LSTA GRANTS WELCOME SESSION

2024-2025

GRANT MONITORS

Amanda Gamon

Alanna Wilson

Wendy Amireh

- Administer funding opportunities and monitor funded projects for compliance.
- Create and issue award materials, review and approve changes to project plans and budgets, review and approve reports.
- Grant Monitors
  - Amanda: Community Impact, Capacity, and Sustainable California Libraries awards
  - Wendy: Teens Succeed, Play for All awards
  - Alanna: eBooks for All

Reach out to your project support team, who is included in your award letter, for support throughout the life cycle of your project.

LIBRARY PROGRAMS CONSULTANTS

Chris Durr   **Julianna Robbins**   **Lena Pham**   **Shana Sojoyner**

- Develop funding opportunities
- Assist grantees with project development
- Library Program Consultants
  - Chris: Teens Succeed and eBooks for All
  - Julianna: Sustainable California Libraries
  - Lena: Community Impact
 - Shana: Play for All

Communicate with your assigned Library Program Consultant on the development of your project.

LSTA EQUITY ADVISORS

- Assist in connecting you with your community

- Identify training and resource support relevant to the project.

- Assist with self-reflection

- Community Impact: Linda Stewart and Monica Chapa Domercq

- Play for All: Linda Stewart

- Sustainable California Libraries: Monica Chapa Domercq

- Teens Succeed: Emily Weak

LSTA FISCAL ANALYST

- The LSTA Fiscal Analyst is Nicole Olsen

- Issues Award Packets

- Issues payment claim forms

- Processes payments

- Approves financial reports along with LSTA Coordinator and Grants Analyst
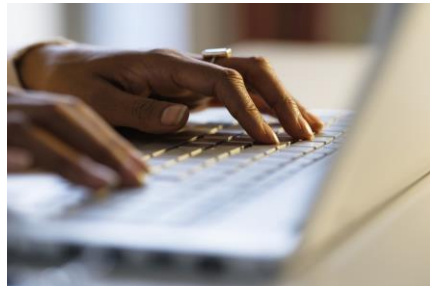
AWARD PACKETS

- Award Letter

- Grant Agreement

  - Payment Schedule

    - Awards under $20,000 = in-full payment, typically

    - Awards over $20,000 = 45%/ 45%/ 10%

- Claim Form
  - Receipt of project funds can take up to 8 to 10 weeks after the payment claim form is received by the State Library.

Payment Amount	Payment Release
Grant Agreement: 45% of award funds	Upon completion of Grant Agreement
First report: 45% of awarded funds	Upon approval of First Report
Final report: 10% of awarded funds	Upon approval of Final Report

PROJECT PERIOD AND REPORTING DATES

- Project start date: July 1, 2024

- Project end date: June 30, 2025

- Reporting due dates:

  - **October 15, 2024:** First financial report

  - **January 15, 2025:** Second financial report and mid-project narrative report

  - **April 15, 2025:** Third financial report

  - **July 31, 2025:** Final financial report, expenditure detail report, and final narrative report and accompanying activity reports

  *Capacity project period ends September 12, 2025 - Reporting due September 30th.

Reports will be completed and submitted in the State Library's online grants management system.

GRANTS MANAGEMENT SYSTEM

- Zengine Portal

  - Current Application

  - First Self-Assessment

  - Scheduled to conclude September 2024. Please ensure you retain copies of all records submitted in the system.

- Amplifund

  - Reporting

  - Mid Project and Final Self-Assessments

  - State Library Staff will provide access information as forms are available in Amplifund.

  Your Grant Monitor will be available to support you during the transition.

GETTING STARTED

- Ensure that all key parties working on the project are aware of all rules and guidelines relating to your award.

- Full information is included in your award packet.

- Be sure to review the Grant Guide carefully

- Manage Your Current Grant webpage

- If you have questions, please reach out to your Grant Monitor and Library Programs Consultant.

BUDGET & EXPENDITURES

- Your Grant Monitor and Library Program Consultant are available to provide support while you expend your funds to achieve your project goals.

