

# Library Service & Technology Act Multi-District Workshop Guidelines

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*Federal Fiscal Year: 2018-2019*



**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF EDUCATION**

333 Market Street  
Harrisburg, PA 17126-0333  
[www.education.pa.gov](http://www.education.pa.gov)



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## **Executive Summary**

Federal Library Services and Technology Act (LSTA) funds from the Institute of Museum and Library Services (IMLS) are available from the Pennsylvania Department of Education (PDE) Office of Commonwealth Libraries (OCL) to develop and implement services for public, academic (postsecondary), school (K-12), and special libraries (including library staff and library boards) across Pennsylvania.

Available grant funds will be awarded to proposals that are the most competitive and most closely aligned with the goals and outcomes outlined in [Pennsylvania's LSTA Five-Year Plan](#) (PDF, 25 pages) located at [www.statelibrary.pa.gov/LSTA](http://www.statelibrary.pa.gov/LSTA).

Projects will begin on or about May 1, 2019. Up to eight reimbursement contracts will be awarded to successful applicants. Grants may not be combined.

Eligible applicants include: District Library Centers that currently receive Public Library Subsidy funds.

Applications must be submitted via the PDE eGrants system to PDE by the close of business (5:00 P.M.) on Friday, February 15, 2019. Paper applications will not be accepted.

## **LSTA Background**

LSTA funds are available to states from the federal IMLS through a program stipulated by the Library Services and Technology Act to develop library services throughout the States, U.S. Territories, and the Freely Associated States.

In Pennsylvania, the LSTA program is administered through OCL. OCL's intents are to improve:

1. users' formal education;
2. users' general knowledge and skills;
3. users' ability to obtain and/or use information resources;
4. the library's physical and technological infrastructure;
5. the library workforce;
6. users' ability to participate in community conversations around topics of concern;
7. library operations;
8. users' ability to apply information that furthers their personal, family, or household finances;
9. users' ability to participate in their community; and
10. users' ability to use resources and apply information for employment support.

## Multi-District Workshop Intent

OCL is accepting applications for Multi-District Workshop grants from District Library Centers to provide workshops on subjects meaningful for staff and volunteers within groups of districts. Having the workshops within multi-districts requires less travel on the part of the targeted audience, which will ensure a better attendance. Conducting workshops through the multi-district model permit more targeted knowledge and resources, resulting in a higher level of staff proficiencies and resources for the community.

These services must support one of the following Multi-District Workshop priorities:

1. **Lifelong Learning and Literacy** - Develop and improve services and collaborations with community organizations in all types of libraries for individuals of all ages in order to support their needs for lifelong learning and literacy competencies in areas such as basic, civic and social, digital, financial, health, science, technology, engineering, and mathematics.
2. **Digital Library Services** - Increase and improve Pennsylvanians' access, knowledge, and ability to use and share digital library services, resources, and content.
3. **Underserved and Populations with Special Needs** - Develop and improve services and community organization collaborations in all types of libraries for underserved populations or for Pennsylvanians who have difficulty using libraries, especially those who live in poverty or who have a disability.
4. **Workforce Development** - Develop and improve workforce development services and community organization collaborations in all types of libraries for individuals of all ages.
5. **Community Engagement** – developing an atmosphere where the community is the reference point for decision-making; generating strategies and actions that make public libraries more relevant and responsive to the life of the community; forge partnerships and relationships that make community a more common enterprise; and create a more vibrant and inclusive culture.

Up to eight grants with an amount up to \$5,000.00 will be awarded for district libraries to hold separate Multi-District Workshops for library staff members and volunteers in 2019. Available grant funds will be awarded to proposals that are the most competitive and closely aligned with the goals and outcomes outlined in [Pennsylvania's LSTA Five-Year Plan](#) (PDF, 25 pages) located at [www.statelibrary.pa.gov/LSTA](http://www.statelibrary.pa.gov/LSTA).

Multi-District Workshops are to target public library staff members and volunteers within multi-district areas. Participants should be exposed to content enabling them to broaden their skill-set combined with educational knowledge to perform their jobs.

Reimbursement contracts will be awarded to successful applicants. Awards are contingent upon satisfactory grant management and the availability of funds.

