

CALIFORNIA STATE LIBRARY

**LIBRARY SERVICES AND TECHNOLOGY ACT
2020/2021 COPYCAT GRANT APPLICATION INSTRUCTIONS**

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Introduction

Welcome to the Library Services and Technology Act CopyCat Grant process. The following guide will provide you with all of the information you need to complete your grant application.

This Instruction Guide Contains:

- Basic Overview (page 2)
- Application Instructions (pages 3-9)
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- DUNS Number (Data Universal Number System) (Attachment A)
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- Restrictions on the Use of LSTA Grant Funds (Attachment C)
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Please be sure to read over this instruction guide carefully before you begin filling out the application.

Basic Overview

Library Services and Technology Act. The federal [Museum and Library Services Act of 2018](#) mandates the support and development of museums and libraries nationally. Each year the California State Library receives a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services' Grants to States Program to support the development of California libraries.

California's LSTA grant programs are based on the purposes of the Museum and Library Services Act, which include:

1. Expand services for learning and access to information and educational resources in a variety of formats (including new and emerging technology), in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, economic and business development, health information, critical thinking skills, digital literacy skills, and financial literacy and other types of literacy skills;
2. Establish or enhance electronic and other linkages and improved coordination among and between libraries and entities, as described in 20 U.S.C. § 9134(b)(6), for the purpose of improving the quality of and access to library and information services;
3. (A) Provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services; and (B) Enhance efforts to recruit future professionals, including those from diverse and underrepresented backgrounds, to the field of library and information services;
4. Develop public and private partnerships with other agencies, tribes, and community-based organizations;
5. Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills;
6. Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved;
7. Develop library services that provide all users access to information through local, State, regional, national, and international collaborations and networks

In accordance to the Museum and Library Services Act, California has a [State Plan for LSTA \(2018-2022\)](#) which outlines our goals, objectives, and evaluation process for the funding. This plan is developed every five years with input from the library community. The priorities of this grant cycle are taken from the State Plan for LSTA.

Application Instructions

Please read the instructions carefully. It is important that you are as complete and concise as possible, so that the California State Library will understand your project fully.

SECTION 1 – APPLICANT INFORMATION. Please provide basic information (including contact information) for your organization, as follows:

Library/Organization Name - Enter the name of your library/organization. This name must match the name registered with your organization's Federal Employer Identification Number (FEIN).

Library/Organization DUNS Number – A DUNS number is a standard number assigned by Dun & Bradstreet, used to track organizations. If you don't know your library's DUNS number, contact the State Library, we can likely provide it.

Library/Organization Director Name -- Enter the director's name (first/last)

Library/Organization Director Title

Library/Organization Director Email Address

Library/Organization Director Business Phone Number

Library/Organization Director Street Address/P.O. Box

Library/Organization Director City

Library/Organization Director Zip Code

Project Coordinator Name – Enter the project coordinator's name (first/last)

Project Coordinator Title

Project Coordinator Email Address

Project Coordinator Business Phone Number

Project Coordinator Street/P.O. Box

Project Coordinator City

Project Coordinator Zip Code

SECTION 2 – PROJECT INFORMATION

Please select the CopyCat project that you want to replicate. Select from the toolkits available or choose "Other Proposed Project" if there is a different project that you'd like to copy.

Project Name – Provide a unique name for the project, apart from the project on which it's based.

Five Year Plan Goal – Please choose a goal from California's 2018-2022 LSTA Five Year Plan that best fits the project you are proposing to replicate.

Primary Audience(s) for Project - Please identify the audience(s) for this project from the list in the online application. Select all that apply.

Project Intent - An objective or expected result in a project. These Intents have been identified by IMLS and an LSTA funded project must adhere primarily to one of the Intents below. **Only one** of the following Intents (as denoted by bullets below) may be selected.

