

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

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

1. This form is used for budget modification in excess of the 10% revision allowable without signature of the State Librarian, to request additional funds, or to request reductions in the grant funding award.
2. Budget modification. Budget changes needed in excess of 10%, requests for additional funds, or requests for reductions in the grant funding award should be discussed with the assigned grant monitor. The grantee wishing to request such an adjustment must file the Grant Award Modification (LSTA 4), according to instructions. Approval is by the State Librarian.
 - a. Complete section 1 using the information furnished in the subject line of the original Grant Award Letter signed by the State Librarian. Indicate the type of modification in section 2. Show all budget categories in section 3, including current budget, proposed adjustment and revised budget. Include a justification for the requested modification in section 4.
 - b. The form must be signed and dated by the Project Director and by the Project Financial Officer in section 5. **DO NOT WRITE IN SECTION 6.**
 - c. Budget modifications should be submitted with sufficient notice. Four weeks lead time should be adequate. Advance planning must be done so that last minute adjustments are avoided in the closing days of the project period.
 - d. ALL budget modifications must be completed prior to June 30. If a change in budget category is identified *after* June 30, an LSTA 4 should not be submitted. Approval will not be issued after that date.
 - e. Any adjustments in approved budgets must be documented and documentation retained in project accounts. Adjustments should be reported on the next quarterly financial statements.
 - f. Carryover of project end unobligated LSTA balance is not permitted. All LSTA funds must be expended or obligated by September 30, or returned. Requests to use unexpended/unobligated funds as carryover will not be considered.
3. Prior to June 30, submit one copy (with original signatures) of the grant award modification form (LSTA 4) to:

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

Note that documents are to be sent to the Fiscal Office ONLY! Sending them to the State Librarian, the assigned grant monitor, or other addressees will only delay the approval process. If other than Postal Service is used, the California State Library, 900 N Street, Sacramento, CA 95814. Attention: Fiscal Office - LSTA