## **Multi-District Workshop Applicant Eligibility**

Eligible applicants include: **Pennsylvania District Library Centers that currently receive Public Library Subsidy funds.**

Each multi-district group must select one district library to apply and administer the LSTA grant. Historically the following districts have worked together. District Centers may work with districts other than those listed below.

Capital Area: Capital Area, Chambersburg, Lancaster, Lebanon, York Districts

Lehigh Valley Area: Allentown, Bethlehem, Easton, Reading Districts

North Central Area: North Central District

North East Area: Pottsville, Scranton, Wilkes-Barre Districts

North West Area: Erie, New Castle, Oil Creek, Seneca Districts

South Central Area: Altoona, Central PA, Johnstown Districts

South East Area: Chester, Delaware, Bucks, Montgomery, Philadelphia Districts

South West Area: Aliquippa, Westmoreland, Pittsburgh, Washington

Within the grouping of district libraries, one district center library will take the lead for applying, reporting and fiscal management.

In addition, the following requirements must be met:

### **General:**

All Multi-District Workshop applicants must:

1. Be incorporated as a Pennsylvania not-for-profit corporation or be a department or agency of county/local government. If incorporated as a not-for-profit organization, the applicant must be designated as a charitable organization having tax-exempt status under the U.S. Internal Revenue Code (26 U.S.C. § 501)
2. Possess the following:
  - a. **Federal Employer Identification Number (FEIN) or Employer Identification Number (EIN).**
  - b. **Pennsylvania Vendor Number:** This number is required for entities that receive payments or grants from the Commonwealth of Pennsylvania. You can register for **OR** verify an already existing **Vendor** number at: [www.vendorregistration.state.pa.us](http://www.vendorregistration.state.pa.us). (If you are registering for the first time, consider registering for a Pennsylvania Non-Procurement Vendor

Number. This means that you receive payments or grants, but do not plan to bid on goods or services for which the commonwealth seeks bids.)

- c. **Administrative Unit Number (AUN):** An AUN is a nine-digit number assigned by PDE to uniquely identify entities such as libraries, school districts, intermediate units, higher education institutions, professional education associations, etc. To verify an already existing Administrative Unit Number, visit: [www.edna.ed.state.pa.us/Screens/wfHome.aspx](http://www.edna.ed.state.pa.us/Screens/wfHome.aspx). To register for an AUN, email [ra-edna-admin@pa.gov](mailto:ra-edna-admin@pa.gov).
- d. **Dun & Bradstreet D-U-N-S® Number:** A D-U-N-S® number is a unique nine-digit identifier for businesses. It is used to establish a business credit file, which is often referenced by lenders, potential business partners and the federal government to help predict the reliability and/or financial stability of the business. To register for or to verify an already existing D-U-N-S® Number, visit: [www.dnb.com](http://www.dnb.com). (To ensure that you don't register unnecessarily, be sure to verify whether you have a number first.)

## **Policies and Procedures:**

To comply with the federal Uniform Administrative Requirements for grants (2 CFR §200.300 - §200.345), all LSTA grant applicants must have written versions of the policies outlined here which are to be included in the grant application (see [Application Attachments](#) section below)

1. **Cash management procedure or policy** which establish LSTA fund controls and accountability, including written procedures for determining the allowability of costs under the terms and conditions of the LSTA award (2 CFR §200.302(b)(6), §200.302(b)(7), §200.305).
2. **Bid and procurement procedure or policy** that establish standards and controls for the purchase of all goods and services, including written procedures for the evaluation of the proposals received and for selecting awardees (2 CFR §200.319(c), §200.320(d)(3)).
3. **Conflict of interest policy** which governs the actions of its employees or board members who engage in the selection, award and administration of contracts, including disciplinary actions should the policy be violated (2 CFR §200.318(c)).
4. **Travel policy** (2 CFR §200.474(b)).
5. **Compensation and fringe benefit policy if federal funds are used for compensation and fringe benefits** (2 CFR §200.430(a), §200.431(a), §200.464 [Relocation Costs of Employees]).



- 6. Indirect cost rate development procedure if an indirect cost rate other than ten percent has been negotiated directly with the federal government.** (2 CFR §200.414, §200.331(a)(4), Appendices).