Lifelong Learning: Improve users' knowledge or abilities beyond basic access to information

- Improve users' formal education
- Improve users' general knowledge and skills

Information Access: Improve access to information

- Improve users' ability to discover information resources
- Improve users' ability to obtain and/or use information resources

Institutional Capacity: Add, improve or update a library function or operation to further its effectiveness

- Improve the library workforce
- Improve the library's physical and technological infrastructure
- Improve library operations

Economic & Employment Development: Improve users' ability to apply information that furthers the status of their jobs and/or businesses

- Improve users' ability to use resources and apply information for employment support
- Improve users' ability to use and apply business resources

Human Services: Improve users' ability to apply information that furthers their personal, family or household circumstances

- Improve users' ability to apply information that furthers their personal, family, or household finances
- Improve users' ability to apply information that furthers their personal or family health & wellness
- Improve users' ability to apply information that furthers their parenting and family skills

Civic Engagement:

- Improve users' ability to participate in their community
- Improve users' ability to participate in community conversations around topics of concern

SECTION 3 – PROJECT JUSTIFICATION

Please briefly explain what need or aspiration this project will fulfill for your community, how this need or aspiration was identified, and what benefits you expect for your primary audience(s).

Here's an example of an answer to this question from one of last year's applications.

“The Pop-up Makerspace project will enable Example Public Library to create kits that can be shared among our seven branches and Bookmobile to facilitate STEAM programming for teens system-wide. The kits will help fulfill Example Public Library's aspiration to offer more opportunities for tweens and teens to engage in hands-on STEAM learning. At a community dialogue event held at Example's Central Library on October 15, 2018, representatives from Example schools, city government, and various community organizations discussed the state of STEAM education in Example. Educators in the group noted that STEAM programming at the elementary level is strong, but by junior high and high school these opportunities often become limited to students enrolled in special programs. As a result, students are no longer engaged in STEAM and lose interest in the subjects. By offering STEAM programming for teens at all Example branches and the Bookmobile, we can keep engagement and interest in science and technology alive for students through their teen years, and offer encouragement for them to explore STEAM careers.

Having ready-to-go Pop-up Makerspace kits will be crucial for ensuring that teens across Example have access to hands-on STEAM programming. Most branches do not have dedicated Teen Services staff, or have a Teen Services staff member who only works part-time. Planning time for teen programs is extremely limited. Pop-up Makerspace kits will include all the supplies and instructions Teen Services staff will need to conduct a program so staff at each branch can offer engaging programming with minimal planning time. As staff have varying comfort and skill levels when dealing with science and technology, these kits will also reduce the learning curve, and help to make STEAM projects accessible to all staff.

Example Public Library has offered some system-wide STEAM programming for teens using this model over the last few years, and have found them to be popular among teens. Programs have included LEGO Mindstorms robotics, bristlebots, green screen filmmaking, shrinky dinks, and more. These STEAM programs typically draw 10-20 teens, while other non-STEAM teen programs usually have attendance of 5-10. CopyCat grant funds will be used to purchase materials for new programs, as well as to purchase supplemental materials for existing STEAM programming resources. To begin, we will create 14 Pop-up Makerspace kits that can be used to offer STEAM programming for 20 teens at each of seven branch libraries and the Bookmobile. Over the course of the program, we will develop 2-4 more kits based on feedback and ideas from teens and staff. Each kit we create will bring STEAM programming to 180 teens, with as many as 3,240 teens experiencing the Pop-up Makerspaces funded by the CopyCat grant. Once consumable supplies have been used, we will seek funding for replenishment from our Friends or Foundation to ensure that each Pop-up Makerspace kit can continue to provide fun and engaging learning opportunities to Example's teens."

Please briefly explain how this project fits into your library's mission and strategic plan.

Here's an example answer to this question from one of last year's applications (example taken from the same application as the previous question).

"Example Public Library's mission is, 'to promote the development of information literacy within our community, while maintaining a safe space for the diverse members of Example to enjoy, honor, celebrate, and engage with one another.' Information literacy is a broad concept, incorporating multiple literacies, like science, technology, and engineering, that most Example teens do not have the opportunity to develop during their school day. Example Public Library serves a large population of children and teens whose parents work in the service industry. For many of these parents, English may be a second language, they may be working more than one part-time job, and they are less likely to have scientific knowledge to share with their children. Pop-up Makerspace kits will enable teens of diverse backgrounds to develop science, technology, and information literacy at the library, while collaborating and engaging with peers to create, experiment, and problem-solve. The technical experience and interpersonal skills teens build during Pop-up Makerspace programming will help prepare them for success in a 21st century career."

