

**CALIFORNIA STATE LIBRARY  
LIBRARY SERVICES AND TECHNOLOGY ACT**

**PUBLIC LIBRARY STAFF EDUCATION PROGRAM (PLSEP)  
LIBRARY SUPPORT STAFF TRAINING (LSST) PROGRAM  
2012/13 GRANT GUIDE**

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</b>	<b>July 1, 2012 – August 31, 2013</b>
<b>Final Expenditure Date</b> All grant funds must be spent or encumbered by this date	August 31, 2013
Final liquidation of encumbrances <i>(if required)</i>	October 15, 2013
Return of Non-Liquidated Funds <i>(All funds that are not spent must be returned by this date)</i>	October 31, 2013

**GRANT REPORTS**

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

**Student Program Narrative**

Students are required to complete and submit the Student Final Narrative Report (LSTA Form 9 Student) directly to the Cooperative Library System.

**Cooperative System Program Narrative**

The Cooperative System Final Program Narrative Report (LSTA Form 9 Cooperative System) is a summary of the entire project. Attach the Student Final Narrative Reports and submit to the State Library.

**Tracking Report**

This is what you will use to track reimbursements for the students. Use the comments column for notes or updates. Submit this report along with the financial report.

**Financial**

The Financial Report form (LSTA Form 8) is designed to provide accounting of what funding has been spent and/or encumbered. 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.

**Reporting Due Dates**

<b>Reporting Period</b>	<b>Reports</b>	<b>Due Date</b>
July - September	Financial and Tracking Report Due	N/A
October - December	Financial and Tracking Report Due	January 31, 2013
January - March	Financial and Tracking Report Due	April 30, 2013
Start Date - June 30	Student Final Program Narrative Report Due to System	July 30, 2013
April - Project End Date	Financial and Tracking Report and Final Program Narrative Report Due	September 30, 2013
60 Days from Project End Date	Liquidation Report Due <i>(Only required if encumbered funds have not been spent by project end date)</i>	October 31, 2013

## **Grant Reporting Process**

The process for reporting is very simple.

1. Complete the financial report and program narrative.
2. Send ORIGINAL and 2 copies to:

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

When sending reports via FedEx, UPS, or other delivery service, send to:

California State Library  
900 N Street  
Sacramento, CA 95814  
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 could 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 BUDGET MODIFICATIONS**

During the grant period you may find that you need to modify your budget. Budget changes, requests for additional funds, or requests for reductions in the grant funding award must be discussed with the assigned State Library Grant Monitor and a Grant Award Modification (LSTA Form 4) must be submitted according to the instructions. Approval is by the State Librarian. Adjustments should be reported on the next financial report. Any adjustments in approved budgets must be documented and documentation retained in project accounts.

## **GRANT DOCUMENTS AND RECORD KEEPING**

Consolidate 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) <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. Additionally, it is a condition of the LSTA allotment that all press releases and other communications from grantees receiving federal funds shall clearly state the percentage of the total project cost which will be financed with federal money, the actual dollar amount of federal funds, and the portion of the project cost that will be financed by non-governmental sources. This reflects the leveraging of non-LSTA dollars to strengthen our case for LSTA appropriations.

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.

## **Equipment Inventories**

Record of equipment, each unit costing over \$5,000 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**

### **California State Library 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)