

Library Service & Technology Act (LSTA) Multi-District Workshop Grant Guidelines

2016/2017



**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
OFFICE OF COMMONWEALTH LIBRARIES**
Forum Building
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Harrisburg, PA 17120-0600
www.statelibrary.pa.gov/LSTA



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333 Market Street, 5th Floor, Harrisburg, PA 17126-0333
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Background

Funds are available to states from the federal Institute of Museum and Library Services (IMLS) through a program stipulated by the Library Services and Technology Act (LSTA) to develop library services throughout the States, U.S. Territories, and the Freely Associated States. This program is administered in Pennsylvania through the Office of Commonwealth Libraries for assisting libraries in providing all users access to information, developing partnerships, and increasing information access for persons who have difficulty gaining it. Assistance is available to all types of Pennsylvania libraries.

The purpose of the Multi-District Workshop Grant is for professional development trainings at eight locations within district/area designations. The benefit will be a broader skill-set combined with educational knowledge. The end result will bring a higher level of staff proficiencies and resources for the community.

Funding is currently available for eight grants with an amount up to \$5,500 for district library centers to hold separate trainings for library staff members and volunteers in 2017. The Multi-District Grants provide workshops on subjects meaningful to staff and volunteers within groups of districts. Suggested topics are in the Application Parameters section (page [3](#)), however the purpose is to offer meaningful training within the district/area designations and the subject of the workshop may be changed, following the specifications of the [Pennsylvania 5-year LSTA Plan](#).

Applicant Eligibility

All applicants must participate in the Access Pennsylvania Database Project.

All applicants must have a FEIN, Vendor Number, AUN and DUNS number.

All public libraries that request LSTA funds must certify compliance with the Children's Internet Protection Act (CIPA). If funds are not sought for direct costs associated with internet access or equipment used to access the internet, indicate the form does not apply. See page [6](#).

Each multi-district group must select one district library center to apply and administer the LSTA grant. Historically the following districts have worked together. District Centers may work with others than those listed below.

Capital Area: Capital Area, Chambersburg, Lancaster, Lebanon, York Districts

Lehigh Valley Area: Allentown, Bethlehem, Easton, Reading Districts

North Central Area: North Central District

Northeast Area: Pottsville, Scranton, Wilkes-Barre Districts

Northwest Area: Erie, New Castle, Oil Creek, Seneca Districts

South Central Area: Altoona, Central PA, Johnstown District

South East Area: Chester, Delaware, Bucks, Montgomery, Philadelphia Districts

South West Area: Aliquippa, Westmoreland, Pittsburgh, and Washington

Application Parameters

The [Multi-District Workshop application](#) is located on the [LSTA](#) page of the [State Library of Pennsylvania website](#). The application must be completed electronically, saved locally, and emailed as an attachment to ra-LSTA@pa.gov. To ensure your application is received, the subject line must read **2016/2017 Multi District Workshop** followed by the **name of the applying library**.

Within the grouping of district libraries (up to eight) one district center library will take the lead for applying, reporting and fiscal management.

The Multi-District Workshop should be useful to staff members in performing their job. Priority will be given to training topics that include:

1. Library services to youth.
2. Library services to special populations, including, but not limited to, individuals with disabilities, homebound individuals, the elderly and individuals who are deficient in basic literacy skills.
3. New trends in the library field
4. Using data/demographic information to enrich reporting.
5. Building community partnerships.

The Multi-District Workshop must take place between May 1, 2017 and August 31, 2017. The workshop must be a minimum of four hours long. Workshop participants must be provided with the opportunity to evaluate the workshop. Workshop evaluations must include can be in an electronic or paper format.

Use of Funds

Eligible expenditures:

1. Attendee meals with an education component
2. Speakers and their related hotel/travel/meal costs
3. Handouts
4. Printed materials
5. Venue costs
6. Indirect Costs up to 10% of the grant total

Ineligible Expenditures

1. Electronic materials currently provided on a statewide basis
2. Subscriptions that expire after the contract termination date
3. Supplies for processing library materials
4. Furniture
5. Extended Warranties that expire after the contract termination date
6. Salaries of current staff

Restrictions on the Use of LSTA Funds

1. The Office of Commonwealth Libraries will not approve grant awards for projects already under way or complete at the time of the grant application or before the grant is approved.
2. LSTA funds may not be used for basic operating costs of a library.
3. LSTA funds may not be used to supplant previously available local funds.
4. LSTA funds may not be used for capital improvements.
5. LSTA funds may not be used for promotional items or memorabilia.
6. LSTA funds may not be used for food unless an educational component is included.
7. Applicable federal and state laws govern LSTA funds.
8. Grant recipients may make no financial commitments of grant funds until the library receives the fully executed agreement containing the signatures of the appropriate officials.

Application Instructions

Applications must be submitted to ra-lsta@pa.gov with the subject line 2016/2017 MULTI-DISTRICT APPLICATION - *Name of the Applying Library* by close of business (5:00 P.M.) Tuesday, February 21, 2017.