Anticipated Project Outputs

Outputs are quantifiable measures of services and/or products to be created/provided. **Be sure to include the number of people you anticipate will participate in and/or benefit from each activity**, if applicable. We need to know how many people your project will serve, by which activities.

Examples:

- 3 training workshops will be held; 25 people will attend each workshop
- 100 promotional bookmarks will be created and distributed
- 5 kits will be created and given to each branch
- 15 virtual story hours will be held; 15 families will attend each story hour (approximately 35 attendees per session)
- 150 individuals will be trained
- 1,000 photographs will be digitized

Please provide a timeline for your project, using the form provided.

The timeline form is available on the California State Library's website. List all of the activities related to your project, including planning, promotion, and evaluation, and indicate in which months you anticipate they will take place, between December 2020 to August 2021.

Anticipated Project Outcomes - Outcomes are changes in a target audience's skills, knowledge, behavior, attitude, and/or status or life condition. Outcomes measurement is an effective way to measure the impact of your project.

Please select one or more of the uniform outcomes statements listed below associated with the primary California LSTA Five Year Plan goal that you selected. (The State Library will provide you with outcomes measurement tools after your grant is awarded).

Goal 1: California libraries provide equitable access to information, services, and resources in a trusted community space.

- Outcome 1a: Californians find information, services, and resources at their libraries.
- Outcome 1b: Californians view their libraries as trusted community spaces.

Goal 2: California libraries deliver essential literacy services and provide learning opportunities for their communities.

- Outcome 2a: Californians discover and participate in essential literacy opportunities at their libraries.
- Outcome 2b: Californians discover and participate in learning opportunities at their libraries.

Goal 3: California libraries inspire, support, and engage in innovation, creativity, connections, and collaborations in their communities.

- Outcome 3a: Californians innovate through their libraries.
- Outcome 3b: Californians create through their libraries.
- Outcome 3c: Californians make connections through their libraries.

Goal 4: California libraries have the technology to deliver information and services in the ways their communities expect and need.

- Outcome 4: Californians view libraries as relevant technology hubs for accessing information and services.

Goal 5: California libraries contribute to economic development and workforce innovation in their communities.

- Outcome 5: Californians engage in economic development and workforce innovation at their libraries.

Goal 6: California libraries connect Californians to their history and culture by collecting, preserving, and sharing digital access to unique collections and materials that tell the stories of our local communities and celebrate our common heritage.

- Outcome 6: No outcome required for this goal.

Goal 7: California libraries are staffed by a skilled and diverse workforce whose member engage in continuing education and leadership development opportunities, deliver high-quality library and information services, and effect positive change in their communities.

- Outcome 7: California library staff are well prepared to meet the diverse needs and effect positive change in their communities.

SECTION 4 – ACTIVITIES

Activity Information - Activities are action(s) through which the intent or objectives of a project are accomplished. Three activity types have been identified with details in the application (Instruction, Content, Planning & Evaluation), each with select methods to help you describe how you will carry out this project and further specified by Mode and Format. Please indicate activity types that require a significant commitment of resources to the project.

Activity	Mode	Format & Definition
Instruction	<ul style="list-style-type: none"> • Program - Formal interaction and active user engagement (e.g., a class on computer skills). • Presentation/Performance - Formal interaction and passive user engagement (e.g., an author’s talk), • Consultation/Drop-in/Referral - Informal interaction with an individual or group of individuals (library staff or other professional) who provide expert advice or reference services to individuals, units, or organizations. • Other (describe) 	<ul style="list-style-type: none"> • In-person (Carried out face-to-face.) • Virtual (Mediated by a computer, computer network, or mobile device.) • Combined In-person & virtual (Delivered both in-person and via a computer, computer networked, or mobile device.) • Other (describe)
Content	<ul style="list-style-type: none"> • Acquisition - Selecting, ordering, and receiving materials for library or archival collections by purchase, exchange, or gift, which may include budgeting and negotiating with outside agencies (i.e. publishers, vendors) to obtain resources. May also include procuring software or hardware for the purposes of storing and/or retrieving information or enabling the act of experiencing, manipulating, or otherwise interacting with an information resource. • Creation - Design or production of an information tool or resource (e.g., digital objects, curricula, manuals). Includes digitization or the process of converting data to digital format for processing by a computer. • Description - Apply standardized descriptive information and/or apply such information in a standardized format to items or groups of items in a collection for purposes of intellectual control, organization, and retrieval. • Lending - Provision of a library’s resources and collections through the circulation of materials (general circulation, reserves). May also refer to the physical or electronic delivery of documents from a library collection to the residence or place of business of a library user, upon request. • Preservation - Effort that extends the life or use life of a living or non-living collection, the individual items or entities included in a collection, or a structure, building or site by reducing the likelihood or speed of deterioration. • Other (describe) 	<ul style="list-style-type: none"> • Digital (Computer-mediated. The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata • Physical (Medium in or on which information (data, sound, images, etc.) is stored (for example, paper, film, magnetic tape or disk, etc.). The medium may be encased in a protective housing made of another material (plastic, metal, etc.). • Combined digital and physical
Planning & Evaluation	<ul style="list-style-type: none"> • Prospective - Research effort that involves historical assessments of the condition of a project, program, service, operation, resource and/or user group. • Retrospective - Research effort that projects or forecasts a future condition of a project, program, service, operation, resource, and/or user group. 	<ul style="list-style-type: none"> • In-house • Third party

