

# Library Service & Technology Act Fiscal Agent Grant Guidelines

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*2017-2018  
Revised June 9, 2017*



**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF EDUCATION**

333 Market Street  
Harrisburg, PA 17126-0333  
[www.education.pa.gov](http://www.education.pa.gov)



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[www.statelibrary.pa.gov/LSTA](http://www.statelibrary.pa.gov/LSTA)

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## **Executive Summary**

Federal funds are available from the Office of Commonwealth Libraries (OCL) to provide administrative and programmatic support to OCL when it implements Library Services and Technology Act (LSTA) grant programs from the Institute of Museum and Library Services (IMLS). Up to 9 LSTA Fiscal Agents will be selected in amounts not to exceed \$500,000 for the period October 1, 2017 through September 30, 2018.

District Library Centers and library system headquarters that currently receive Public Library Subsidy funds, and Pennsylvania non-profit associations that have a primary focus on Pennsylvania libraries are eligible to submit an LSTA Fiscal Agent application. Eligible applicants may submit an application for more than one LSTA Fiscal Agent grant program category. Separate applications must be submitted by the applicant for each grant program category. Qualified applicants will be awarded no more than three LSTA Fiscal Agent grants.

To support the indirect costs associated with providing support to OCL, LSTA Fiscal Agents are eligible for up to 10 percent of the LSTA award. (Or, if the LSTA Fiscal Agent has negotiated another indirect cost rate with the federal government, it may charge up to the percentage specified in that agreement.) Applications must be submitted via the eGrant system by the close of business on Friday, July 28, 2017.

## **LSTA Background**

Funds are available to states from the federal Institute of Museum and Library Services through a program stipulated by the Library Services and Technology Act to develop library services throughout the States, U.S. Territories, and the Freely Associated States.

In Pennsylvania, the LSTA program is administered through OCL. Its goals are to:

- Facilitate the statewide expansion of electronic and physical linkages in order to coordinate and improve the delivery of resources;
- Create opportunities for libraries to enhance their capacity to provide 21<sup>st</sup> Century resources, services, and programs to their communities; and
- Preserve unique collections and prepare libraries for disaster recovery.

## **Intent of LSTA Fiscal Agent Grant Program**

The intent of the LSTA Fiscal Agent grant program is to provide OCL with administrative and programmatic support as it implements LSTA grant programs for the period October 1, 2017 through September 30, 2018.

Funding is currently available for up to 10 LSTA Fiscal Agent awards in amounts not to exceed \$500,000. LSTA Fiscal Agent grants are available in the following grant program categories:

1. Broadband and Library Technologies
2. Community Engagement: Turning Outward Initiative
3. Digitization of Pennsylvania Resources
4. District Library Center and Library System Training and Support
5. Early Learning (Cruise Into Kindergarten)
6. Leadership and Training for Library Staff and Boards
7. One Book, Every Young Child
8. Summer Learning Program
9. Workforce Development

District Library Centers and library system headquarters that currently receive Public Library Subsidy funds, and Pennsylvania non-profit associations that have a primary focus on Pennsylvania libraries are eligible to submit an LSTA Fiscal Agent application. Eligible applicants may submit an application for more than one LSTA Fiscal Agent grant program category. Separate applications must be submitted by the applicant for each grant program category. Qualified applicants will be awarded no more than three LSTA Fiscal Agent grants.

To support the indirect costs associated with providing support to OCL, LSTA Fiscal Agents are eligible for up to 10 percent of the grant award as payment for indirect costs. (Or, if the LSTA Fiscal Agent has negotiated another indirect cost rate with the federal government, it may charge up to the percentage specified in that agreement.)

Indirect costs are defined as those that are incurred which 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.

LSTA Fiscal Agent applicants may opt for **one** of the following three options:

1. Do not include any indirect costs (zero percent of the grant award); or
2. Select a percentage rate of the grant award that does not exceed 10 percent of the total indirect costs; or
3. Select an indirect cost rate that does not exceed the percentage that has been negotiated with the federal government by your organization. If this option is selected, you must include a copy of the current negotiated agreement as an attachment.