For more information on policies and procedures that comply with the federal Uniform Administrative Requirements for grants (including sample policies), visit [www.statelibrary.pa.gov/LSTA](http://www.statelibrary.pa.gov/LSTA).

### **Sharing Results:**

Grant recipients must agree to share the results of their projects with other libraries and statewide. All grant recipients are expected to conduct an evaluation of their project that includes outcomes. Some grant recipients may be selected for project review by an outside evaluator.

## **Application Instructions**

### **Online eGrants System**

PDE uses eGrants, an online system for the submission and management of grant applications and contracts: [www.egrants.pa.gov](http://www.egrants.pa.gov)

The eGrants system is available to all participating agencies eligible to apply for and receive educational grants including libraries, school districts, charter schools, intermediate units, and other institutions. Each participating agency must assign an Agency User Administrator to create and manage eGrants accounts for all employees and associates who access the system. The authorized Agency User Administrator must be verified by OCL to receive a valid account login ID, password, and instructions.

If your organization does not already have a login for the eGrants system, OCL must create an Agency User Administrator for your organization. If you need an Agency User Administrator login to be created, or if your Agency User Administrator has forgotten his/her login, contact [ra-lsta@pa.gov](mailto:ra-lsta@pa.gov) with the subject line: "Need eGrants User Administrator Login" and provide your contact information.

If you are not the Agency User Administrator and you have forgotten your login and password, contact your organization's Agency User Administrator (usually the director) to request assistance.

If you have forgotten your password, go to [www.egrants.pa.gov](http://www.egrants.pa.gov) and click the "Forgot Password" link.

Once logged in, the "Getting Started Guide" that covers the basic functions of eGrants is located on the right side of the eGrants home page.

## Application Attachments

Clearly named, scanned PDF copies of all the documents supporting the project should be uploaded individually into the Attachments section of the online application.

Attachments over 3MB (megabytes) are not accepted in eGrants. If you are scanning your attachments, please set the scanner resolution to low. Attachments can only be submitted in Word, Excel, or PDF formats.

Requested documents include:

1. Cash management procedure or policy
2. Bid and procurement procedure or policy
3. Conflict of interest policy
4. Travel policy
5. Compensation and fringe benefit policy (if federal funds are used for compensation and fringe benefits)
6. Indirect cost rate development procedures (if an indirect cost rate other than ten percent has been negotiated directly with the federal government)
7. [Internet Safety Certification for Applicant Public Libraries, Public Elementary and Secondary School Libraries, and Consortia with Public and/or Public School Libraries \(CIPA\)](#).

## Indirect Cost Instructions

To support the indirect costs associated with developing and implementing the training, Multi-District Workshop award recipients are eligible for up to 10 percent of the grant award as payment for indirect costs. (Or, if the grant recipient has negotiated another indirect cost rate with the federal government, it may charge up to the percentage specified in that agreement.)

Indirect costs are defined as those that are incurred which 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 are charges for utilities, general insurance, use of office space and equipment that you own, local telephone service, and the salaries of the management and administrative personnel of the organization.

Grant applicants may opt for **one** of the following three options:

1. Do not include any indirect costs (zero percent of the grant award); or
2. Select a percentage rate of the grant award that does not exceed ten percent of the total indirect costs; or
3. Select an indirect cost rate that does not exceed the percentage that has been negotiated with the federal government by your organization. If this option is selected, you must include a copy of the current negotiated agreement as an attachment.

If you selected option number 2 or 3 from the indirect costs menu in the application, enter the indirect cost percentage value in the field. For example, enter 0.07 in the percentage field if your indirect cost rate is 7 percent of the total award.

## **Use of Funds**

Detailed information regarding [LSTA Allowable Expenditures](#) (PDF, three pages) is located at: [www.statelibrary.pa.gov/LSTA](http://www.statelibrary.pa.gov/LSTA). A brief summary follows:

### ***Eligible Expenditures***

1. Expenditures that support the project's implementation.
  - a. Speakers and their related hotel/travel/meal costs
  - b. Handouts
  - c. Printed materials
  - d. Venue costs
  - e. Meals (only with an educational component)
2. Indirect costs of up to ten percent of the project total. Or, if the Multi-District Workshop award recipient has negotiated another indirect cost rate with the federal government, it may charge up to the percentage specified in that agreement.
3. The project total plus the indirect cost cannot exceed the maximum grant amount of \$5000.