SECTION 5 - BUDGET

Please use the CopyCat project toolkits provided to help you develop your budget. The budget should roughly adhere to the original project (may be modified as needed or scale up or down, as long as the amount does not exceed the limit placed on the project). For proposed projects, please ensure that budget items adhere to allowable expenditures under LSTA, also see Attachment C to this document. Please clearly identify the amounts requested and the sources of any cash match or in-kind contributions.

We strongly suggest that if you are new to the LSTA grant process, that you have your application and your budget reviewed by one of our consultants before you submit. Please contact the consultant listed on the front page to ask for a pre-submittal review. You must do this at least four business days before the application period ends.

LSTA Funds Requested – This may not exceed the maximum set for the project selected (refer to the CopyCat project website, scroll down to see the project amounts).

Please complete the LSTA Budget Detail template to calculate the funds you are requesting. The template is available on the CopyCat Grants application page. Please take the total from the template and enter it under "LSTA Funds Requested".

Completing the Budget Detail Template - The budget template is designed to provide detailed information about the requested funding for your project. Please round all figures to the nearest dollar (ex. \$100 instead of \$99.95). There are several budget categories, as listed below. The following describes what kinds of expenses should be put in each category. Each budget category on your application **requires** a brief explanation for the expenses.

Category	Description
Salaries / Wages / Benefits	Includes all salaries, wages, and fringe benefits paid to staff directly contributing to the project regardless of funding type (LSTA/Cash Match/In-kind). Description should include position titles (but not individual names) and number of hours, dollars per hour and FTE for each position. Please refer to Attachment B for guidance on calculating FTE for your project.
Consultant Fees	All expenses related to acquiring the services of a consultant for a specific activity within the project should be included in this category. Please include here any costs for individuals contracted to manage and/or implement the project activities. Costs may include fees, travel, accommodation, and support services hired directly by the consultant.
Travel	Travel costs must be related to the project activities and must be incurred by the library staff or formal partners working on the project, or by participants in project activities if their participation is essential and they must travel to participate. Costs may include airfare, ground transportation, accommodation, meals, etc. For airfare, economy class must be used at all times when using LSTA funds. Description should include number of travelers, who they are, and types of travel expenditures, including how costs are calculated. (Consultant travel must be included under the Consultant Fees category)
Supplies / Materials	<u>Supplies</u> : Must be project-specific (see Attachment C for information on allowed expenditures). May include: office or craft supplies, books to give away as part of a project activity, small equipment (less than \$4,999 per unit), communication costs, postage, printing and photocopying, publicity, etc. <u>Materials</u> : Books, periodicals, audiovisual formats, microforms, and other library materials to be part of the library's cataloged collection. Description should include quantities acquired and per-unit cost.
Equipment (\$5,000 or more per unit)	A single item valued at \$5,000 or more per unit. Written approval from the IMLS Program Office is needed prior to the purchase of equipment over \$5,000 per unit. Requests must detail the proposed expenditure and reference the relevant LSTA 5 Year Plan. Approved items costing \$4,999 or under are considered small equipment and are reported under Supplies/Other.

