditures
There are federal restrictions for how LSTA funding can and cannot be spent. Please be sure to review the LSTA Allowable Expenses document which can be found on our website to ensure that you use the funding appropriately.

Audit
All recipients must be in compliance with Public Law 98-502, "The Single Audit Act of 1984." When audits are performed in accordance with the instructions contained in the Act for funds provided under LSTA, a copy must be forwarded to the Office of Commonwealth Libraries.

Equipment
A record of equipment, each unit costing over $5000, purchased with LSTA funds must be maintained in an inventory file. Equipment inventory files must be maintained at the project level and duplicate copies sent to the Office of Commonwealth Libraries. In general, equipment purchased with federal funds must be used for the project purposes for five years, or the life of the equipment, whichever comes first, unless otherwise stipulated. Disposition of equipment is subject to review by the Office of Commonwealth Libraries.

Interest
The intent of the Cash Management Improvement Act is to assure that funds are expended promptly to minimize the time that elapses between receipt of funds and their disbursement. Grant funds are to be held in a non-interest bearing bank account, or one that does not allow more than $100 in interest to accrue during the grant period.

Publicity
Grant recipients must ensure that the Library Services and Technology Act receive full credit as the funding program and that the Institute of Museum and Library Services (IMLS) www.imls.gov, likewise, is acknowledged as the federal source of funds. Publicizing the benefit of the grant and recognizing the funding source are critical in demonstrating program effectiveness to our legislators.

The following statement must be included on all LSTA produced materials:

> *This project is made possible by a grant from the Institute of Museum and Library Services as administered by the Pennsylvania Department of Education through the Office of Commonwealth Libraries, and the Commonwealth of Pennsylvania, Tom Wolf, Governor."*

CONTACT INFORMATION

The Office of Commonwealth Libraries Grant Monitor
A Grant Monitor has been assigned to your project to assist in its implementation and to monitor its progress. Establishing a good working relationship with your Grant Monitor will prove to be vital to your project's success. The Grant Monitor will be available for you to call on for advice and assistance as needed, and they must be informed of any planned changes such as budget revisions. Please contact your Grant Monitor with all general grant questions.

Budget Matters and Project Reporting
The LSTA Coordinator and a Fiscal Technician are available to provide assistance for questions related to the budget or project reporting. They are the best contact if you have questions like:

- What forms do I need?
- How to complete financial reports?
- Have you received my reports?
- When will we receive our payment?

Questions regarding budget or reporting please contact:

> Hadiyah Cleveland, LSTA Coordinator
> Linda Pierce, Fiscal Technician
> ra-lsta@pa.gov