### ***Ineligible Expenditures***

1. Electronic materials that are already via POWER Library or the Bureau of the State Library.
2. Subscriptions that expire after the contract termination date.
3. Supplies for processing library materials.
4. Furniture.
5. Extended warranties that expire after the contract termination date.

### ***Grant Restrictions***

1. OCL will not approve grant awards for projects already under way or complete at the time of the grant application or before the grant is approved.
2. LSTA funds may not be used for basic operating costs of a library.
3. LSTA funds may not be used to supplant previously available local funds.
4. LSTA funds may not be used for capital improvements.

5. LSTA funds may not be used for promotional items and memorabilia that are not related to the LSTA project.
6. LSTA funds may not be used for food unless an educational component is associated with the food that is provided.
7. LSTA funds may not be used for the purchase of equipment with a unit cost of \$5,000 or more unless permission has been granted by OCL and IMLS. Prior approval must be requested by using the form "[Equipment - \\$5000+ Request for Approval](#)" (PDF, one page) located at: [www.statelibrary.pa.gov/LSTA](http://www.statelibrary.pa.gov/LSTA).
8. Applicable federal and state laws govern LSTA funds.
9. LSTA funds may not be used to pay the salaries of current staff unless the cost is for hours added specifically to support the LSTA project.

## **Application Deadline**

**Applications must be submitted via the PDE eGrants system to PDE by the close of business (5:00 P.M.) Friday, February 15, 2019. Paper applications will not be accepted.**

## **Application Evaluation Criteria**

Applications that are incomplete or that do not meet the minimum requirements as outlined in this document will be disqualified.

Reviewers will use the point values below in determining a score for each application.

<b>Very Good</b>	Specific and comprehensive to the question. Detailed and clearly articulated information in the answer. Thoroughly developed ideas.
<b>Good</b>	General but sufficient detail. Adequate information as to how the question was answered, but some important details were not fully explained. Some minor inconsistencies or weaknesses.
<b>Fair</b>	Sketchy and non-specific. Question is minimally answered, but limited information is provided. Lacks focus and detail.
<b>Poor</b>	Does not answer the question, fails to provide information, provides inaccurate information, or provides information that requires substantial clarification.

Criteria	Very Good	Good	Fair	Poor
<b>Project Background and Summary – 25 Possible Points</b>				
Includes information on the characteristics, statistics, and demographics of the target user group to be served. Information includes education levels, access to resources, community situations and unemployment, as applicable.	5	4 or 3	2 or 1	0
There is strong analysis of the community's need for the project that is stated in terms of the target population. There is clear evidence of how the need was determined and includes qualitative and quantitative data to justify the need for the project.	5	4 or 3	2 or 1	0
There is strong evidence that the project will directly meet the need of the target audience. Quantifiable statistics are used to project expected service impact.	5	4 or 3	2 or 1	0
The project is based on the library's mission and short- and long-term goals.	5	4 or 3	2 or 1	0
There is sufficient detail to understand the organization, the connection between the need and the proposed solution, and how the program will be implemented.	5	4 or 3	2 or 1	0
<b>Grant Timeline/Activities – 10 Possible Points</b>				
There is a clear description of activities to be performed from the beginning to the end of the project.	5	4 or 3	2 or 1	0
The timeline provides a clear, logical and appropriate process of implementation, demonstrating that the project is feasible and achievable within the timeframe of the grant year.	5	4 or 3	2 or 1	0
<b>Planning and Evaluation – 24 Possible Points</b>				
Project purpose statement is clear and identifies the expected benefit.	5 or 6	4 or 3	2 or 1	0
Provides reasonable methods to collect data to include feedback on how target group's lives will change.	5 or 6	4 or 3	2 or 1	0
Each activity supports a project goal by providing a means by which the goal will be met.	5 or 6	4 or 3	2 or 1	0
Identifies ways in which the applicant will use and learn from the information gathered through evaluation	5 or 6	4 or 3	2 or 1	0
<b>Budget and Funding– 36 Possible Points</b>				
There is a realistic budget with a breakdown of thoroughly explained items that match the proposed activities.	5 or 6	4 or 3	2 or 1	0
The resources described for the project are appropriate and sufficient to carry out the project.	5 or 6	4 or 3	2 or 1	0
The budget shows sufficient grant and local funds to implement the project.	5 or 6	4 or 3	2 or 1	0