If you selected option number 2 or 3 from the indirect costs menu in the application, enter the indirect cost percentage value in the field located next to the indirect cost drop-down menu. For example, enter 0.07 in the percentage field if your indirect cost rate is 7 percent of the total award.

## LSTA Fiscal Agent Applicant Eligibility

District Library Centers and library system headquarters that currently receive Public Library Subsidy funds, and Pennsylvania non-profit associations that have a primary focus on Pennsylvania libraries are eligible to submit an LSTA Fiscal Agent application. In addition, the following requirements must be met:

### General:

All LSTA Fiscal Agent applicants must:

1. Be incorporated as a Pennsylvania not-for-profit corporation or be a department or agency of county/local government. If incorporated as a not-for-profit organization, the applicant must be designated as a charitable organization having tax-exempt status under the U.S. Internal Revenue Code (26 U.S.C. § 501)
2. Possess the following:
  - a. **Federal Employer Identification Number (FEIN) or Employer Identification Number (EIN).**
  - b. **Pennsylvania Vendor Number:** This number is required for entities that receive payments or grants from the Commonwealth of Pennsylvania. You can register for **OR** verify an already existing **Vendor** number at: <http://www.vendorregistration.state.pa.us>. (If you are registering for the first time, consider registering for a Pennsylvania Non-Procurement Vendor Number. This means that you receive payments or grants, but do not plan to bid on goods or services for which the Commonwealth seeks bids.)
  - c. **Administrative Unit Number (AUN):** An AUN is a nine-digit number assigned by the Pennsylvania Department of Education (PDE) to uniquely identify entities such as libraries, school districts, intermediate units, higher education institutions, professional education associations, etc. To verify an already existing Administrative Unit Number, visit: <http://www.edna.ed.state.pa.us/Screens/wfHome.aspx>. To register for an AUN, email [ra-edna-admin@pa.gov](mailto:ra-edna-admin@pa.gov).

- d. **Dun & Bradstreet D-U-N-S® Number:** A D-U-N-S® number is a unique nine-digit identifier for businesses. It is used to establish a business credit file, which is often referenced by lenders, potential business partners and the federal government to help predict the reliability and/or financial stability of the business. To register for or to verify an already existing D-U-N-S® Number, visit: <http://www.dnb.com/duns-number.html>. (To ensure that you don't register unnecessarily, be sure to verify whether you have a number first.)

### **Policies and Procedures:**

To comply with the federal Uniform Administrative Requirements for grants (2 CFR §200.300 - §200.345), all LSTA Fiscal Agent applicants must have a written:

1. **Cash management procedure or policy** which establish LSTA fund controls and accountability, including written procedures for determining the allowability of costs under the terms and conditions of the LSTA award (2 CFR §200.302(b)(6), §200.302(b)(7), §200.305).
2. **Bid and procurement procedure or policy** that establish standards and controls for the purchase of all goods and services, including written procedures for the evaluation of the proposals received and for selecting awardees (2 CFR §200.319(c), §200.320(d)(3)).
3. **Conflict of interest policy** which governs the actions of its employees or board members who engage in the selection, award and administration of contracts, including disciplinary actions should the policy be violated (2 CFR §200.318(c)).
4. **Travel policy** (2 CFR §200.474(b)).
5. **Compensation and fringe benefit policy if federal funds are used for compensation and fringe benefits** (2 CFR §200.430(a), §200.431(a), §200.464 [Relocation Costs of Employees]).
6. **Indirect cost rate development procedure if an indirect cost rate other than 10 percent has been negotiated directly with the federal government.** (2 CFR §200.414, §200.331(a)(4), Appendices).

For more information on policies and procedures that comply with the federal Uniform Administrative Requirements for grants, contact [ra-lsta@pa.gov](mailto:ra-lsta@pa.gov) with the subject line "Uniform Administrative Requirements."

