

**CALIFORNIA STATE LIBRARY  
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)  
2015/16 GRANT GUIDE**

**Staff Innovation Fund Pitch-An-Idea Grants**

Congratulations on receiving an LSTA Grant! The following guide will provide you with all of the basic information needed to manage your grant.

**IMPORTANT DATES AND DUE DATES**

The following dates are important for managing your grant.

**Grant Period and Spending Funds**

There are federal restrictions for how LSTA funding can and cannot be spent. Please be sure to review the Federal Restrictions document to ensure that you use the funding appropriately.

<b>Grant Period – August 1, 2015 – July 31, 2016</b>	
<b>Final Expenditure Date</b> (All grant funds must be spent or encumbered by this date)	July 31, 2016
<b>Final liquidation of encumbrances</b> (If required)	September 15, 2016
<b>Return of Non-Liquidated Funds</b> (All funds not spent must be returned by this date)	September 30, 2016

**GRANT REPORTS**

During the LSTA Grant period you are required to submit *3 Financial Reports, 1 Expenditure Detail Report, a Mid Project Program Narrative Report and a Final Program Narrative Report*. If necessary, a *Final Liquidation Financial Report* may be required.

**Program Narrative**

The Mid Project Program Narrative Report form is designed as a method for you to update us on the progress of your project midway through the project. Your responses to the questions in the report should be simple and concise. We want to know how your project is progressing and what you are learning. The form for the Final Program Narrative Report is a more thorough account of the entire project. These reports should be filled out by the Project Coordinator of the Grant and must be signed by the Library Director.

**Financial & Expenditure Detail**

The Financial Report form is designed to provide accounting of what funding has been spent and/or encumbered. The Expenditure Detail Report is for reporting the LSTA, In-kind, and Local Match funds by category for the full project period. The report will be submitted with the final financial report at the end of the project. These reports may be filled out by different people depending on the organization. Please be sure to know who is responsible for completing this report in your organization. These reports must be signed by the Library Director.

**Reporting Due Dates**

<b>Reporting Period</b>	<b>Report</b>	<b>Due Date</b>
July - September	Financial Report Due	Report expenditures on the October-December report
October - December	Financial Report and Mid Project Program Narrative Report Due	January 31, 2016
January - March	Financial Report	April 30, 2016
April - Project End Date	Financial Report, Expenditure Detail Report and Final Program Narrative Report Due	August 31, 2016
60 Days from Project End Date (if end date is extended see extension letter for new dates)	Liquidation Financial Report Due (Only required if encumbered funds have not been spent by project end date)	September 30, 2016

## Grant Reporting Process

The process for reporting is very simple.

1. Use the financial and final narrative report instructions on the Manage an LSTA Grant webpage at <http://www.library.ca.gov/grants/lsta/manage.html> to complete the reports.
2. Refer to the report instructions for emailed submission of reports when required in electronic form. Send to [lsta@library.ca.gov](mailto:lsta@library.ca.gov).
3. Send ORIGINAL (signed in blue ink) and TWO copies **by the due date** to:

### **By Mail:**

California State Library  
P.O. Box 942837  
Sacramento, CA 94237-0001  
Attention: Fiscal Office - LSTA

### **By Non-USPS Delivery:**

California State Library  
900 N Street  
Sacramento, CA 95814-4813  
Attention: Fiscal Office - LSTA

The federal government requires reporting by the California State Library before future LSTA funds are made available, therefore our reports depend on yours being timely.

Reports that are not on time or require continuous late notices will have an effect on future grants. Jurisdictions with a history of delayed or incomplete reporting, or inadequate management of previous projects, may be denied future awards until an improvement in administrative practice can be demonstrated.

## Grant Award Budget Modifications

During the grant period you may find that you need to modify your budget. All budget modifications must be discussed in advance with the assigned Grant Monitor. Budget modifications 15% or more of the total budget (not to exceed \$10,000), require a Grant Award Budget Modification Form to be submitted according to the instructions. Modifications should be reported on the next financial report. Any modifications in the approved budget must be documented and documentation retained in project files.

## Grant Documents and Record Keeping

Consolidated grant award documents will be addressed to the head of the agency responsible for the project. Recipients that have a fiscal agent are responsible for seeing that the documents and funds are properly deposited with the fiscal agent.

## Accounting

Separate accounting must be maintained in accordance with accepted standard accounting practices for each federal LSTA project to ensure responsible project management and the ability to submit timely and accurate financial reports. If applicable, grant recipients receiving revenues such as workshop fees must maintain separate income accounts.