The budget reflects reasonable costs in relationship to anticipated results.	5 or 6	4 or 3	2 or 1	0
Local matching funds are clearly described and related to the project.	5 or 6	4 or 3	2 or 1	0
The project is clearly sustainable.	5 or 6	4 or 3	2 or 1	0
<b>Attachments – 5 Possible Points</b>				
The Internet certification is completed and required Uniform Grant policies and procedures are attached.	5	4 or 3	2 or 1	0

## Award Decisions

Each grant application will be reviewed by a team of evaluators consisting of staff from the Office of Commonwealth Libraries.

The Office of Commonwealth Libraries staff will consider geographic distribution and the management of past LSTA or Keystone funds in the recommendation of applications. Applicants that have demonstrated poor management of previous grants will not be recommended for funding.

Using the recommendations, OCL's Bureau of Library Development will make funding recommendations for Multi-District Workshop awards to the Deputy Secretary and Commissioner for Libraries. The Pennsylvania Secretary of Education makes the final decision of awards.

Following the evaluation and selection process, each applicant will receive a letter with notification of the approval or rejection of their application.

Successful applicants may begin their projects on or about May 1, 2019.

## Multi-District Workshop Award Recipient Requirements

In addition to Commonwealth of Pennsylvania contract responsibilities, Multi-District Workshop award recipients must also observe the following requirements:

### Workshop Requirements

The Multi-District Workshop must be a minimum of four hours long and take place between May 1, 2019 and August 31, 2019. The workshop should be open to library staff and volunteers across the state.

### Workshop Deliverables

Multi-District Workshop award recipients must **send an announcement, with registration details, for posting in the Compendium and the listservs at least two**

**weeks prior** to the training. In addition, a Compendium **article summarizing the workshop must be submitted within two weeks after** the Multi-District Workshop.

## **Workshop Evaluations**

Multi-District Workshop **participants must be provided with the opportunity to evaluate the workshop** for the Office of Commonwealth Libraries. The successful district may offer the evaluations through an electronic or paper format. The survey must ask questions provided by the Office of Commonwealth Libraries. The District may ask additional questions; however, results of OCL's questions and comments of the evaluation must be aggregated into a summary included with the final report.

## **LSTA Reports**

Multi-District Workshop award recipients must agree to submit:

1. Final narrative reports using OCL's required forms and format. This includes an [Instruction Activity Worksheet](#) and the [Final LSTA report](#).
2. A [Final Financial Report](#) using OCL's required forms and format no later than 30 days after the project ends, or annually by October 30, whichever occurs first.
  - a. Copies of invoices, purchase orders, etc. to support any charges made to

Multi-District Workshop award recipients must also agree to work with OCL staff to resolve any accounting discrepancies on final financial reports.

## **Grant Award Acknowledgement**

**Award recipients must include an acknowledgment of IMLS support in all grant products, publications, and websites developed with IMLS funding.**

**Acknowledgment should include the credit line (below) and the IMLS logo, where space permits.**

The credit line should read:

*This project is made possible in part by Library Services and Technology Act (LSTA) funds from the U.S. Institute of Museum and Library Services as administered by the Pennsylvania Department of Education through the Office of Commonwealth Libraries, and the Commonwealth of Pennsylvania, Tom Wolf, Governor.*

**This acknowledgement text should not be edited to include other funders, sponsors or partners.** Additional supporting entities, acknowledgements or logos should appear on separate lines in any collateral produced.

Online products, publications, and websites must link to the IMLS website, [Institute of Museum and Library Services website](#), and include the IMLS logo, and the credit line (above).