Applicant Information

Each multi-district area, made up of the district libraries in that area, will select one district library in that area to submit the multi-district application.

Reimbursement contracts will be written with the district library administering the grant. Below are definitions of key elements in the 'Applicant Information' section of the application.

FEIN	The library Federal Employer Identification Number or the Employer Identification Number (EIN).
Vendor Number	This number is required for entities who receive payments from the Commonwealth of Pennsylvania.

You can register for **OR** confirm an already existing **Non-Procurement Vendor** number at:

<http://www.vendorregistration.state.pa.us/>

Budget

The budget crosswalk can be found on www.statelibrary.pa.gov/LSTA. Below are definitions of the grant eligible budget categories.

Consulting Fees

1. Includes all expenses related to acquiring the services of a consultant for a specific activity within the project. Include costs that will be paid to the consultant, including fees, travel, accommodations and support services.
2. Provide the consultant's name and description of expertise that the consultant brings to the project.

Travel (at State rates)

1. Include travel costs for speakers. Travel must be related to project activities and considered educational, not entertainment. This includes transportation as well as costs and fees for educational sites, meetings or programs if appropriate.
2. Budget the most economical mode of transportation, considering travel time, costs and purpose for travel. Please reference the [Traveling at State Rates](#) quick-sheet on the LSTA page of the PA Department of Education's website.
3. Provide the number of travelers, destination and purpose for travel and a description of the types of travel expenditures expected.
 - a. **Example:** *mileage, registration fees*

Supplies/Materials

1. Include costs for supplies and materials purchased specifically for the project. This includes: books, non-print resources, software, virtual or tangible materials, and computing devices if the acquisition cost per unit is less than \$5,000.
2. List office and library supplies. Books, periodicals, audiovisual formats, microforms, and other library materials.

Services

1. Services may include, but are not limited to, hiring a firm to provide instruction and training as well as technical assistance, outsourcing and databases.
2. Budget project activities to be undertaken by a third-party contractor or vendor as services such as databases, reference services, publicity, and maintenance of equipment.

Indirect Costs

An Indirect Cost is an organization's incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as "overhead costs."

Typical examples are charges for utilities, general insurance, use of office space and equipment that you own, local telephone service, and the salaries of the management and administrative personnel of the organization.

Choose **one** of the three options:

1. Do not include any indirect costs.
2. Use a rate not to exceed 10% of total indirect costs if you have never had a federally negotiated indirect cost rate.
3. Use a current indirect cost rate that has been negotiated with a federal agency. Include a copy of the current negotiated agreement as an attachment.

If you selected Option number 2 **OR** 3 from the Indirect Costs menu:

1. Enter the Indirect Cost percentage value in the field located next to the Indirect Cost drop-down menu.
 - a. **Example:** type 0.10 in the percentage field, if your Indirect Cost rate is 10%.

Multi-District Workshop Application

The [Multi-District Workshop application](#) is located on the [LSTA](#) page of the [State Library of Pennsylvania website](#). The application must be completed electronically, saved locally, and emailed as an attachment to ra-lsta@pa.gov. To ensure your application is received, the subject line must read **2016/2017 Multi District Workshop** followed by the ***name of the applying library***.

Applications must be submitted to ra-lsta@pa.gov with the subject line 2016/2017 MULTI-DISTRICT APPLICATION - *Name of the Applying Library* by close of business (5:00 P.M.) Tuesday, February 21, 2017.

[Internet Safety Certification for Applicant Public Libraries, Public Elementary and Secondary School Libraries, and Consortia with Public and/or Public School Libraries](#)

CIPA is the Children's Internet Protection Act, which applies to public libraries and public elementary and secondary school libraries seeking funds under the federal Universal Service E-rate program or the Library Services and Technology Act (LSTA) grant programs funded by the Institute of Museum and Library Services (IMLS) and administered by the Office of Commonwealth Libraries

Evaluation Criteria

Very Good	Specific and comprehensive to the question. Detailed and clearly articulated information in the answer. Thoroughly developed ideas.
Good	General but sufficient detail. Adequate information as to how the question was answered, but some important details were not fully explained. Some minor inconsistencies or weaknesses.
Fair	Sketchy and non-specific. Question is minimally answered, but limited information is provided. Lacks focus and detail.
Poor	Does not answer the question, fails to provide information, provides inaccurate information, or provides information that requires substantial clarification.

Reviewers will use the point values below in determining a score for each application.

Criteria	Very Good	Good	Fair	Poor
Application Information	25	20	10	5
Project Background and Summary	25	20	10	5
Planning and Evaluation	25	20	10	5
Budget and Funding	25	20	10	5

Grant Award Decisions

Each grant application will be reviewed by a team of evaluators consisting of staff from the Office of Commonwealth Libraries.

