



# **LSTA Fiscal Agent Grants: Application Process Overview**

Office of Commonwealth Libraries (OCL)  
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# Agenda

- Overview
- What Fiscal Agents Do
- Who Can Apply
- New Federal Requirements
- How to Apply
- Award Decisions
- Website Document Review
- Questions

# ▶ Intent of LSTA Fiscal Agent Grants

- Provide administrative and programmatic support for OCL LSTA projects
- Grant period: Oct. 1, 2017 - Sept. 30, 2018
- Annual grant process

# ▶ What Do Fiscal Agents Do?

- Review, verify and pay invoices
- Submit quarterly financial reports
- Work with OCL staff to:
  - Obtain quotes, develop RFPs, evaluate RFP responses
  - Purchase goods and services; contract with vendors
  - Resolve accounting discrepancies

# Why Apply

- To learn about and support statewide projects
- To earn extra income

# ▶ Grant Program Categories

Grant Program Category	Projected Project Award
Broadband and Library Technologies	\$80,000
Community Engagement	\$270,000
Digitization of Pennsylvania Resources	\$100,000
DLC and Library System Training	\$50,000
Early Learning	\$290,000
Leadership and Training for Staff and Boards	\$80,000
One Book, Every Young Child	\$190,000
Summer Learning Program	\$200,000
Workforce Development	\$80,000

# Who Can Apply

- District Library Centers
- Library system headquarters
- Pennsylvania non-profit organizations that focus on Pennsylvania libraries

# ▶ More Eligibility Requirements

- Review [Fiscal Agent Guidelines](#) carefully, pages 6-10
  - Accounting and financial practices
  - Audits
  - Trained staff
- Available at:
  - [www.statelibrary.pa.gov/LSTA](http://www.statelibrary.pa.gov/LSTA)
    - GRANT GUIDELINES
      - Statewide



# ▶ How Many Applications Do You Submit?

- Applicants:
  - Encouraged to apply for all grant categories (better chance of receiving an award)
  - Can receive no more than three awards

# ▶ What's New for LSTA Applicants?

Uniform Administrative Requirement	Procedure	Policy	Sample?
Cash management	✓	✓	
Bid and procurement	✓	✓	✓
Conflict of interest		✓	✓
Travel		✓	✓
Compensation and fringe benefit		✓	
Indirect cost rate development	✓	✓	

# Cash Management Procedure or Policy

- **Tracking Expenditures**
  - How expenditures are tracked
  - How invoices for reimbursement are prepared/ approved before submission to OCL
  - Who ensures any final expenditure claims are filed no later than 9/30
- **Receipt of goods or service performed**
  - Who or how the organization verifies that goods have been received or services performed
- **Payment Process**
  - Who or how an invoice is approved for payment
- **Verifying Expenditure Validity (allowability of costs)**
  - How costs are verified as being necessary and reasonable
  - How costs are checked to be sure that they are allowed as LSTA expenditures (See [LSTA Allowable Costs](#))
  - How invoices are verified to ensure adequate supporting documentation
- **Interest Bearing Accounts**
  - Specifies that LSTA funds will be deposited in a non-interest bearing account
  - Specifies that annual interest earned on the LSTA funds will not exceed \$100

# ➤ Compensation and Fringe Benefits

- Start with your personnel policy
- Be sure to outline:
  - Identify pay scale and benefits
  - How compensation and benefits are established
  - How adjustments are made
  - How employees qualify for benefits

# ▶ Indirect Cost Procedures

- Needed by organizations that have negotiated an indirect cost rate with the federal government

# ▶ How to Apply

- Applications only submitted via eGrants
  - [www.egrants.pa.gov](http://www.egrants.pa.gov)
- All supporting documents uploaded to eGrants
- Workflow Step:
  - Submitted for Peer Review

# e-Signatures

- Organizations encouraged to register for e-Signatures
- Must be registered before starting your LSTA application

# ➤ Award Decisions

- Review criteria for selection on page 12
- Each criteria corresponds to a question on the eGrants application



# ▶ Review Pennsylvania's LSTA Webpage

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



[Libraries](#) > [For Libraries](#) > [Subsidies & Grants](#) > [Library Services and Technology Act](#)

## LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)

The Office of Commonwealth Libraries administers funds that are made available from the federal [Institute of Museum and Library Services \(IMLS\)](#) through the [Grants to States](#) program. Each Year, IMLS distributes these funds nationwide to states with an approved Five-Year Plan. Through the Grants to States program, Pennsylvania is able to support local projects that align with the [purposes and priorities outlined in the Library Services and Technology Act \(LSTA\)](#).