## 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 State Library.

## Data and Publications Created with Grant Funds

Please be aware that, unless exempted by the State Librarian, all data, both raw and analyzed, of consultants employed under terms of the award becomes property of the California State Library and may not be used or published without the express written permission of the State Librarian or until the data is published or otherwise made public by the California State Library.

## Audio and Video Created with Grant Funds

These guidelines apply to any media (audio or video) that will be hosted/stored on Infopeople servers or linked from any site maintained by Infopeople.

- When submitting new audio/video to Infopeople for inclusion on a website we maintain, please send an email to Chuck O'Shea, [ipweb@infopeople.org](mailto:ipweb@infopeople.org), giving the following information:
  - a. the title of the file/event;
  - b. the name and email address of the person who created the original media;
  - c. a notation indicating the format in which it was captured;
  - d. the date when the physical file was mailed or sent to Infopeople;
  - e. the deadline by which it needs to be available on the website.
- Since Infopeople will be archiving media on behalf of the State Library, please submit the raw data in the format in which it was shot, i.e., tape, flash memory card, etc. Clearly label the media with the name of the event, date when it took place, and the name of the organization/project for which the media was recorded. Submit the archival format and accompanying data by U.S. Mail or non-postal delivery (e.g., UPS, FedEx) to:

Chuck O'Shea  
3350 East 7th St., #611  
Long Beach, CA 90804

Media should be submitted to Infopeople within ten (10) working days following client approval. Please note: As soon as the client approves a media piece, they should notify Infopeople by email at [ipweb@infopeople.org](mailto:ipweb@infopeople.org).

- If the finished recording is mixed media (for example a video with PowerPoint slides incorporated) the finished media must be self-contained. This means that all associated files are in one folder. All links contained MUST be related (relative). This means, specifically, that they cannot be associated with a particular server or directory.
- Submitted video must be in h.264/MPEG-4. or Flash format. Ideally, the producer will submit both formats.
- Audio only files should be submitted in mp3 format.
- If you have questions about these guidelines, please contact Chuck O'Shea, [coshea@infopeople.org](mailto:coshea@infopeople.org), tel. 562-856-4750.

## 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) likewise, is acknowledged as the federal source of funds.

Publications and information releases about the project must credit the Library Services and Technology Act (LSTA). An appropriate statement for a publication or project press release is:

"This [publication/project] was supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian."

As appropriate, this disclaimer should be added:

"The opinions expressed herein do not necessarily reflect the position or policy of the U.S. Institute of Museum and Library Services or the California State Library, and no official endorsement by the U.S. Institute of Museum and Library Services or the California State Library should be inferred."

This credit line on products of a project, such as materials and publicity, is important to foster support from the public and by state and federal funding sources.

For more examples from Institute of Museum and Library Services (IMLS) provided for recipients of national level grants, please see their <http://www.ims.gov/assets/1/AssetManager/GCK.pdf>.

## **Equipment Inventories**

Record of equipment, each unit costing \$5,000 or more 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 California State Library. 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 California State Library.

## **Retention of Records**

Financial records for LSTA projects must be retained by the grantee for a period of three (3) years from the date the final expenditure report has been submitted.

## **CONTACT INFORMATION**

### **Grant Monitor**

A Grant Monitor has been assigned to your project to assist in its implementation and monitor its progress. Be sure to establish a good working relationship with your Grant Monitor at the beginning of the project and call on this person for advice and assistance as needed. The Grant Monitor must be informed of any planned changes (need for more time, change in activities, etc...), budget problems and the like.

### **LSTA Budget Matters and Project Reporting**

A Fiscal Analyst is available to provide assistance for questions related to the budget or project reporting. This person is best to contact if you have questions like:

- How to fill out financial reports & what forms do I need?
- Has the State Library received our reports?
- When will we receive our payment?
- What if we don't spend all of the funds? How do we send the funds back?

If due to extenuating circumstances, you will not be able to get your reports in on time, it is important that you contact the Fiscal Analyst.

Colette Moody, Fiscal Analyst  
(916) 651-0977  
[colette.moody@library.ca.gov](mailto:colette.moody@library.ca.gov)

For other questions please contact:

Mickie Potter, LSTA Analyst  
(916) 653-4730  
[mickie.potter@library.ca.gov](mailto:mickie.potter@library.ca.gov)