



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

### 2015 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 executed agreement, but not before October 1, 2015
First quarterly Project & Activity Report and Financial Report Due	January 15, 2016
Second quarterly Project & Activity Report and Financial Report Due	April 15, 2016
Budget Revisions	APPROVED no later than May 31, 2016
Third quarterly Project & Activity Report and Financial Report Due	July 15, 2016
Date all grant funds must be spent or encumbered 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: <b>Commonwealth of Pennsylvania</b>	Postmarked by October 31, 2016

#### GRANT REPORTS

During the LSTA Grant period, the grantee is required to submit quarterly Project and Activity Report (narrative - parts 1 - 3) and quarterly Financial Reports. The Final Project and Activity Report and Financial Report provide for a more thorough account of the programmatic and financial aspects of the LSTA 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 Statewide Grants – Quarterly Reporting” section of the “Manage an LSTA Grant” sub-heading on our webpage: [www.statelibrary.pa.gov/LSTA](http://www.statelibrary.pa.gov/LSTA).

## Quarterly Project and Activity Report (Parts 1 - 3) and Financial Report

**Due Date: January 15, April 15 and July 15, 2016**

### **Project and Activity Report**

The quarterly Project and Activity Report provides an opportunity for the Office of Commonwealth Libraries to learn what the grantee has accomplished so far in the project and any problems that have been encountered during the implementation phase of the project. In addition, the report provides for an opportunity to share initial outcomes.

- ✓ Part 1 is used to report overall project information (Data)
- ✓ Part 2 is used to report on specific activities done to complete the project (not all worksheets will apply to your project)
- ✓ Part 3 includes the supporting documents of the project (printed materials, articles, photos and/or products created)

### **Financial Report**

- ✓ All actual expenditures to date (entered as whole numbers)
- ✓ Local Matching Funds expended in support of the project to date. The local match is the portion of total project costs contributed by the grantee in support of the project. These funds may be from state, local or private sources, including corporations and foundations.

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

**Due Date: 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.

### **Financial Report**

- ✓ The final financial report includes:
  -  Final expenditures (entered as whole numbers)
  -  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.

## **BUDGET REVISIONS**

**Budget Revisions must be APPROVED no later than May 31, 2016. Please allow sufficient time for the approval process.**

While the budget submitted in the LSTA grant application and approved by the Office of Commonwealth Libraries (OCL) is an estimate of the needs of the project, it is expected that from time-to-time budget revisions may need to be made during the implementation of the project. Although the total amount of the grant cannot change, changes within budget categories can occur.

### **Budget revisions up to a maximum of 10%**

Budget revisions are permitted up to a maximum of 10% of the total amount of the grant without OCL approval provided that programmatic changes are not made.

### **Budget revisions greater than 10%**

Prior written approval is required if the amount of money that you request to move to another category is greater than 10% of the total award. The [LSTA Budget Revision Request form](#) must be completed and submitted to OCL. Justification of the budget changes requested should include evidence that the scope of the project has not changed.

## **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](http://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](mailto:ra-lsta@pa.gov)