

Managing Your Library Services and Technology Act (LSTA) Grant

December 6 & 8, 2016

Speakers

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Deputy Secretary for the Office of Commonwealth Libraries

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Agenda

- Guide and Forms
- Grant Period
- Important Reporting Dates
- Reports – Narrative & Financial
- How to Modify a Grant
- Grant Documents & Record Keeping
- Federal Restrictions on Use of LSTA Funds
- Contact Information



Managing Your LSTA Grant



pennsylvania
DEPARTMENT OF EDUCATION

Grant Management Guide and Forms

www.statelibrary.pa.gov/LSTA

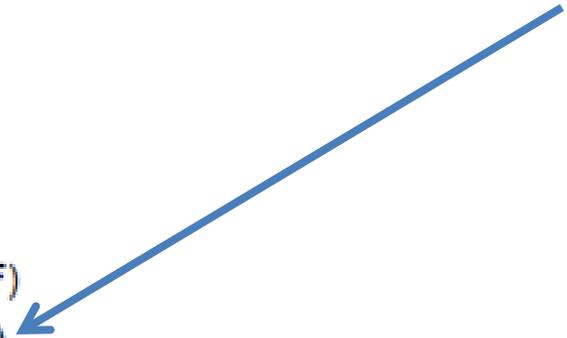
MANAGE AN LSTA GRANT

- [LSTA Grant Implementation Guidelines](#) (PDF)
- [LSTA Record of Equipment](#) (PDF)
- [LSTA Allowable Costs](#) (PDF)
- [Budget Revision Request](#) (PDF)
- [LSTA Final Report](#) (PDF)
- [LSTA Financial Report](#) (PDF)

2016/2017 Competitive Grants

[List of Awards Memo](#) (PDF)

- [Trustee Training Grant Guidelines](#) (PDF)
 - [Grant Management Guide](#) (PDF)
 - **Grant Guidelines**





Managing Your LSTA Grant



Grant Period

Grant Timeline Points	Date
Date grantee may begin to spend or encumber grant funds	July 1, 2016
First quarterly LSTA Report Due	October 31, 2016
Second quarterly LSTA Report Due	January 31, 2017
Budget Revisions	APPROVED by May 31, 2017
Third quarterly LSTA Report Due	April 30, 2017
Date all grant funds must be spent or encumbered by	June 30, 2017
Final LSTA Report Due	July 31, 2017
Return unexpended LSTA grant funds Check payable to: Commonwealth of Pennsylvania	Postmarked by July 31, 2017



Important Reporting Dates

Reports	Date
First quarterly Project & Activity Report and Financial Report Due	October 31, 2016
Second quarterly Project & Activity Report and Financial Report Due	January 31, 2017
Budget Revisions	APPROVED by May 31, 2017
Third quarterly Project & Activity Report and Financial Report Due	April 30, 2017
Date all grant funds must be spent or encumbered by	June 30, 2017
Final Project & Activity Report and Financial Report Due	July 31, 2017

Managing Your LSTA Grant



LSTA Project and Activity Report (Part 1)



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* PROJECT AND ACTIVITY REPORT *

Part I

The LSTA Project and Activity Report is required for all projects awarded federal Library Services and Technology Act (LSTA) funds. There are three parts to this report.

Part I: Overall project information (Data)

Part II: Activity Worksheet(s) – specific activity used to complete project.

Part III: Supporting documents (printed materials, articles, photos or products).

All reports are shared with the Institute of Museum and Library Services (IMLS) and is subsequently posted online for the general public to view.

Electronically submit LSTA Reports to: ra-lsta@pa.gov

Please put LSTA Quarterly Report OR Final Report respectively, followed by the Project Number in the subject line.

The Project and Activity Report must include at least one Activity Worksheet (Part II).

The Activity Worksheet(s) can be found under the "Manage an LSTA Grant" section of the [Library Services and Technology Act \(LSTA\)](#) page on the [State Library of Pennsylvania](#) website.

PLEASE NOTE

A completed LSTA report consists of a Project and Activity Report (Parts I, II & III (if applicable)) and the Financial Report.

Quarter

First Quarter Report due October 15 Second Quarter Report due January 15 Third Quarter Report due April 15

Project Information

Organization (Grantee)	
Project Title	
Project Number (FC or MO#)	LSTA Grant Total
Project Website (if applicable)	Match Total
	Project Total
Project Tags	
List 1 - 3 key words that describe the project.	
Project Coordinator	
Title	
Phone Number	
E-Mail Address	

Important Notes:

Project Summary

- Brief high level description

Outputs

- Number of outreach materials created;
- Number of tangible items purchased;
- Number of programs added

Outcomes

- Change in knowledge, skills or behavior

Evaluation

- How the information was gathered



LSTA Project and Activity Report (Part 2)

Activity Worksheets

Activity Type	Mode
Instruction: Involves an interaction for knowledge or skill transfer.	Program Presentation Consultation
Content: Involves the acquisition, development, or transfer of information.	Acquisition Creation Description Lending Preservation
Planning/Evaluation: Involves design, development, or assessment of operations, services, or resources.	Retrospective Prospective
Procurement: Involves purchasing facilities, equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure.	