### **LSTA Project Accounting:**

All applicants must:

1. Use a computerized accounting program.

2. Maintain their paper accounting/bank records, checks, etc. in a secure manner.
3. Maintain their accounting software on a secure stand-alone or networked computer.
4. Maintain separate accounting records and reports for each LSTA grant award.
5. Issue payments to vendors within no more than 10 business days of a request for payment from OCL. And, in emergency situations, have the ability to issue payment via check or credit card within 1-2 business days.
6. Comply with the Internal Revenue Service's requirements to file a federal 1099-MISC form for LSTA Fiscal Agent fund payments to independent workers or unincorporated businesses totaling \$600 or more.

### **Audit**

All applicants must have:

1. Conducted an annual audit in accordance with generally accepted auditing standards for its most recent annual accounting period. If there were findings reported on the applicant's most recent annual audit, the applicant must show evidence of the implementation of a corrective action plan, or show satisfactory evidence as to why a corrective action plan is not feasible or needed at this time.

### **Personnel**

All applicants must:

1. Employ staff with appropriate experience, education and/or certifications/licensing to perform necessary accounting and supervision of those activities.

## **LSTA Fiscal Agent Award Recipient Requirements**

In addition to Commonwealth of Pennsylvania contract responsibilities, the LSTA Fiscal Agent must also observe the following requirements.

### **Record Retention**

The LSTA Fiscal Agent must agree to retain records which adequately support that the LSTA grant funds were properly used through December 31, 2021 (or later).

## **Banking Accounts**

The LSTA Fiscal Agent must agree to deposit funds in a non-interest bearing account or an account that earns less than \$100 annual interest for the one-year grant period, October 1, 2017 through September 30, 2018.

## **Financial Reports**

The LSTA Fiscal Agent must agree to submit:

- Quarterly reports using the required forms and format as outlined in Appendix 2.
- A final financial report using the required forms and format as outlined in Appendix 2 no later than 30 days after the project ends, or by October 30, 2018, whichever occurs first.

The LSTA Fiscal Agent must also agree to work with OCL staff to resolve any accounting discrepancies on quarterly or final financial reports.

## **Audits**

The LSTA Fiscal Agent must conduct and submit annual audits in accordance with generally accepted auditing standards during and following the LSTA Fiscal Agent grant period. If there are findings reported on these audits, the applicant must show evidence of the implementation of a corrective plan of action, or show satisfactory evidence as to why a corrective plan of action is not feasible or needed at this time.

In addition, some organizations that receive federal grant funds, such as LSTA, may be responsible for performing a single audit under provision of the single Audit Act of 1994, as amended, and all rules and regulations promulgated pursuant to the Act. The current single audit threshold for federal funds from all sources is \$750,000.

## **Procurement, Selection and Contracting with Vendors**

The LSTA Fiscal Agent must agree to work with OCL staff to develop any procurement specifications for goods or services required for the LSTA Fiscal Agent project, including the review and selection of vendors with OCL staff. Also, once a vendor is selected to provide project goods or services, the LSTA Fiscal Agent must agree to execute LSTA contracts with selected vendors in no more than 30 days.

## **Indirect Cost Payments**

If the applicant's organization opts to accept payments to support its indirect costs for providing administrative and programmatic support to OCL, it must agree to use these payments for costs that cannot be readily isolated or identified solely with the LSTA Fiscal Agent award.

### **SAM.gov Registration**

The LSTA Fiscal Agent must maintain the currency of its information (which includes financial and banking information) in the federal System for Award Management (<http://sam.gov>). This requires that the LSTA Fiscal Agent review and update the information at least annually after the initial registration, and more frequently if required by changes in the Agent's information, or if other guidance is received.

PLEASE NOTE: Your SAM registration must be active at the time OCL executes the LSTA Fiscal Agent's grant contract and remain active throughout the award and reporting period.

