INDIANA STATE LIBRARY

Managing Your LSTA Grant
2010 Manual

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Chapter 1
Introduction

This manual is intended to provide you with an easily accessible guide to managing your project from the time you are awarded the grant until you turn in your final reports. For some, this is a first LSTA sub-grant, while others are seasoned grantees. Regardless of your familiarity with the LSTA sub-grant process, we recommend that your project director become familiar with this manual. **Grant requirements change from year to year** and this manual provides the State Library with an opportunity make you aware of these changes.

Please note: *This manual is for 2010 grants. If you have a 2011 grant, please refer to the 2011 manual.*

Chapter 2
General Responsibilities

Grant Consultant

It is the responsibility of the Indiana State Library LSTA Grant Consultant to assist you in completing a successful project. This often means working closely with you throughout the year and sometimes even beyond. The consultant is also responsible for monitoring all aspects of your project—programmatic and financial—and reporting the results to the Institute of Museum and Library Services.

The consultant's responsibilities include:

- *Communicating frequently with grantees and soliciting feedback*
- *Advising the project director on programmatic and/or financial issues that arise*
- *Completing site visits to assist with and monitor projects in the field*
- *Reviewing reports and reimbursement requests*
- *Approving all project revisions in accordance with the contract*
- *Submitting a final annual report about LSTA expenditures to IMLS*
- *Documenting exceptional grant projects and helping to spread the word of their successes*

Grantee

The library, network, cooperating group, or regional library system, as the proud recipient of this award, is known as the grantee. As such, it contracts with the State Library to expend awarded funds in accordance with the plan set out in the grant proposal and to accomplish the objectives as approved. **A Project Director must be assigned to the project and will be primarily responsible for meeting contract obligations and approved goals.** Responsibilities of the grantee & project director follow on the next page.

Responsibilities of the Grantee & Project Director

- ☐ Following all state and federal laws

- ☐ Ensuring that contractual agreements between the State of Indiana and the grantee are met and that any disbursement of funds is made only after the contract has been finalized (*see Chapter 4: Contracts*)

- ☐ Carrying out the action plan as stated in the original proposal or with approved changes *(changes to the program as outlined in the application must first be approved by the State Library)*

- ☐ Requesting approval for revisions to programming plans or budget if applicable *(see Chapter 6: Program & Budget Revisions)*

- ☐ Giving recognition to LSTA and the IMLS in all publicity (*see Chapter 10: Publicity*)

- ☐ Appointing a project director who will be primarily responsible for the project

- ☐ Notifying the LSTA Grant Consultant immediately if the project director leaves or will be absent from the project for longer than three months

- ☐ Meeting reporting deadlines (*see Chapter 3: Timeline* & *Chapter 4: Reports*)

- ☐ Regularly submitting reimbursement requests (*see Chapter 7: Reimbursement Process*)

- ☐ Personally tracking reimbursement requests, expenditures, and obligations *(note: even if your business office is ultimately responsible for the accounting, the Project Director must still be aware of and will be accountable for how each dollar is spent)*

- ☐ Regularly submitting copies of survey results, newspaper clippings, flyers, and program announcements

- ☐ Evaluating your project progress in meeting goals and objectives (*see Chapter 8: Reports*)

- ☐ Preparing for site-visits (*see Chapter 9: Site Visits*)

- ☐ Spending all federal funds and providing the required local match

- ☐ Documenting your local match as instructed and maintaining files in the case of an audit

- ☐ Maintaining grant records through December 31, 2016

Chapter 3
Timeline

Because the due dates for all reports are known well ahead of time, it is expected that project directors plan ahead and submit each report on time. All required reporting forms are available online at http://www.in.gov/library/lsta.htm.

It may be the case that at the time of the first quarter progress report, the contract has just been returned, and no spending and little actual project work have been accomplished. The project director is still obligated to submit the report and should indicate when purchasing will begin and whether they are ahead or behind schedule.