Managing Your LSTA Grant



LSTA Project and Activity Report (Part 3)

Supporting Documents



Managing Your LSTA Grant



Financial Report



LSTA Competitive Financial Report

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Select One

Grantee: _____
Grant # (FC or MO): _____ Total Grant Amount: _____
Project Title: _____
Completed by: _____ Title: _____
Telephone: _____ Email: _____

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, debursments and cash receipts are for the purpose and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims, or otherwise.

Signature: _____ Date: _____

Budget Category	Current Approved Budget	First Quarter (Actual Expenditures)	Second Quarter (Actual Expenditures)	Third Quarter (Actual Expenditures)	Final	Balance (Unexpended Funds)
Salaries/Wages/Benefits						\$ 0.00
Consulting Fees						\$ 0.00
Travel (at state rate)						\$ 0.00
Supplies/Materials						\$ 0.00
Equipment						\$ 0.00
Services						\$ 0.00
Indirect Costs						\$ 0.00
Grant Totals	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Cash Match						\$ 0.00
In-Kind						\$ 0.00
Project Totals	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Electronically submit LSTA Report to: ra-ista@pa.gov

Please put LSTA Quarterly Report OR Final Report respectively, followed by the Grant Number in the subject line.

Mail signed reports to: Pennsylvania Department of Education
Office of Commonwealth Libraries
ATTN: LSTA
607 South Drive
Harrisburg, PA 17120-0600

Failure to submit these reports timely could have an effect on the final grant payment.

Important Notes:

The contract can be found on eGrants > Reporting > Final Reporting > Bar Graph next to the fully executed contract.

Must view each budget category.

The Budget Summary will not give the data needed.



Managing Your LSTA Grant



Office of Commonwealth Libraries

Please enter the LSTA, Cash Match and In-Kind amount for this quarter. The Total column will auto calculate. In addition, a description for each expenditure for this quarter is required.

Budget Category	LSTA	Cash Match	In-Kind	Total
Salaries/Wages/Benefits				\$ 0.00
<i>Description:</i>				
Consulting Fees				\$ 0.00
<i>Description:</i>				
Travel (at state rate)				\$ 0.00
<i>Description:</i>				
Supplies/Materials				\$ 0.00
<i>Description:</i>				
Equipment (>\$5,000 per unit)				\$ 0.00
<i>Description:</i>				
Services				\$ 0.00
<i>Description:</i>				

Important Notes:

Like LSTA funds, a brief description is required for any reported match funds.



Managing Your LSTA Grant



Final Report



LSTA Final Report

Project Report

General Information

Project Title:

Project Number (FC or MO):

Project Abstract:
This is a brief description of the project's purpose, activities, and target beneficiaries, plus any high-level results that are appropriate to highlight. Ideally, it should stand on its own as a narrative summary of the project.

Pennsylvania State Goal:

Project Director Information

Project Director Name:

Project Director Phone:

Project Director Email:

Grantee Name:

Important Notes:

Feedback – please offer input so we can continue to develop our processes.

The best way to communicate your valuable feedback is via email: ra-LSTA@pa.gov

Managing Your LSTA Grant



Budget Revisions



LSTA Budget Revision Request Form

For OCL Use Only
Approved: _____
Disapproved: _____

Grantee: _____
 Grant # (FC or MO): _____
 Project Title: _____
 Completed by: _____ Title: _____
 Telephone: _____ Email: _____
 Signature: _____ Date: _____

Budget Category	Current Approved Budget	Proposed Adjustment	Revised Budget	Justification for revision request
Salaries/Wages/Benefits			\$ 0.00	
Consulting Fees			\$ 0.00	
Travel (at state rate)			\$ 0.00	
Supplies/Materials			\$ 0.00	
Equipment			\$ 0.00	
Services			\$ 0.00	
Indirect Costs			\$ 0.00	
Grant Totals	\$ 0.00	\$ 0.00	\$ 0.00	
Cash Match			\$ 0.00	
In-Kind			\$ 0.00	
Project Totals	\$ 0.00	\$ 0.00	\$ 0.00	

Important Notes:

- Only need approved when the budget change is 10% or more

Electronically submit LSTA Budget Request to: ra-lsta@pa.gov
 Please put LSTA Budget Revision Request, followed by the Grant Number in the subject line.

Mail signed request to: Pennsylvania Department of Education
 Office of Commonwealth Libraries
 ATTN: LSTA
 Fourth Building, Room 220
 607 South Drive
 Harrisburg, PA 17120-0600

Budget Revisions Must be approved by May 31
 Please round to the nearest whole number when completing this form.



Grant Documents & Record Keeping

IMPORTANT AREAS TO CONSIDER

- Accounting/Interest
- Audit
- Data and Publications Created with Grant Funds
- Equipment
- Records Retention

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



Federal Restrictions on Use of LSTA Funds

IMPORTANT AREAS TO CONSIDER

- Advertising and public relations
- Alcoholic beverages
- Contributions, donations, honorariums, stipends
- Entertainment
- Fund-Raising
- General government expenses
- Lobbying
- Premiums, prizes, incentives, and souvenirs
- Refreshments
- Training

CONTACTS

GRANT MONITOR

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



The staff member identified in the email sent.

LSTA BUDGET/REPORTING

- Who can help me complete our 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?



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For more information on
Managing your LSTA Grant
please visit the PDE website at
www.statelibrary.pa.gov/LSTA

The mission of the department is to academically prepare children and adults to succeed as productive citizens. The department seeks to ensure that the technical support, resources and opportunities are in place for all students, whether children or adults, to receive a high quality education.