### **Federal Funding Accountability and Transparency Act**

The Federal Funding Accountability and Transparency Act (FFATA) requires that information on federal awards (grants and contracts) be available to the public by a single searchable website, [www.USASpending.gov](http://www.USASpending.gov).

As required by the FFATA, all LSTA Fiscal Agent award recipients must complete a FFATA form. This form requires a D-U-N-S® number and the reporting of total compensation for each of the LSTA Fiscal Agent's five most highly compensated staff for the preceding completed fiscal year, if the following criteria are true:

- More than 80 percent of the applicant's annual gross revenues are from the federal government, and those revenues are greater than \$25 million annually; and
- Compensation information is not already available through reporting to the Securities and Exchange Commission (SEC).

The [FFATA form](http://www.statelibrary.pa.gov/LSTA) (PDF, 1 page) is located at: <http://www.statelibrary.pa.gov/LSTA> .

### **Assurances – Non-Construction Programs**

All applicants must complete an Assurances – Non-Construction Programs form to apply for federal funding of non-construction projects. The [Assurances – Non-Construction Programs form](http://www.statelibrary.pa.gov/LSTA) (PDF, 2 pages) is located at: <http://www.statelibrary.pa.gov/LSTA>.

### **Internet Safety Certification (if applicable to the grant)**

If applicable to the grant, all public library or library system LSTA Fiscal Agents must certify compliance with the Children's Internet Protection Act (20 U.S.C. § 9134(f)(1) et seq). The [Internet Safety Certification form](http://www.statelibrary.pa.gov/LSTA) (PDF, 1 page) is located at: <http://www.statelibrary.pa.gov/LSTA>. See Appendix 1 for more information about CIPA compliance.

## **Use of Funds**

Detailed information regarding [LSTA Allowable Expenditures](#) (PDF, three pages) is located at: <http://www.statelibrary.pa.gov/LSTA>. A brief summary follows:

### ***Expenditures that May Be Eligible***

1. Indirect Costs up to 10 percent of the grant total. Or, if the LSTA Fiscal Agent has negotiated another indirect cost rate with the federal government, it may charge up to the percentage specified in that agreement.
2. Payments authorized by OCL.

### ***Ineligible Expenditures***

1. Electronic materials already 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

### ***Restrictions on the Use of LSTA Funds***

1. LSTA funds may not be used for basic operating costs of a library.
2. LSTA funds may not be used to supplant previously available local funds.
3. LSTA funds may not be used for capital improvements.
4. LSTA funds may not be used for promotional items and memorabilia.
5. LSTA funds may not be used for food.
6. LSTA funds may not be used for equipment costing \$5,000 or more (unless permission has been granted by OCL and IMLS).
7. Applicable federal and state laws govern LSTA funds.
8. Grant recipients may make no financial commitments of grant funds until the LSTA Fiscal Agent receives the fully executed agreement containing the signatures of the appropriate officials.

## **Application Evaluation Criteria**

Applications that are incomplete or that do not meet the minimum requirements as outlined in this document will be disqualified.