Innovative grants follow a personalized grant timeline. Please ignore the timeline below and refer to the dates provided individually to you. Contact the LSTA Grant Consultant if you are unsure of your project timeline or due dates.

Mark these dates on your calendar!

2010 DIGITIZATION & TECHNOLOGY GRANTS TIMELINE

February/March 2010	Grants are awarded, applicants notified, contracts mailed
April/May 2010	Project begins when contract is complete (*see Chapter 4: Contracts*)
July 30, 2010	1st Quarter Progress Report due
November 26, 2010	2nd Quarter Progress Report due
February 25, 2011	3rd Quarter Progress Report due
May 31, 2011	Project ends; all project funds must be spent or obligated
June 30, 2011	Last day to submit reimbursement requests unless special arrangements have been made with the Indiana State Library
July 29, 2011	Financial Final Report and Project Evaluation Plan due
October 1, 2011	Narrative Final Report due

Chapter 4

Contracts & Agreements

No grant project can begin without a completed contract, signed by the grantee and approved by the State of Indiana. **The start date of your project is the day the Attorney General approves and signs the contract. Any funds spent before this start day WILL NOT be reimbursed.**

Completing the Contract

The Indiana State Library will send all grantees a contract. Each contract will include the grantee's name and address, project number, CFDA number, federal account number, amount of award, ending date of the grant, and duties of the grant.

Once the contract has been received in the mail, grantees are encouraged to get the appropriate signatures (see below) and return the contract as soon as possible. The signed contract must be returned to *LSTA Program Coordinator, 315 West Ohio Street, Indianapolis, IN 46202*. It will then be routed through state offices for signatures. These include the State Budget Agency, State Department of Administration, and Attorney General's Office.

Once the final signature from the Attorney General is received, a copy of the completed contract will be sent to the grantee for their files. *Note: This process can take up to 45 days. Please ensure you get the appropriate signatures and return the contract to us in the timeliest manner possible*. One you receive a copy of the contract with State signatures, you may begin spending.

Appropriate Signatures

Academic Libraries
The grants administrator or library director (or an officer of the academic institution) should sign the contract on the signature page and type in the date, his/her name, and title; the other person may attest.

Public Libraries
The library board must approve the contract at an agency board meeting and authorize the agency director to sign the contract. The library director should sign and date pages 8 and 9 of

the contract. The secretary of the library board must fill out and sign the certificate of resolution and have it notarized. The secretary grants authority to two persons, listed on the line marked number 2 on the certificate, to execute the contract. The board secretary cannot be one of the two persons who are being granted authority to execute the contract. At least one of the persons on line 2 must have signed the contract on page 8 of 9.

School Media Centers
The school board must approve the contract at an agency board meeting and authorize the superintendent to sign the contract. The superintendent should sign and date pages 8 and 9 of the contract. The secretary of the school board must fill out and sign the certificate of resolution on page 9 of 9, and have it notarized. The secretary grants authority to two persons, listed on the line marked number 2 on the certificate, to execute the contract. The board secretary cannot be one of the two persons who are being granted authority to execute the contract. At least one of the persons on line 2 must have signed the contract on page 8 of 9.

Completing Agreement Forms

Federal Requirements
In addition to receiving a contract from the State Library, you will also receive an agreements form that must be signed by the library director or superintendent and returned with the contract. This form certifies that the grantee meets all federal requirements for receiving LSTA funds. In order to receive any reimbursements, this form must be completed.

CIPA Certification
If you are a public library or an elementary or secondary school library in a public school system you will also receive a Children's Internet Protection Act (CIPA) certification form. By checking off the appropriate boxes and signing this form, you assure that you are in compliance with CIPA. This form should be signed by the library director or superintendent and returned with the contract. In order to receive any reimbursements, this form must be completed. For more information about CIPA, go to www.imls.gov and look for "Children's Internet Protection Act."

Chapter 5
Pre-Project Activities

As a grantee, you learn that your project is approved in February or March, but you often cannot begin spending until as late as June or July because of delays in completing your contract. Although this may seem like down time before your project can begin, there are many pre-project activities **not requiring funds** which should be completed during this time.