In news releases, the credit line (above) should be included, and the following information about the IMLS should be included:

*The Institute of Museum and Library Services (IMLS) is celebrating its 20th Anniversary. The IMLS is the primary source of federal support for the nation's approximately [123,000 libraries](#) and [35,000 museums](#). Our mission is to inspire libraries and museums to advance innovation, lifelong learning, and cultural and civic engagement. Our grant making, policy development, and research help libraries and museums deliver valuable services that make it possible for communities and individuals to thrive. To learn more, visit [www.imls.gov](http://www.imls.gov) and follow us on [Facebook](#), [Twitter](#) and [Instagram](#).*

In materials that contain or present substantive project content, such as an exhibition, article, catalogue or other publication, video documentary, or online exhibition or website, the acknowledgement must also include the following statement:

*The views, findings, conclusions or recommendations expressed in this (publication) (program) (exhibition) (website) (article) do not necessarily represent those of the Institute of Museum and Library Services, the Pennsylvania Department of Education or the Commonwealth of Pennsylvania.*

At programs or public gatherings related to your award, acknowledge the IMLS and the Commonwealth of Pennsylvania orally. Display the IMLS logo on signage at events.

At news media interviews, including radio, television, and press acknowledge the IMLS and the Commonwealth of Pennsylvania orally.

Audio/video broadcasts must include the tagline:

*This project is made possible by a grant from the U.S. Institute of Museum and Library Services as administered by the Pennsylvania Department of Education through the Office of Commonwealth Libraries, and the Commonwealth of Pennsylvania, Tom Wolf, Governor.*

Video broadcasts must display the IMLS logo.



To obtain the IMLS logo and related-graphic standards, or to learn more about how to acknowledge the IMLS, read the IMLS grantee communications kit at: [www.imls.gov/grants/grant-recipients/grantee-communications-kit](http://www.imls.gov/grants/grant-recipients/grantee-communications-kit)

## Funding of Projects

**Grant award recipients shall be paid on a reimbursement basis upon final execution of the Grant Agreement and with the submission of invoices and supporting documentation of expenditures.**

Grant recipients must provide OCL with invoices for reimbursement. Templates will be available. A final invoice must be submitted and include documentation that supports the charges.

## Multi-District Workshop Award Agreement/Formal Contract

The Grant Agreement is a binding agreement between PDE and the eligible grant award recipient. The beginning and ending date of the project, total amount of funds, and project number will appear on the grant agreement.

## Contract Signatures

The authorized signer must be an authorized representative of the agency as described below:

Agency	Authorized Representative
Public Library or System	Director

Please note that changes to the agreement language will require review and approval by Pennsylvania Department of Education, Office of Chief Counsel, and will cause delays in approving the agreement.

After complete review and approval by Pennsylvania Department of Education and the Comptroller's Office, an approved and fully executed grant agreement will be made available in eGrants.

Contracts may be signed electronically or manually.

### ***e-Signatures***

Applicants electing to use e-signatures are not required to manually sign and mail the grant agreement. Instead, authorized individuals will be able to conveniently affix e-signatures and submit e-signed grant agreements via the Internet. This will make the state's application and contracts process much faster, and reduce copying and postage costs for your organization. The use of e-signatures is voluntary and if your

organization decides not to participate, you will still be able to print and manually sign the grant agreement.

### ***Sign-Up for e-Signatures***

If you decide to use e-Signatures:

1. Ask your board of directors to adopt the required eGrants Signature Resolution which identifies and authorizes the library director to sign electronic documents on eGrants. Please note that the Resolution must be processed prior to applying for a grant on the eGrants system. A fillable eGrants Signature Resolution ([Word](#)) is available at [Office of Commonwealth Libraries LSTA website](#).

It must be:

- Completed and adopted as it is written;
  - Signed by the appropriate board officers in **blue** ink;
  - Attested to by the governing body's secretary; and
  - Signed by the authorized signer in **blue** ink.
2. Update or create a user profile for the authorized signer in eGrants. Instructions are attached. (The authorized signer's user profile must already exist for the Department of Education to complete the e-Signature process.)
  3. After the user profile for the authorized signer has been created, mail the original resolution document (signed in **blue ink**) to:  
Pennsylvania Department of Education  
Office of Commonwealth Libraries  
Attn: LSTA Administrator  
607 South Drive  
Harrisburg, PA 17120-0600
  4. PDE will not accept photocopies or scanned/emailed Resolutions.

If you have any questions about e-signatures, contact Bureau of Management Services at [RA-FINTRANS@pa.gov](mailto:RA-FINTRANS@pa.gov).

