

**California State Library  
Library Services and Technology Act**

**Grant Award Modification (LSTA Form 4)  
Instructions**

1. This form is used for:
  - Budget changes in excess of 10%.
  - Requests for additional funds.
  - Requests for reductions in the grant award amount.
2. All budget changes must be discussed in advance with the assigned grant monitor and a Grant Award Modification (LSTA Form 4) must be submitted for approval.
3. Budget modifications should be submitted with sufficient notice. Four weeks lead time should be adequate.
4. All budget modifications must be completed prior to the project end date.
5. Any adjustments in approved budgets must be documented and documentation retained in project files. Adjustments must be reported on the next quarterly financial statement.
6. Carryover of project end unobligated LSTA balance is not permitted. All LSTA funds must be expended or obligated by September 30, or returned.
7. Completing the form:
  - Section 1: Complete this section using information on page two of the original grant award letter.
  - Section 2: Enter the type of modification.
  - Section 3: Enter current budget, proposed adjustment and revised budget.
  - Section 4: Include a justification for the requested modification.
  - Section 5: Obtain signatures from the Project Director and Project Financial Officer.
8. Prior to the project end date, submit one copy with original signatures to:

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

If other than Postal Service is used, the street address is:

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