Some of these pre-project activities may already be listed in your proposal's activities section, or you may want to add them. Some examples include:

- *Reviewing professional selection tools.*
- *Consulting advisory groups.*
- *Making decisions about product selection.*
- *Talking to vendors.*
- *Planning your future programs.*
    - *Who will be involved?*
    - *Where will programs take place?*
    - *When should these begin?*
- *Gathering pre-project baseline statistics for evaluation.*

Waiting for your contract to be completed and returned may be a frustrating time because you are anxious to spend the funds promised and begin your project. But by using this time to refine your plans and potentially identify and manage obstacles before they develop, you better enable yourself to fully achieve your project goals.

Chapter 6
Program & Budget Revisions

We want your project to succeed and we know that achieving success may require modifications to your original plan. While we understand that changes to your plan or budget may become necessary, the State Library must approve any major activity or budget revisions and should be informed at the first sign of any potential problems.

Always contact the State Library at the onset of a problem or change. Do not make decisions or obligations that differ from your approved project budget or plan without first seeking appropriate approval. **When in doubt, contact the LSTA Grant Consultant.**

Written approval is required for major programmatic or budget changes. This means that changes in your programmatic plan from those stated in your original proposal must be submitted in writing to and approved by the State Library before they can be implemented.

Any alterations to the project budget, large or small, must first be approved. This includes reallocations of funding from one budget category to another. Most budget changes will require a formal revision request. Contact the LSTA Grant Consultant for instructions on requesting a budget revision. If approved, the revised budget will replace the former.

The LSTA Grant Consultant must be notified immediately if there is a change in Project Director. Include all new or updated contact information with the notification.

Chapter 7
Project Finances

The project budget you created for your grant application had two parts:

(1) local match (cost sharing) funds and

(2) LSTA grant funds.

As a grantee, you are required to follow the local match policies described below, which will prove your compliance with federal grant requirements in the event of an audit. In order to receive LSTA grant fund reimbursement for project expenses, you must follow our reimbursement procedures. A copy of all records documenting account expenditures, reimbursements, and cash match should be maintained in a grant program file at your library through December 31, 2016.

Local Match

LSTA sub-grants require a local match equal to at least 10% of your LSTA award. Local match can be made up of both cash and in-kind contributions made by the library and outside sources. In-kind contributions are defined as goods, commodities, or services instead of money contributed to the project by the library or other sources.

Allowable Cost Share

You may only claim cost sharing for items and purposes allowable under federal and state law and federal OMB regulations[1]. When you received your award, the LSTA Grant Consultant reviewed your project budget to ensure that your local match was allocated to allowable expenses. For this reason, you must immediately obtain approval from the LSTA Grant Consultant for changes to your cost sharing plan.

Required Record Keeping

You must maintain documentation of your cost share in order provide evidence of your compliance with the local match requirement in the case of an audit. A copy of all records documenting cash match and in-kind contributions should be maintained in a grant program

[1] Public Libraries should refer to 2 CFR 230 http://www.whitehouse.gov/omb/fedreg/2005/083105_a21.pdf; academic and school libraries should refer to 2 CFR 220 http://www.whitehouse.gov/omb/fedreg/2005/083105_a21.pdf.

file at your library through December 31, 2016. Requirements for documenting different types of local match are described below. Please contact the LSTA Grant Consultant with any questions.

(1) To document cash match (purchase of goods or services toward the project), you must maintain invoice records. Invoices must include the name of the vendor, invoice number, date, quantity, unit cost, and accurate descriptions of the goods and services.

(2) To document local cash spent to hire temporary staff allocating 100% of their time toward the LSTA project, you must maintain records of the employee name, number of hours worked, amount earned per hour, and total paid out.

(3) To document local cash spent to add hours for current part-time employees to devote to the LSTA project, please maintain records of employee name, the numbers of hours devoted to LSTA, the amount earned per hour, and the total paid out.