### ***Manual Signature***

Applicants signing contracts manually, must print the grant agreement from eGrants, have it signed in blue ink by the authorized representative and mail it to OCL. Stamped signatures are not acceptable on the original copy. The signature page should arrive no later than ten business days after the grant contract is received.

All manually signed grant agreement should be mailed to:

Pennsylvania Department of Education  
Office of Commonwealth Libraries  
Forum Building  
ATTN: LSTA Administrator  
607 South Drive  
Harrisburg PA 17120-0600

## **Administrative Requirements for Award Recipients**

### **Record Retention**

Multi-District Workshop award recipients must agree to retain records which adequately support that the LSTA grant funds were properly used through at least December 31, 2022. Please note that records may be required for longer periods of time in the event of an audit.

### **Cash Management**

Multi-District Workshop award recipients must agree to deposit funds in a non-interest bearing account or an account that earns less than \$100 annual interest in a one-year grant period.

### **Audits**

Some organizations that receive federal grant funds, such as LSTA, may be responsible for performing a single audit under provision of the single Audit Act of 1994, as amended, and all rules and regulations promulgated pursuant to the Act. The current single audit threshold for federal funds from all sources is \$750,000.

### **Inventory**

The agency must have a plan to inventory and track equipment items purchased under this grant. The records should include the equipment description, date of purchase, serial number, the location of the equipment and purchase price. Equipment should be tagged to identify the source of funds used for the purchase and cross-referenced on the [LSTA Record of Equipment form](#) (PDF, two pages). The form is located at: [www.statelibrary.pa.gov/LSTA](http://www.statelibrary.pa.gov/LSTA).

The agency must have a written plan to dispose of equipment items in compliance with federal Uniform Administrative Requirements for grants. For more information, including a sample policy, visit [www.statelibrary.pa.gov/LSTA](http://www.statelibrary.pa.gov/LSTA).

## **Indirect Cost Payments**

To support the indirect costs associated with the LSTA project, Multi-District Workshop grantees are eligible for up to 10 percent of the grant award as payment for indirect costs. (Alternatively, if the Multi-District Workshop award recipient has negotiated another indirect cost rate with the federal government, it may charge up to the percentage specified in that agreement.)

Indirect costs are defined as those that are incurred which 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 are charges for utilities, general insurance, use of office space and equipment that you own, local telephone service, and the salaries of the management and administrative personnel of the organization.

## **SAM.gov Registration**

Multi-District Workshop award recipients must maintain the currency of their information (which includes financial and banking information) in the federal System for Award Management (<http://sam.gov>). This requires that the grant award recipient review and update the information at least annually after its initial registration, or more frequently if required by changes in the recipient's information, or if other guidance is received.

PLEASE NOTE: Your SAM registration must be active at the time OCL executes the Multi-District Workshop grant contract and remain active throughout the award and reporting period.

## **Federal Funding Accountability and Transparency Act**

The Federal Funding Accountability and Transparency Act (FFATA) requires that information on federal awards (grants and contracts) be available to the public by a single searchable website, [www.USASpending.gov](http://www.USASpending.gov).

As required by the FFATA, all federal award recipients must complete a FFATA form. This form requires a D-U-N-S® number and the reporting of total compensation for each of the grant applicant's five most highly compensated staff for the preceding completed fiscal year, if the following criteria are true:

- More than 80 percent of the applicant's annual gross revenues are from the federal government, and those revenues are greater than \$25 million annually; and
- Compensation information is not already available through reporting to the Securities and Exchange Commission (SEC).

The [Federal Funding Accountability and Transparency Act FFATA Form](#) (PDF, one page) is located at: <http://www.statelibrary.pa.gov/LSTA> .

## **Assurances – Non-Construction Programs**

All applicants must complete an “Assurances – Non-Construction Programs” form to apply for federal funding of non-construction projects. The [Assurances – Non-Construction Programs form](#) (PDF, two pages) is located at: [www.statelibrary.pa.gov/LSTA](http://www.statelibrary.pa.gov/LSTA).

## **Internet Safety Certification (if applicable to the grant)**

If applicable to the grant, all public library Multi-District Workshop award recipients must certify compliance with the Children’s Internet Protection Act (20 U.S.C. § 9134(f)(1) et seq). The [Internet Safety Certification form](#) (PDF, one page) is located at: [www.statelibrary.pa.gov/LSTA](http://www.statelibrary.pa.gov/LSTA). See Appendix One for more information about CIPA compliance.