- Allowable and unallowable expenditures

    - See Federal Restrictions on the Use of LSTA Funds document, located under each grant opportunity on the <u>Manage Your Current Grant webpage</u>

        - Please note: This is not an exhaustive list of all unallowable LSTA expenses.

    - If something is unallowable, it cannot be counted as match or in-kind contributions.

GRANT AMENDMENTS
Part 1

Changes to the project can and do occur. Awardees are responsible for notifying their project support team.

- **Project Scope Change:** changes to project goals, timeline, activities or outputs.

- **Budget Modification:** changes to the budget or planned expenditures.

  - If changes require moving funds between categories an official budget modification is required.

GRANT AMENDMENTS
Part 2

Changes to the project budget can and do occur. Awardees are responsible for notifying their project support team.

- **Extensions:** Extensions are approved on a case-by-case basis. Approval of extensions requests is not guaranteed.

- **Returning Funds:** If you need to return project funds, you must notify your Grant Monitor and Library Programs Consultant as soon as you determine this need.

  - You must notify the State Library of your need to return funds no later than January 31, 2025.

  - The State Library must receive the returned funds by March 31, 2025 in order to reallocate the funds.

ACCESSIBILITY

- Materials generated by projects funded by the State Library must meet the California Accessibility Standards

- The California State Library reserves the right to post project materials to its website that are in compliance with these standards.

- Additional accessibility resources:

  - State of California's Accessibility webpage

  - Americans with Disabilities Act Notice

  - California Commission on Disability Access

  - California Department of Rehabilitation

  - U.S. Access Board

ACKNOWLEDGMENTS

- LSTA Acknowledgement

Publications and information releases about the project must credit the Library Services and Technology Act (LSTA).

An appropriate statement 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."

SOCIAL MEDIA

How to acknowledge IMLS and CSL on social media.

- Institute of Museum and Library Services Social Media
    - ➤ Facebook: www.facebook.com/USIMLS
    - ➤ Instagram: @US_IMLS
    - ➤ Twitter: @US_IMLS

- California State Library Social Media
    - ➤ Facebook: www.facebook.com/CAStateLibrary
    - ➤ Instagram: @CaliforniaStateLibrary
    - ➤ Twitter: @CAStateLibrary
    - ➤ Pinterest: @CAStateLibrary
    - ➤ YouTube: @CSLmultimedia
    - ➤ TikTok: @californiastatelibrary

Photo courtesy of Kings County Library

EVALUATION AND REPORTING

- It is important to review the final report instructions and questions at the start of the project period to know what is expected.

- Reporting questions align with IMLS State Program Report requirements. Your reports enable us to report to IMLS.

- Outputs: At the start of your project period, get familiar with what information you will need to count and track.

Photo courtesy of Becky Ruppel

OUTCOME SURVEYS

Awardees that implement the following types of activities are **required to gather and submit outcomes data** using survey questions provided by IMLS.

Activity Outcomes

When To Survey Participants in a Grants to States Project

		Beneficiary	
		Library Workforce	General Public
Activity	Instruction	Yes if mode is Program	Yes if mode is Program
	Content	Yes if mode is Acquisition or Creation	No
	Planning & Evaluation	Yes	No
	Procurement	No	No

Outcomes survey questions can be found on the <u>Manage Your Current Grant webpage</u>.

NEXT STEPS

- Award Packet via DocuSign
  - Authorized Representative signs:
    - ➢ Certification
    - ➢ Grant Agreement
    - ➢ Claim Form

- Begin Project

- Complete California Cultural Collections Protection Survey
  - Due August 15, 2024

- Complete Baseline Self-Assessment in Zengine
  - Due August 15, 2024

- Community of Practice
  - Dates vary by opportunity, see the welcome email from your Library Program Consultant.

REMINDERS AND RESOURCES

- The Institute of Museum and Library Services State Program Reporting Requirements set the guidelines we are required to follow. To remain compliant with LSTA funding rules and regulations, we must ensure that these guidelines are being followed.

- We are here to support you!

- Reach us at: LSTAGrants@library.ca.gov

- Resources including reporting instructions, Grant Guide, and links to submission portals are available online at:

    - Manage Your Current Grant - California State Library