(4) Public libraries documenting the in-kind contribution of full-time staff allocating a portion of their time to the LSTA project should maintain records of the employee name, hourly pay rate and the number of hours worked on the LSTA project in a log or timesheet, along with a signed statement by the fiscal agent verifying that the time allocations are accurate.

(5) Academic and school libraries documenting the in-kind contributions of full-time staff allocating a portion of their time to the LSTA project should maintain records of the employee name, the annual salary and percentage of time worked on the LSTA project, and a signed statement by the fiscal agent verifying that the time allocations are accurate.

Reimbursement

LSTA funds awarded to sub-grantees are available through reimbursement only.

Reimbursement Standards

To receive reimbursement sub-grantees must meet the following standards:

- Expend funds for items and purposes allowable under federal and state law and

federal OMB regulations[2]
- Expend funds for the purposes and items described in the contracted project application or approved project revision
- Expend funds within the contracted time frame (contract finalization to contract end date)
- Submit reimbursement request forms with appropriate documentation of expenditures
- Fiscal agent must sign reimbursement requests in blue ink and submit the original
- Meet all other grantee obligations including the timely submission of required reports
- Maintain appropriate records of all grant transactions through December 31, 2016.

Sub-grantees who fail to meet any of the aforementioned criteria may be denied reimbursement.

Reimbursement Timeline

Grant spending begins only when the contract is complete (*see Chapter 4: Contracts*). **Monies spent before contracts are signed by all parties WILL NOT be reimbursed.**

May 31, 2011

Grant money must then be expended and/or obligated by May 31, 2011. Funds spent after this date WILL NOT be reimbursed unless prior approval has been obtained from the State Library**.**

If you are approaching the final date of the contract (*May 31, 2011*) and have not spent all funds, you may contact the State Library about the possibility of either obligating funds or obtaining a small extension. To obligate funds and/or obtain an extension, you must acquire approval prior to May 31, 2011. If no approval has been made prior to May 31, 2011, the contract ending date is binding *without exception*.

June 30, 2011

All reimbursement requests must be postmarked by June 30, 2011, unless prior approval has been obtained from the Indiana State Library**.**

[2] Public Libraries should refer to 2 CFR 230 http://www.whitehouse.gov/omb/fedreg/2005/083105_a21.pdf; academic and school libraries should refer to 2 CFR 220 http://www.whitehouse.gov/omb/fedreg/2005/083105_a21.pdf.

Reimbursement Procedures

Reimbursement requests should be made regularly, as you allocate funds, but no more than once a month.

Requests for reimbursement must clearly comply with the approved project budget. Reimbursement claims and invoices are reviewed by the State Library and checked against the project budget to determine approval. Reimbursement will not be given for expenditures that differ from the approved budget unless the grantee obtained State Library approval prior to purchasing (*see Budget Revision below*). A budget revision must be requested for all budget changes, including reallocation of funds from one category to another (*i.e. from personal services to supplies*) and significant increases in item cost.

To receive reimbursement, grantees will submit (1) documentation of monies paid out, (2) an invoice describing purchases, and (3) a completed reimbursement form. A legible copy of a vendor invoice along with proof that funds were already allocated must be submitted with the request for reimbursement for every item purchased. This invoice must include the name of the vendor, invoice number, date, quantity, unit cost, and accurate descriptions of the goods and services. A blank reimbursement form will be included with the completed contract and is also available on our webpage. Appropriate invoice documentation is described in more detail below, in Reimbursement Documentation.

To ensure easy processing of your claim, you are also welcome to attach additional documentation demonstrating the relationship between your claim and your project budget.

Claim forms and supporting documentation should be mailed to *LSTA Coordinator, Indiana State Library, 315 West Ohio Street, Indianapolis, IN 46202*. **Reimbursement forms must have an original signature. Faxes or electronic copies will not be accepted.**

Reimbursement Documentation

Items Purchased (including contracts with individuals for services rendered)

A legible copy of a vendor invoice along with proof that funds were already allocated must be submitted with the request for reimbursement for every item purchased. This invoice must include the name of the vendor, invoice number, date, quantity, unit cost, and accurate descriptions of the goods and services.