## **Program Income**

Award recipients are encouraged to earn income to defray program costs where appropriate. Program income is the gross income earned by an award recipient from the activities supported by grant funds or from products resulting from grant activities. It includes, but is not limited to, income from fees for services performed and from the sale of items created under a grant, usage or rental fees for equipment or property acquired under a grant, and license fees and royalties from patents and copyrights.

### ***Program Income Earned during the Grant Period***

The federal share of program income earned during the grant period (the time between the effective date of the award and the ending date of the award reflected in the final financial report) shall be retained by the grantee and, unless the grant award specifies how such income will be used, the grantee must use it in one or more of the following ways: `

1. It may be added to the existing project funds and used to further project objectives; and/or
2. It may be deducted from the total allowable costs to determine the net allowable project costs that may be charged to the IMLS grant.

While both uses above are allowed, IMLS prefers that option #1 be followed—that program income will be added to the existing project funds and used to further project objectives.

Please note that before program income is earned, OCL and IMLS must approve the use of program income and will do so on a case-by-case basis.

### ***Program Income Earned after the Grant Period***

Unless otherwise stated in the grant award, the grantee shall have no obligation to the federal government regarding program income earned after the end of the grant period.

For further information on program income, see: 2 CFR 200.307.

## **Appendix 1: CIPA Compliance Information**

### **Overview**

CIPA is the Children's Internet Protection Act. It applies to public libraries and to public elementary and secondary school libraries seeking funds under the federal Universal Service E-rate program or LSTA grant programs funded by IMLS and administered by the OCL.

### **Affected Libraries**

The following types of libraries applying for LSTA grants from the OCL must submit the Internet Safety Certification document as part of the application process:

- Public libraries;
- Public elementary and secondary school libraries; and
- Consortia with public and/or public school libraries

If a library of a type listed above is already compliant with CIPA under the rules for receiving E-rate funds, that library is not affected by the rules established for LSTA grant recipients. Accordingly, the compliance information in this document applies **ONLY** to libraries meeting **ALL THREE** of the following conditions. The library:

1. Is a public library or public elementary or secondary school library;
2. Is **NOT** required to comply with CIPA through the federal Universal Service (E-rate) program; and
3. Seeks LSTA funds for the purchase of computers used to access the Internet and/or for the payment of direct costs associated with accessing the Internet.

Libraries that are required to comply with CIPA because of the receipt of funds from the Universal Service (E-rate) program must adhere to a different and more stringent set of requirements. The compliance information in this document does not apply to libraries that must comply with CIPA under the Universal Service (E-rate) rules.

### **Purchases That Require CIPA Compliance**

A library that is subject to CIPA under the rules for LSTA must comply with the law when either of the following is approved for purchase with LSTA funds:

- Computers used to access the Internet; or

- Direct costs associated with accessing the Internet (i.e., the costs of connecting to an Internet service provider [ISP]).

## **Requirements for Compliance**

To receive LSTA funds for purchases of the above types, the library must have in place a policy of:

- a) Internet safety for minors that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are (I) obscene; (II) child pornography; or (III) harmful to minors; and is enforcing the operation of such technology protection measure during any use of such computers by minors; and
- b) Internet safety that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are (I) obscene; (II) child pornography; and is enforcing the operation of such technology protection measure during any use of such computers.

Please note that the difference between (a) and (b) is that (a) applies to minors and includes the category of “visual depictions” that are “harmful to minors”, while (b) applies to adults and does not include the category “harmful to minors”.

For purposes of CIPA, a “minor” is someone under 17 years of age. The policy requires that some form of “technology protection measure” be in use on all computers used to access the Internet. This includes computers that were not purchased with LSTA funds but that are used to access the Internet. The law provides no other guidance on technology protection measures. According to the CIPA legislation, the technology protection measure may be disabled upon the request of the user for “bona fide research or other lawful purposes.” The law as applied to LSTA grant recipients does not differentiate between minors and adults when a request is made to disable the technology protection measure or unblock a website. Anyone may make such a request.