Category	Description
Services	<p>Project activities to be undertaken by a third-party contractor or vendor. Services that should be described here include items such as printing, subscriptions or licenses, project-specific media and marketing services, equipment and vehicle maintenance, and building equipment lease and rental. Description should include type of services provided and vendor names.</p>
Indirect Costs	<p>An indirect cost is an organization’s incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as “overhead costs.” Typical examples of indirect costs are general telephone service, postage, office supplies, office space expenses, and administrative or financial operations for an entire organization.</p> <p>You can choose to:</p> <ul style="list-style-type: none"> • Not request any indirect costs. • Use a current approved indirect cost rate with a federal agency or one pending review to be approved by project award date, i.e. June 30. Federally negotiated indirect cost rates are negotiated agreements between federal agencies and non-profit organizations. If your organization already has an existing negotiated indirect cost rate in effect with another federal agency, you may use this rate to calculate total project costs, as long as you apply the rate in accordance with the terms of the negotiated agreement and include a copy of the current negotiated agreement with your grant application. We will only accept federally negotiated indirect cost rates that are current at the time awards are made. If you are unsure whether this applies to your library, consult the regulations below and your organization’s grants, finance, and/or legal department to determine how to proceed. * • Use an indirect cost rate not to exceed 10% of modified total direct costs if you do not have a current or pending federally negotiated indirect cost rate and you are not subject to other requirements. Except for those non-Federal entities described in Appendix VII to 2 CFR Part 200 (States and Local Government and Indian Tribe Indirect Cost Proposals)**, you may choose to charge a de minimis rate of 10% of modified total direct costs (MTDC) if you have never had a federally negotiated indirect cost rate. State and local government departments that have never negotiated indirect cost rates with the Federal government and receive less than \$35 million in direct Federal funding per year may use the 10% de minimis indirect cost rate, as may Indian Tribes that have never negotiated indirect cost rates with the Federal government, and applicants must keep the documentation of this decision on file. MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subcontracts up to the first \$25,000 of each subcontract. MTDC excludes equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subcontract in excess of \$25,000. If you choose to use this rate, you must be careful to exclude from the budget all indirect-cost-type items, such as general telephone service, postage, office supplies and office space expenses, and administrative or financial operations for the applicant's entire organization. As long as you are an eligible entity and have never had a federally negotiated indirect cost rate, you may use this rate with no additional documentation required. <p>For States, Local Governments, and Indian Tribes that receive more than \$35 million in direct Federal funding per year that have never had a federally negotiated indirect cost rate refer to Appendix VII ** for further information.</p> <p>* More information can be found at Electronic Code of Federal Regulations</p> <p>** For States, Local Governments, and Indian Tribes refer to aforementioned Appendix VII for further information</p>
Cash Match & In-kind	<p>In-kind: Refers to the value put on materials, equipment, staff time or services that are given without charge to the program or organization. In this case the applicant should be able to substantiate the value assigned to the contributions and how they assist the project.</p> <p>Cash Match: Refers to the applicant’s estimated cash outlay, including money that may be contributed to the applicant by other public agencies and institutions, private organizations and/or individuals. If the applicant will be appropriating funds specifically for the project then that would be a cash match. In most cases an applicant’s contribution will be in-kind.</p> <p>Unallowable In-kind and Cash Match funds include any funding, salaries, resources and/or services supported through other federal funding; and local funds used to purchase items that</p>

Category	Description
	are not eligible for LSTA funding (see Attachment C for information on allowable/not allowable expenditures).

LSTA Budget Detail – Please upload the completed LSTA Budget Detail template from the previous step.

SECTION 6 – ADDITIONAL INFORMATION

URL to Information About Proposed Project

If you selected "Other Proposed Project" in Section 2 above, please provide a URL that will link to a description and information about the project you are proposing to replicate, to support your proposal.

Upload Documents – Please upload any additional files that provide information to support your “other proposed project.” You may load up to five files.

SECTION 7 – LIBRARY DIRECTOR CERTIFICATION

Your director must complete and sign the certification form available on the CopyCat Grant application page. Once the director has provided a digital signature or a scanned PDF copy of a wet signature, please upload the signed form to the online application.

Next, please mail the certification page with wet signature to the address below as soon as possible, within 14 days of online submission.

By Mail:

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

Next Steps:

Your library will be notified of application results once the review has concluded. Award letters along with claims packet will be prepared and sent to those awarded. Please be prepared to conduct project activities as planned before payment is received.