Personnel Expenditures

- *100% LSTA Program Staff*

  For temporary staff hired to allocate 100% of their time to the LSTA grant program, submit an invoice for the amount paid and a document indicating the name of the individual, the number of hours worked, the pay rate, and the total amount of LSTA funds reimbursement requested.

- *Part Time Staff Working on LSTA Projects*

  For part-time staff given additional work hours to devote to the LSTA grant program, only the time spent on the LSTA grant program can be paid with LSTA funds. The sub-grantee is required to keep a log or timesheet for that individual that records the hours per pay period that the staff member worked on the LSTA grant program and the hours per pay period that they worked on other projects.

  An invoice for the amount paid and a document indicating the name of the individual, the number of hours they worked on the LSTA project, the pay rate for the LSTA project, and the total amount of LSTA funds requested should be submitted with the reimbursement request. In addition, a confirmation, signed by the fiscal agent, that LSTA funds and salary were not earned at the same time and that the proper amount of hours were allocated to the LSTA project should be attached.

Budget Revision

Reimbursement claims for expenditures that differ from the approved budget will not be processed without prior-to-purchase approval from the Indiana State Library. As stated in *Chapter 6*, changes to the original project budget must first be approved by the Indiana State Library. To request a budget revision, you must contact the LSTA Grant Consultant before purchase.

Leftover Funds

If you determine that you will not spend the total amount of the grant, please contact the State Library as soon as possible. Early notification of unexpended funds will allow the Indiana State Library to reallocate those funds into other Indiana projects; otherwise, these funds will be sent back to Washington and will not directly benefit libraries in Indiana.

REIMBURSEMENT CHECKLIST

- ☐ Do your invoices list every item for which you are currently requesting reimbursement?
- ☐ Do your invoices list item names and descriptions?
- ☐ Do those item names and descriptions match those in your project budget?
- ☐ To ensure quick processing, should you include additional documentation to show how your claim and project budget match?
- ☐ Are there any purchases for which you are requesting reimbursement that aren't explicitly listed on your original project budget?
    - ☐ **If so**, you should cancel your order and contact the grant consultant immediately to request a budget revision.
- ☐ Are there any significant price increases from the original estimates on your project budget?
    - ☐ **If so**, you should contact the grant consultant immediately to request a budget revision.

Chapter 8

Reporting

Five reports are required from all grantees: three quarterly reports, one financial final report and one narrative final report. All report forms are available online on our webpage: http://www.in.gov/library/lsta.htm. Reports are reviewed by the LSTA Grant Consultant. These reports help the consultant monitor projects, develop an enhanced understanding of the use of LSTA funds in Indiana, and compile an accurate annual report for the federal government. Because of the importance of these reports, failure to submit a report may result in the loss of your grant funding.

Please keep this in mind: your good stewardship of reporting requirements ensures that Indiana continues to receive federal funds for libraries and will evidence your institution's capacity to manage future LSTA sub-grants.

Project Number

All reporting forms require your project number. This number can be found in Part 1: *Purpose of this Grant Agreement* on the first page of your grant contract. Your project number is described as *Project* #. **Example**: Project #T10-2-4(84).

Quarterly Progress Reports

Quarterly progress reports are required from all grantees. The quarterly progress report form is available on our webpage. For Digitization and Technology grantees, these reports are due in July, November, and February (*see Chapter 3: Timeline*). They are meant to detail your progress, expenditures, successes, evaluation progress, and any problems you may have encountered. Innovative Library Technology and other grantees have individual due dates.

Final Reports (Narrative & Financial)

The final report has two parts; a narrative form and a financial form. Both forms are available online. **The financial final report is due** after spending has ended and should bear a postmark of no later than **July 29, 2011**. This report must be signed and mailed to the LSTA Grant

Consultant. The financial final report must match the records we have received for reimbursement. It must document your 10% or more cash match and the amount of federal funding spent. If you have any questions about completing this form, please contact the LSTA Grant Consultant.