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

<b>Criteria</b>	<b>Best (Points)</b>	<b>Good (Points)</b>	<b>Fair (Points)</b>
Experience as fiscal agent for the Office of Commonwealth Libraries (OCL)	20 More than 2 years satisfactory experience as an OCL fiscal agent	10 1 to 2 years satisfactory experience as an OCL fiscal agent	5 Less than 1 year satisfactory experience as an OCL fiscal agent
Adoption of policies and procedures that comply with federal requirements	20 All policies and procedures have been adopted and they comply with federal requirements	10 All policies and procedures have been adopted but require the organization to make some changes to comply with federal requirements	---
Security of paper documents, computer and computer network	20 Applicant demonstrates both extraordinary knowledge and adherence to appropriate security methods	10 Applicant demonstrates knowledge of and adherence to appropriate security methods	---
Average turnaround time to generate and mail checks	20 Payments issued 5 days or less	10 Payments issued 6-10 days	---
Ease of issuing funds in an emergency situations	20 Emergency payments can be issued without significant barriers and applicant has corporate credit card that does not require pre-approval to use.	10 Emergency payments can be issued without significant barriers; but applicant does not have a corporate credit card.	---
Compliance with audit requirements; and implementation of plan of corrective action for any audit findings (if applicable)	20 Applicant has conducted recent audit without any findings	10 Applicant has conducted recent audit with findings and has implemented a corrective plan of action (or demonstrated a plan is not needed/feasible)	---
Sufficient number of staff for adequate internal controls	20 Staffing levels (e.g. more than 2 people) provide excellent internal controls for the receipt, approval, preparation and issuing of vendor payments as well as the preparation of reports	10 Staffing levels (e.g. only 2 people) provide adequate internal controls for the receipt, approval, preparation and issuing of vendor payments as well as the preparation of reports	---
Staff availability throughout the business week	20 Staff is available five days a week, all business hours.	10 Staff is available on a part-time basis, five days a week.	5 Staff is available on a part-time basis, 3 to 4 days per week.
Staff level of experience in accounting, bookkeeping or relevant field	20 Staff has more than 10 years of experience	10 Staff has 6 to 10 years of experience	5 Staff has 2 to 5 years of experience
Staff educational level in relevant field	20 Staff has bachelor's degree in accounting or related field.	10 Staff has associate degree in accounting or related field	5 Staff has vocational degree in bookkeeping or related field
Staff certification or licensing in accounting or relevant field	20 Staff is certified as accountants	10 Staff has been certified as accountants in the past	5 Staff has another type of relevant certification or license
Percentage payment requested for indirect costs	20 Indirect cost percentage is less than 5 percent	10 Indirect cost percentage is 5 percent to 10 percent	5 Indirect cost percentage is greater than 10 percent

## Award Decisions

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

OCL staff may consider geographic distribution and past management of LSTA or Keystone funds as factors in the recommendation of applications. Applicants that have demonstrated poor management of previous grants will not be recommended for funding.

Grant award decision making priorities are:

1. Each qualified LSTA Fiscal Agent may receive awards in no more than three grant program categories.
2. Within each grant program category, LSTA Fiscal Agent applicants with the highest score are eligible to receive the grant award.
3. If an applicant is the highest scorer in multiple grant program categories, up to three total awards may be made to the applicant:
  - a. First priority is given to those grant program categories where the applicant is the only qualified applicant;
  - b. Second priority is given to those grant program categories that have the highest dollar amounts.
4. In the event of tied scores for a grant program category, the qualified applicant with the lowest indirect cost may be awarded the contract.
5. If an applicant is awarded more than one grant, it may choose to decline acceptance of all or just one or two of the grant awards. If any LSTA Fiscal Agent grant is declined, it will be awarded to the next highest qualified applicant in that grant program category.

Using the recommendations, OCL's Bureau of Library Development will make funding recommendations for LSTA Fiscal Agents to the Deputy Secretary and Commissioner for Libraries. The Pennsylvania Secretary of Education 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.

## Application Instructions

### Online eGrants System

The Pennsylvania Department of Education (PDE) uses eGrants, an online system for the submission and management of grant applications and contracts:

<http://www.egrants.pa.gov>

The eGrants system is available to all participating agencies eligible to apply for and receive educational grants including libraries, school districts, charter schools, intermediate units, and other institutions. Each participating agency must assign an Agency User Administrator to create and manage eGrants accounts for all employees and associates who access the system. The authorized Agency User Administrator must be verified by OCL to receive a valid account login ID, password, and instructions.

If your organization does not already have a login for the eGrants system, OCL must create an Agency User Administrator for your organization. If you need an Agency User Administrator login to be created, or if your Agency User Administrator has forgotten his/her login, contact [ra-lsta@pa.gov](mailto:ra-lsta@pa.gov) with the subject line: "Need eGrants User Administrator Login" and provide your contact information.