After the State Library Fiscal Office has received your claim form, processing of funds can require up to 8 weeks before you receive your check.

DUNS Numbers

Why does my library need a DUNS number?

Starting in 2011 IMLS (Institute of Museum and Library Services) required the California State Library to report information on federal Library Services and Technology Act grants that are awarded to your library. This requirement comes from the Federal Funding Accountability and Transparency Act (FFATA). This Act is intended to empower every American with the ability to hold the government accountable for each spending decision. Beginning in 2011/12 the State Library required this number to be included on all applications for Library Services and Technology Act funds.

What is a DUNS number?

Dun & Bradstreet (D&B) provides a D-U-N-S number (Data Universal Numbering System), a unique nine digit identification number for commercial, non-profit or government entities. DUNS number assignment is FREE for all agencies required to register with the US Federal government for contracts and grants.

How do I know if I have a DUNS number?

Many library jurisdictions may already have a DUNS number and possibly even have several DUNS numbers. The California State Library must use the **primary** DUNS number assigned to the organization when reporting FFATA obligations and expenditures. If your organization has multiple DUNS numbers, the primary DUNS number will usually be the first number listed. Go to [D&B D-U-N-S Request](#) to verify the primary DUNS number for your organization.

How do I request a DUNS number?

To request a new DUNS number, go to the [Dun & Bradstreet](#) website. You can also call 1-866-705-5711 to request a DUNS number over the phone. You will need the following information to obtain a DUNS number:

- a. Legal name of organization
- b. Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- c. Physical Address, City, State and Zip Code
- d. Mailing Address (if separate)
- e. Telephone Number
- f. Contact Name
- g. SIC Code (Line of Business) (SIC code for libraries is 8231)
- h. Total number of employees (full and part time)
- i. Headquarters name and address (if there is a reporting relationship to a parent corporate entity)

All questions regarding applications for the DUNS number should be directed to Dun & Bradstreet.

TABLE FOR ESTIMATING TIME ALLOCATIONS (FTE)

HOURLY

5 days/week: 40 hours/wk.	= 100%
4 days/week: 32 hours	= 80%
3 days/week; 24 hours	= 60%
2.5 days/week: 20 hours	= 50%
2 days/week: 16 hours	= 40%
1 day/week: 8 hours	= 20%
0.5 days/week: 4 hours	= 10%
0.25 days/week: 2 hours	= 5%
0.125 days/week: 1 hour	= 2.5%
0.0625 days/week: 0:48 min.	= 2%
0.01 days/week: 0:24 min.	= 1%

DAYS/HOURS MONTHLY

249 days/yr.: 166 hours/mo.	= 100%
199 days/yr.: 133 hours/mo.	= 80%
149 days/yr.: 100 hours/mo.	= 60%
124 days/yr.: 83 hours/mo.	= 50%
100 days/yr.: 66 hours/mo.	= 40%
50 days/yr.: 33 hours/mo.	= 20%
25 days/yr.: 17 hours/mo.	= 10%
12 days/yr.: 8 hours/mo.	= 5%
6 days/yr.: 4 hours/mo.	= 2.5%
5 days/yr.: 3 hours/mo.	= 2%
2.5 days/yr.: 1.7 hours/mo.	= 1%

HOURLY BASIS: DIVIDE NO. OF HOURS BY 2080 (e.g. 150 total hours/2080= .07 FTE or 7%)

RESTRICTIONS ON THE USE OF LSTA GRANT FUNDS

To clarify some of the more commonly-occurring questions regarding how Library Services and Technology Act (LSTA) funds can or cannot be used, please see the list of explanations below. These explanations have been extracted from the Code of Federal Regulations and list important highlights of allowable and unallowable costs. Administrators and project coordinators of LSTA grant projects are cautioned that they must abide by all regulations in conducting their projects and in allotting charges against grant funds. In cases of ambiguity, uncertainty, or questions in identifying allowable cost items under Federal procedures, contact Angie Shannon at angie.shannon@library.ca.gov. A complete list with descriptions can be found at http://www.ecfr.gov/cgi-bin/text-idx?SID=03c9d1e056cd920512dbf61e5ee8117c&node=sp2.1.200.e&rgn=div6#_top