The narrative final report form must be postmarked by October 1st, 2011. This due date will give grantees time to conduct proper evaluation of their new programs and services. This report must be e-mailed to the LSTA Grant Consultant.

The narrative final report should include an evaluation of the project based on the objectives stated in the project application or revised project plan (*see Chapter 6: Revisions*). Both outputs and outcomes should be measured and documented in the final report. Outputs include how much of the products or services were used (*i.e. how many people use new equipment, how many articles digitized, how many staff trained, how many visits to the website*). Outcomes measures changes in the target audience (*i.e. increased information literacy skills, increased awareness of technology, etc*).

Exemplary Projects

Near the end of the grant cycle, the State Library will send an email soliciting feedback from exemplary projects. If you feel your grant project is successful and can serve as a model for other libraries, please reply to the State Library with a letter detailing the successes you achieved.

Chapter 9
Site Visits

As a part of the oversight of the grant program, the LSTA Grant Consultant, and/or a consultant from the Indiana State Library will make a site visit to some grantee libraries. These visits can occur at any point throughout the grant year. Not all grantees will receive a site visit. At a site visit, the consultant will want to see what has been purchased, your program file of financial and other records, and discuss the progress of the project. Grantees should be prepared for a site visit by having appropriate documentation and information to answer questions about project accomplishments, changes in project direction, strengths and weakness, and information presented in progress reports. If a site visit is completed, a report will be added to the grantee's file. The grantee will be provided with feedback after the site visit is complete.

Chapter 10
Publicity

Grantees are encouraged to publicize their receipt of an LSTA grant. This can be accomplished through newspaper articles, radio announcements, pamphlets, or other types of handouts. documented publicity must be mailed to the LSTA Grant Consultant to be added to the grantee's file.

The Institute of Museum and Library Services requires public acknowledgement of activities it supports. The guidelines for crediting the institute are described below:

PUBLIC EVENTS: At programs or public gatherings related to your award, acknowledge Institute verbally. Display the logo on event signage.

PRESS EVENTS: At press conferences acknowledge the Institute orally. Acknowledge on press kits and in press releases.

PRINTED MATERIALS: Acknowledge the Institute as follows: "*This project is made possible grant from the U.S. Institute of Museum and Library Services.*" For posters, use a size for which words *"Institute of Museum and Library Services"* are legible from a distance.

WEB SITES: Acknowledge the Institute on your Web site.

The IMLS has created a press kit to assist grantees with publicizing the grant award. The kit contains basic media tips, a sample news release, the IMLS logo and a sample radio service announcement at http://www.imls.gov/recipients/communication.shtm.

Sample Media Release & Tag Line

Media Release:

For Immediate Release
Today's Date

Contact: *(Insert your institution's contact name, telephone number, and email address)*

***(insert your institution's name)* Awarded LSTA Grant**

(Insert your institution's city) – *(Name of your institution*) has received a grant in the amount of ($) to *(describe how your institution will use the grant money for the benefit of your community).*

(Insert a quote from your institution's director)

This project is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered by the Indiana State Library.

The Institute of Museum and Library Services is the primary source of federal support for the nation's 123,000 libraries and 17,500 museums. Its mission is to grow and sustain a "Nation of Learners" because life-long learning is essential to a democratic society and individual success. Through its grant making, convenings, research and publications, the Institute empowers museums and libraries nationwide to provide leadership and services to enhance learning in families and communities, sustain cultural heritage, build twenty-first-century skills, and increase civic participation. To learn more about the Institute, please visit http://www.imls.gov.

Tag Line:

"The Institute of Museum and Library Services is the primary source of federal support for the nation's 123,000 libraries and 17,500 museums. The Institute's mission is to create strong libraries and museums that connect people to information and ideas. "

Chapter 11
Contact Information

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