If you are not the Agency User Administrator and you have forgotten your login and password, contact your organization's Agency User Administrator (usually the director) to request assistance.

If you have forgotten your password, go to <http://www.egrants.pa.gov> and click the "Forgot Password" link.

Once logged in, the "Getting Started Guide" that covers the basic functions of eGrants is located on the right side of the eGrants home page.

### Application Attachments

Clearly named, scanned PDF copies of all the documents supporting the project should be uploaded individually into the Attachments section of the online application.

Attachments over 3MB (megabytes) are not accepted in eGrants. If you are scanning your attachments, please set the scanner resolution to low. Attachments can only be submitted in WORD, EXCEL, and/or PDF formats.

Requested documents include:

1. Cash management procedure or policy
2. Bid and procurement procedure or policy
3. Conflict of interest policy
4. Travel policy
5. Compensation and fringe benefit policy (if federal funds are used for compensation and fringe benefits)

6. Indirect cost rate development procedures (if an indirect cost rate other than 10 percent has been negotiated directly with the federal government)
7. Annual audit for the most recent annual accounting period.
8. Evidence of the implementation of a corrective action plan, or why a plan is not feasible or needed at this time.
9. Brief resumes of accounting or bookkeeping staff responsible for LSTA fiscal agent funds

The completed [Internet Safety Certification for Applicant Public Libraries, Public Elementary and Secondary School Libraries, and Consortia with Public and/or Public School Libraries \(CIPA\)](#) should be uploaded into the CIPA section of the eGrant application.

### Indirect Cost Instructions

To support the indirect costs associated with providing administrative and programmatic support to OCL, LSTA Fiscal Agents are eligible for up to 10 percent of the grant award as payment for indirect costs. (Or, if the LSTA Fiscal Agent has negotiated another indirect cost rate with the federal government, it may charge up to the percentage specified in that agreement.)

Indirect costs are defined as those that are incurred which 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.

LSTA Fiscal Agent applicants may opt for **one** of the following three options:

1. Do not include any indirect costs (zero percent of the grant award); or
2. Select a percentage rate of the grant award that does not exceed 10 percent of the total indirect costs; or
3. Select an indirect cost rate that does not exceed the percentage that has been negotiated with the federal government by your organization. If this option is selected, you must include a copy of the current negotiated agreement as an attachment.

If you selected option number 2 or 3 from the indirect costs menu in the application, enter the indirect cost percentage value in the field. For example, enter 0.07 in the percentage field if your indirect cost rate is 7 percent of the total award.

## Application Deadline

**Applications must be submitted via the PDE eGrant system to the Pennsylvania Department of Education by close of business (5:00 P.M.) Friday, July 28, 2017.**

## Funding of Projects

### LSTA Fiscal Agent Award 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.

### Contract Signatures

Contracts may be signed electronically or manually. Applicants electing to use e-signatures are not required to manually sign and mail the grant agreement. Instead, authorized individuals will be able to conveniently affix e-signatures and submit e-signed grant agreements via the Internet. This reduces copying and postage costs, and makes the reporting and contracting process faster. The use of e-signatures is voluntary and if your organization decides not to participate, you will still be able to print and manually sign the grant agreement.

An agency wishing to use e-signatures must have their governing body (board of directors) adopt a resolution identifying and authorizing an individual to sign electronic agreements with the Department of Education. The [resolution text](#) (Word, two pages) that must be adopted by your governing body may be found on <http://www.statelibrary.pa.gov/LSTA>. Once the resolution is adopted by the governing body, the resolution must be signed by the appropriate officers, attested to by the governing body's secretary, and signed by the authorized individual before being returned to the Department of Education. Photocopies or scanned/emailed resolutions are not acceptable.

If the agency prefers to sign the contract manually, it must print grant agreement from eGrants, have it signed in blue ink by the authorized representative and mail it to OCL. Stamped signatures are not acceptable on the original copy. The signature page should arrive no later than ten (10) business days after the grant contract is received.