The Office of Commonwealth Libraries staff will consider the completeness of the application, subject of the workshop and the management of past LSTA or Keystone funds in the recommendation of applications. Applicants that have demonstrated poor management of previous grants will not be recommended for funding. Using the recommendations, the Bureau of Library Development will make funding recommendations for projects to the Deputy Secretary.

The Pennsylvania Department of Education Secretary makes the final decision of awards.

Following the evaluation and selection process, each applicant will receive a letter with notification of the approval or rejection of their application.

Grant Recipient Requirements

Multi-District Event Information

The Multi-District training must take place between May 1, 2017 and August 31, 2017.

The Multi-District training must be a minimum of four hours long.

The following questions are to be included on the evaluation form:

1. Was the subject you had an in-depth knowledge of prior to the workshop?
2. What was learned from the workshop?
3. What changes to you plan to implement at your library?
4. How will the workshop improve library services in your community?

Acknowledgement of Responsibilities

By accepting the award, the grant recipient acknowledges the following expectations of the grant.

1. Registration information will be provided to the Office of Commonwealth Libraries for inclusion in the Compendium at least two weeks prior to the event.
2. Multi-District Training attendees will be provided with questions for a post-event evaluation that to be made available online or in hard copy.
3. The Office of Commonwealth Libraries Evaluation of Multi-District Workshop questions will be used, see page [11](#). Additional question relevant to multi-district areas can be added.
4. Eligible reimbursement expenses include attendee meals during LSTA related activities conducted, speakers and related hotel/meals and travel, handouts, printed materials, venue costs, and indirect costs up to 10% of the grant total.
5. Total award will not exceed \$5,500.
6. Final LSTA Grant report will be submitted no later than one month after the event
7. An article about the event will be submitted to the Compendium within one month after the event.

Funding of Projects

Grant award recipients shall be paid on a reimbursement basis upon final execution of the Grant Agreement; with the submission of the final reports, invoice, and supporting documentation of expenditures.

Grant Agreement/Formal Contract

The Grant Agreement is a binding agreement between the PA Department of Education and the eligible grant award recipient. The beginning and ending date of the project, total amount of funds, and project number will appear on the grant agreement.

The Director of the district library center must sign the grant agreement in **blue ink**. Stamped signatures are not acceptable on the original copy.

The originally signed, in blue ink, grant agreement should be mailed to:

Pennsylvania Department of Education
Office of Commonwealth Libraries
Forum Building
ATTN: LSTA Administrator
607 South Drive
Harrisburg PA 17120-0600

The approved application becomes part of the contract. By signing the contract, the grant recipient assumes full responsibility of all activities related to the grant.

Changes to the contract language will require review and approval by PA Department of Education, Office of Chief Counsel and will cause delays in approving the agreement.

After complete review and approval by PA Department of Education and the Comptroller's Office, an approved and fully executed contract will be mailed to the grant recipient.

[Federal Funding Accountability and Transparent Act \(FFATA\)](#)

Grantee must maintain current registration in the System for Award Management (www.sam.gov) at all times during which they have active federal awards funded pursuant to this agreement. A Dun and Bradstreet Data Universal Numbering System (DUNS) number (www.dnb.com) is one of the requirements for registration in the Central Contractor Registration.

The FFATA form is located at www.statelibrary.pa.gov/LSTA.

[Assurances - Non Construction Programs](#)

This is a Standard Form that applicants must complete to apply for Federal funding of non-construction projects.

The Assurances - Non Construction Programs form is located at www.statelibrary.pa.gov/LSTA.

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.

Audit

Some libraries receiving federal grant funds, such as LSTA, may be responsible for performing a single audit under provision to the single Audit Act of 1994, as amended, and all rules and regulations promulgated pursuant to the Act.

Cash Management

Grant recipients must provide Office of Commonwealth Libraries with invoices for reimbursement. Templates will be provided. Invoices must be submitted with the final report and include supporting documentation of charges.

Recipients of LSTA funds are required to deposit the funds into a non-interest bearing account, or an account that will prevent them from accumulating more than \$100 interest.

Public Relations

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.ims.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.”

Records Management

All libraries receiving LSTA funds are advised to retain files on awarded projects that include documentation on any activity associated with the project for at least five years after completion of the project.

Reporting

Grant recipients will be required to submit Final LSTA and Final Financial Reports to the Office of Commonwealth Libraries within 30 days after the event. A follow-up report may be requested after the grant period to gather information about the current state of the project and the difference it has made in the community.

Sharing Results

Grant recipients must agree to share the results of their projects with other libraries and statewide. All grant recipients are expected to conduct an evaluation of their project that includes outcomes. Some grant recipients may be selected for project review by an outside evaluator.

Evaluation of Multi-District Workshop

The following questions are to be included on the evaluation form:

- 1, Was the subject you had an in-depth knowledge of prior to the workshop?
2. What was learned from the workshop?
3. What changes to you plan to implement at your library?
4. How will the workshop improve library services in your community?

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