ADVERTISING AND PUBLIC RELATIONS

Advertising costs are allowable only when incurred for the recruitment of personnel, the procurement of goods and services, the disposal of scrap or surplus materials, and other specific purposes necessary to meet the requirements of the Federal award. Public relations costs are allowable when incurred to communicate with the public and press pertaining to specific activities or accomplishments that result from performance of the Federal award. Costs of advertising and public relations at conventions, meetings or other events, including displays, demonstrations, exhibits, meeting rooms, hospitality suites, and special facilities used in conjunction with shows and special events; and salaries of employees engaged in setting up and displaying exhibits, making demonstrations, and providing briefings are unallowable. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations: http://www.ecfr.gov/cgi-bin/text-idx?SID=03c9d1e056cd920512dbf61e5ee8117c&node=sp2.1.200.e&rgn=div6#se2.1.200_1420

ALCOHOLIC BEVERAGES

Costs of alcoholic beverages are unallowable. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations: http://www.ecfr.gov/cgi-bin/text-idx?SID=03c9d1e056cd920512dbf61e5ee8117c&node=sp2.1.200.e&rgn=div6#se2.1.200_1423

BUILDING, CONSTRUCTION, RENOVATION COSTS

Building, construction, or renovation costs are unallowable. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations: http://www.ecfr.gov/cgi-bin/text-idx?SID=b3756c0176b39f3b6aaa875e8a898f3f&node=sp2.1.200.e&rgn=div6#se2.1.200_1439 and http://www.ecfr.gov/cgi-bin/text-idx?SID=b3756c0176b39f3b6aaa875e8a898f3f&node=sp2.1.200.e&rgn=div6#se2.1.200_1462 and http://www.ecfr.gov/cgi-bin/text-idx?SID=bbc920f956dde264a6c822b902593fce&mc=true&node=se2.1.200_1452&rgn=div8 and http://www.ecfr.gov/cgi-bin/text-idx?SID=bbc920f956dde264a6c822b902593fce&mc=true&node=se2.1.200_1439&rgn=div8

CONFERENCES

Costs of meetings and conferences, including meals, transportation, rental of meeting facilities, and other incidental costs, where the primary purpose is the dissemination of technical information, are allowable. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations: http://www.ecfr.gov/cgi-bin/text-idx?SID=03c9d1e056cd920512dbf61e5ee8117c&node=sp2.1.200.e&rgn=div6#se2.1.200_1432

CONTRIBUTIONS, DONATIONS, HONORARIUMS, STIPENDS

Contributions and donations, including cash, property, and services, that use grant funds and are made by grant recipients to others, regardless of the recipient, are unallowable. Source: 2 CFR Part 200 Uniform Administrative

Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations:

http://www.ecfr.gov/cgi-bin/text-idx?SID=03c9d1e056cd920512dbf61e5ee8117c&node=sp2.1.200.e&rgn=div6#se2.1.200_1434

(NOTE: Honorariums and stipends are also unallowable. Wages, salaries, reimbursements, payment for work done, and fees charged by speakers are allowable)

ENTERTAINMENT

Costs of entertainment, including amusement, diversion, and social activities, and any costs directly associated with those, such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities are unallowable.

Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations:

http://www.ecfr.gov/cgi-bin/text-idx?SID=03c9d1e056cd920512dbf61e5ee8117c&node=sp2.1.200.e&rgn=div6#se2.1.200_1438

FUND-RAISING

Costs of organized fund-raising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or to obtain contributions, are unallowable. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations:

http://www.ecfr.gov/cgi-bin/text-idx?SID=03c9d1e056cd920512dbf61e5ee8117c&node=sp2.1.200.e&rgn=div6#se2.1.200_1442

GENERAL GOVERNMENT EXPENSES

The general costs of government, including services normally provided to the general public, such as fire and police, are unallowable. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations:

http://www.ecfr.gov/cgi-bin/text-idx?SID=03c9d1e056cd920512dbf61e5ee8117c&node=sp2.1.200.e&rgn=div6#se2.1.200_1444