All manually signed 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 authorized signer must be an authorized representative of the agency as described below:

<b>Agency</b>	<b>Authorized Representative</b>
Professional Educational Association	Executive Director
Public Library or System	Director

Note that changes to the agreement language will require review and approval by Pennsylvania Department of Education, Office of Chief Counsel, and will cause delays in approving the agreement.

After complete review and approval by Pennsylvania Department of Education and the Comptroller's Office, an approved and fully executed grant agreement will be made available in eGrants.

## Appendix 1: CIPA Compliance Information

### Overview

CIPA is the Children's Internet Protection Act. It applies to public libraries and to 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.

### Affected Libraries

The following types of libraries applying for LSTA grants from the Office of Commonwealth Libraries must submit the Internet Safety Certification document as part of the application process:

- Public libraries
- Public elementary and secondary school libraries
- Consortia with public and/or public school libraries

If a library of a type listed above is already compliant with CIPA under the rules for receiving E-rate funds, that library is not affected by the rules established for LSTA grant recipients. Accordingly, the compliance information in this document applies **ONLY** to libraries meeting **ALL THREE** of the following conditions. The library:

1. Is a public library or public elementary or secondary school library;
2. Is **NOT** required to comply with CIPA through the federal Universal Service (E-rate) program; and
3. Seeks LSTA funds for the purchase of computers used to access the Internet and/or for the payment of direct costs associated with accessing the Internet.

Libraries that are required to comply with CIPA because of the receipt of funds from the Universal Service (E-rate) program must adhere to a different and more stringent set of requirements. The compliance information in this document does not apply to libraries that must comply with CIPA under the Universal Service (E-rate) rules.

### Purchases That Require CIPA Compliance

A library that is subject to CIPA under the rules for LSTA must comply with the law when either of the following is approved for purchase with LSTA funds:

- Computers used to access the Internet; or
- Direct costs associated with accessing the Internet (i.e., the costs of connecting to an Internet service provider [ISP]).

### Requirements for Compliance

To receive LSTA funds for purchases of the above types, the library must have in place a policy of:

- a) Internet safety for minors that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are (I) obscene; (II) child pornography; or (III) harmful to minors; and is enforcing the operation of such technology protection measure during any use of such computers by minors; and
- b) Internet safety that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are (I) obscene; (II) child pornography; and is enforcing the operation of such technology protection measure during any use of such computers.

Note that the difference between (a) and (b) is that (a) applies to minors and includes the category of “visual depictions” that are “harmful to minors”, while (b) applies to adults and does not include the category “harmful to minors”.

For purposes of CIPA, a “minor” is someone under 17 years of age. The policy requires that some form of “technology protection measure” be in use on all computers used to access the Internet. This includes computers that were not purchased with LSTA funds but that are used to access the Internet. The law provides no other guidance on technology protection measures. According to the CIPA legislation, the technology protection measure may be disabled upon the request of the user for “bona fide research or other lawful purposes.” The law as applied to LSTA grant recipients does not differentiate between minors and adults when a request is made to disable the technology protection measure or unblock a website. Anyone may make such a request.



# LSTA Financial Report

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, disbursements 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: \_\_\_\_\_

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

Electronically submit LSTA Report to: [ra-lsta@pa.gov](mailto:ra-lsta@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.**



# LSTA Financial Report

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	
<b>Salaries/Wages/Benefits</b>					
<i>Description:</i>					
<b>Consulting Fees</b>					
<i>Description:</i>					
<b>Travel (at state rate)</b>					
<i>Description:</i>					
<b>Supplies/Materials</b>					
<i>Description:</i>					
<b>Equipment (&gt;\$5,000 per unit)</b>					
<i>Description:</i>					
<b>Services</b>					
<i>Description:</i>					
<b>Indirect Cost</b>					
<i>Description:</i>					