[Pennsylvania's LSTA Five-Year Plan](#) includes goals allowing the Office of Commonwealth Libraries to assist libraries in linking to each other or to other information resources, to encourage the development of consortia, and to increase information access for persons who have difficulty gaining it. LSTA funding may

### RESOURCES

- [Apply for an LSTA Grant](#)
- [Manage an LSTA Grant](#)
- [Grant Reporting](#)
- [Additional Forms and Links](#)
- [Previously Funded Projects](#)

# Review Uniform Grant Guidance

## LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)

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Pennsylvania is able to support local projects that align with the [purposes and purposes of the Library Services and Technology Act \(LSTA\)](#).

[Pennsylvania's LSTA Five-Year Plan](#) includes goals allowing the Office of Commonwealth Libraries in linking to each other or to other information resources, to encourage consortia, and to increase information access for persons who have limited access. Funds may not be used for construction or renovation, projects that have begun or

### APPLY FOR AN LSTA GRANT

- [Uniform Grant Guidance](#)
- [Non-procurement Vendor Number Registration](#) will allow you to register a new number as well as apply for a new one. Please contact the Vendor Number Registration toll free at 1.877.435.7363 for questions regarding this process.
- A [W9](#) form is needed to apply for a Vendor Number.
- [eGrants Signature Resolution](#) (Word)

### RESOURCES

- [Apply for an LSTA Grant](#)
- [Manage an LSTA Grant](#)
- [Grant Reporting](#)

## Uniform Grant Guidance

## UNIFORM ADMINISTRATIVE REQUIREMENTS FOR LIBRARY SERVICES AND TECHNOLOGY ACT GRANT APPLICANTS

### WHAT ARE UNIFORM ADMINISTRATIVE REQUIREMENTS?

The federal Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly called "Uniform Grant Guidance" or UGG) was officially implemented in December 2014 by the Council on Financial Assistance Reform (COFAR). The Uniform Guidance – a "government-wide framework for grants management" – synthesizes and supersedes guidance from earlier OMB circulars<sup>[1]</sup>.

The reforms that comprise the Uniform Guidance aim to reduce the administrative burden on award recipients and, at the same time, guard against the risk of waste and misuse of Federal funds. Among other things, the OMB's Uniform Guidance does the following:

- Removes previous guidance that is conflicting and establishes standard language;
- Directs the focus of audits on areas that have been identified as at risk for waste, fraud and abuse;
- Lays the groundwork for Federal agencies to standardize the processing of data;
- Clarifies and updates cost reporting guidelines for award recipients.

[Read the full text of the OMB Uniform Guidance](#)

[1] The Guidance was drawn from OMB Circulars A-21, A-87, A-110, and A-122 (which have been placed in past OMB guidances); Circulars A-89, A-102, and A-133; and the guidance in Circular A-50 on Single Audit Act follow-up.



# Review Fiscal Agent Grant Guidelines

## LSTA Fiscal Agent Grant Guidelines

### GRANT GUIDELINES

#### Competitive Grants

[2016 LSTA Grant Management Webinar](#) (PDF)

[2016 LSTA Competitive Grant Guide](#) (PDF)

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

- [2016 Creation Program Grant](#) (PDF)
- [2016 Mobile Technology Grant](#) (PDF)
- [2016 Moving PA Forward Grant](#) (PDF)
- [2016 Try It Grant](#) (PDF)

#### Targeted

- [2016 Multi-District Grant](#) (PDF)
- [2016 Trustee Training Grant](#) (PDF)
- [2015 MakerKit Grant](#) (PDF)

#### Statewide

- [2017 Fiscal Agent Grant Guidelines](#) (PDF) (Revised June 2017)
- [2016 Statewide Grant Management Guide](#) (PDF)

[2017 Fiscal Agent Grant Guidelines](#)

### MANAGE AN LSTA GRANT

- [LSTA Grant Implementation Guidelines](#) (PDF)
- [LSTA Record of Equipment](#) (PDF)



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DEPARTMENT OF EDUCATION

## Contact/Mission

For more information on LSTA Fiscal Agent Grant, visit PDE's Office of Commonwealth Libraries LSTA website at <http://www.statelibrary.pa.gov/LSTA> .  
Or email [ra-lsta@pa.gov](mailto:ra-lsta@pa.gov)

*The mission of the Pennsylvania Department of Education 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.*

*The mission of the Office of Commonwealth Libraries is to collect, preserve and provide access to materials for, by and about Pennsylvania for the information and research needs of all branches of state government, libraries and the public.*