INCOME FROM PROJECT

Project income, e.g., fees charged for the use of library space in the context of a grant project, or to recover out of pocket project-related costs, or to create products such as manuals, or for other expenditures directly related to and used for the purposes of the grant and accrued under the conditions of the grant award, are allowable. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations:

http://www.ecfr.gov/cgi-bin/text-idx?SID=ed6760751925ce944e80f0c721b0d006&node=se2.1.200_1307&rgn=div8

LOBBYING

The cost of certain influencing activities associated with obtaining grants, contracts, cooperative agreements or loans, is unallowable. Costs of membership in organizations substantially engaged in lobbying are unallowable. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations:

http://www.ecfr.gov/cgi-bin/text-idx?SID=03c9d1e056cd920512dbf61e5ee8117c&node=sp2.1.200.e&rgn=div6#se2.1.200_1450

MEMBERSHIPS, SUBSCRIPTIONS, AND PROFESSIONAL ACTIVITIES

Costs of the grant recipient's memberships in business, technical, and professional organizations are allowable. (NOTE: The State Library's policy is that use of LSTA funds for personal memberships in organizations is not permitted.)

Subscriptions to business, professional, and technical periodicals are allowable. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations:

http://www.ecfr.gov/cgi-bin/text-idx?SID=03c9d1e056cd920512dbf61e5ee8117c&node=sp2.1.200.e&rgn=div6#se2.1.200_1454

PREMIUMS, PRIZES, INCENTIVES, AND SOUVENIRS

Costs of promotional items and memorabilia, including models, gifts, and souvenirs, are unallowable. See ADVERTISING AND PUBLIC RELATIONS (e)(3).

REFRESHMENTS

See ENTERTAINMENT (unallowable), and MEMBERSHIPS, SUBSCRIPTIONS, AND PROFESSIONAL ACTIVITIES (allowable).

TRAINING

The cost of training provided for employee development is allowable. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations: http://www.ecfr.gov/cgi-bin/text-idx?SID=03c9d1e056cd920512dbf61e5ee8117c&node=sp2.1.200.e&rgn=div6#se2.1.200_1472

TRAVEL EXPENSE

Travel costs are allowable for expenses for transportation, lodging, subsistence, and related items incurred by employees traveling on official business. Charges should be consistent with those normally allowed in like circumstances of the grant recipient organization in its regular operations and policy, in non-federally sponsored activities. An exception to this is that car mileage reimbursement for all awarded LSTA grants cannot exceed the current state rate of 54.5 cents per mile (CPM). Reimbursement is the preferred method of payment for travel expenses. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations: http://www.ecfr.gov/cgi-bin/text-idx?SID=03c9d1e056cd920512dbf61e5ee8117c&node=sp2.1.200.e&rgn=div6#se2.1.200_1474

(NOTE: The State Library's policy on out-of-state travel and conferences is that they are generally not allowed. There are exceptions, however, based on the importance of the travel and/or conference to the grant. If your grant will include out-of-state travel or attendance at an out-of-state conference, consult with your grant monitor beforehand to obtain State Library approval before scheduling the trip or registering for the conference.)

KEY DEFINITIONS FOR LSTA GRANT APPLICATIONS

Activity

An Activity is an action or actions through which the Intent of a project is accomplished. For LSTA, there are four types of Activities: Instruction, Content, Planning/Evaluation, and Procurement (Procurement Activities may only be used with an Institutional Capacity Intent). Activities are further specified by Mode and Format. To include an Activity in your application, it must account for at least 10% of the total amount of resources committed to the project.

Consultant

An individual providing expertise that directly supports LSTA project management or activities.

Services

Specific services or resources acquired through a contract to a third party, which are needed to fulfill the objectives of an LSTA grant project.

Intent

An objective or expected result in a project. For LSTA, intents are mapped to the six focal areas: Lifelong Learning, Information Access, Institutional Capacity, Employment and Economic Development, Human Services, or Civic Engagement. In terms of the grant application, your project may have only one intent.

Mode

Mode represents how an activity is delivered, created or experienced. Each type of Activity has specifically defined Modes.

Partner

A partner is a cooperating institution, designated through a formal, signed agreement, which contributes resources (materials/funds/staff) to a project Activity or Activities. Organizations or individuals who are contractors under the project are not partners.

Project

A set of discrete and interdependent activities carried out to achieve an intended outcome. Contains allocable resources (e.g., dollars spent, people responsible for accomplishing tasks, venue or service location(s), time spent).