

**Florida Department of State, Division of Library and Information Services**  
**LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)**  
**GRANT INFORMATION**  
**Federal Fiscal Year 2018-19**  
**Get Your Project Started**

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This information will assist libraries in administering Library Services and Technology Act grants. It contains regulations, laws and general information related to grant administration and implementation once a grant award has been received by an organization.

## Accessibility and Nondiscrimination

The [Rehabilitation Act](#) prohibits discrimination on the basis of disability in programs receiving federal financial assistance. [Section 508 of the Act](#) requires electronic and information technology to be accessible to people with disabilities. This pertains to, but does not solely focus on, webpages and information found on the Internet. Electronic and information technology, including webpages, developed or purchased with LSTA funds must follow Section 508 of the Rehabilitation Act.

## Allowable Costs

Federal grants have limitations on what items and services may be purchased using grant funds. Some items and services are allowable costs, meaning that they may be purchased using grant funds, while others are not.

LSTA grant funds are to be used in alignment with the priorities of the LSTA program:

- Expanding services for learning
- Providing access to information for all users
- Developing a strong technology infrastructure
- Developing partnerships within the community
- Serving the underserved

The following table denotes whether or not common programmatic expenditures are allowable and includes excerpts from the *Code of Federal Regulations*. More detailed information can be found in [2 CFR 2 Subpart E](#) – Cost Principles.

	Allowable	Not Allowable
<b>Advertising and Public Relations §200.421</b>	(b) The only allowable advertising costs are those which are solely for: (1) The recruitment of personnel required by the non-federal entity for performance of a federal award (See also §200.463 Recruiting costs); (2) The procurement of goods and services for the performance of a federal award; (3) The disposal of scrap or surplus materials acquired in the performance of a federal award except when non-federal entities are reimbursed for disposal costs at a predetermined amount; or (4) Program outreach and other specific purposes necessary to meet the requirements of the federal award. (d) The only allowable public relations costs are:	(e) Unallowable advertising and public relations costs include the following: (1) All advertising and public relations costs other than as specified in paragraphs (b) and (d) of this section; (2) Costs of meetings, conventions, convocations, or other events related to other activities of the entity, including: (i) Costs of displays, demonstrations and exhibits; (ii) Costs of meeting rooms, hospitality suites and other special facilities used in conjunction with shows and other special events; and (iii) Salaries and wages of employees engaged in setting up and displaying exhibits, making demonstrations and providing briefings;

	<b>Allowable</b>	<b>Not Allowable</b>
	<p>(1) Costs specifically required by the federal award;</p> <p>(2) Costs of communicating with the public and press pertaining to specific activities or accomplishments which result from performance of the federal award (these costs are considered necessary as part of the outreach effort for the federal award); or</p> <p>(3) Costs of conducting general liaison with news media and government public relations officers, to the extent that such activities are limited to communication and liaison necessary to keep the public informed on matters of public concern, such as notices of funding opportunities, financial matters, etc.</p>	<p>(3) Costs of promotional items and memorabilia, including models, gifts and souvenirs;</p> <p>(4) Costs of advertising and public relations designed solely to promote the non-federal entity.</p>
<b>Audit Services §200.425</b>	Organizations spending over \$750,000 in federal funds are required to have a Single Audit done. The cost of a required Single Audit is allowable.	Organizations that have not spent over \$750,000 in federal funds are not required to have a Single Audit done. The cost of a general audit is not allowable.
<b>Compensation – Personal Services §200.430</b>	<p>(a) <i>General.</i> Compensation for personal services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in §200.431 Compensation – fringe benefits. Costs of compensation are allowable to the extent that they satisfy the specific requirements of this part, and that the total compensation for individual employees:</p> <p>(1) Is reasonable for the services rendered and conforms to the established written policy of the non-federal entity consistently applied to both federal and non-federal activities;</p> <p>(2) Follows an appointment made in accordance with a non-federal entity's laws and/or rules or written policies and meets the requirements of federal statute, where applicable; and</p> <p>(3) Is determined and supported as provided in paragraph (i) of this section, Standards for Documentation</p>	

	<b>Allowable</b>	<b>Not Allowable</b>
	of Personnel Expenses, when applicable.	
<b>Conferences §200.432</b>	<p>A conference is defined as a meeting, retreat, seminar, symposium, workshop or event whose primary purpose is the dissemination of technical information beyond the non-federal entity and is necessary and reasonable for successful performance under the federal award. Allowable conference costs paid by the non-federal entity as a sponsor or host of the conference may include rental of facilities, speakers' fees, costs of meals and refreshments, local transportation and other items incidental to such conferences unless further restricted by the terms and conditions of the federal award. As needed, the costs of identifying, but not providing, locally available dependent-care resources are allowable. Conference hosts/sponsors must exercise discretion and judgment in ensuring that conference costs are appropriate, necessary and managed in a manner that minimizes costs to the federal award.</p> <p>Circulating materials that relate to or are part of an approved LSTA project topic are allowable.</p>	<p>The federal awarding agency may authorize exceptions where appropriate for programs including Indian tribes, children and the elderly. See also §§200.438 Entertainment costs, 200.456 Participant support costs, 200.474 Travel costs and 200.475 Trustees.</p>

	<b>Allowable</b>	<b>Not Allowable</b>
<b>Contributions and Donations §200.434</b>	Contributions and donations may be made <b>to</b> the grant recipient and may be used to meet matching requirements.	<p>(a) Costs of contributions and donations, including cash, property and services, from the non-federal entity to other entities, are unallowable.</p> <p>(b) The value of services and property donated to the non-Federal entity may not be charged to the federal award either as a direct or indirect (F&amp;A) cost. The value of donated services and property may be used to meet cost sharing or matching requirements (see §200.306 Cost sharing or matching). Depreciation on donated assets is permitted in accordance with §200.436 Depreciation, as long as the donated property is not counted towards cost sharing or matching requirements.</p> <p>(c) Services donated or volunteered to the non-federal entity may be furnished to a non-federal entity by professional and technical personnel, consultants and other skilled and unskilled labor. The value of these services may not be charged to the federal award either as a direct or indirect cost. However, the value of donated services may be used to meet cost sharing or matching requirements in accordance with the provisions of §200.306 Cost sharing or matching.</p>
<b>Employee Health and Welfare Costs §200.437</b>	<p>(a) Costs incurred in accordance with the non-federal entity's documented policies for the improvement of working conditions, employer-employee relations, employee health and employee performance are allowable.</p> <p>(b) Such costs will be equitably apportioned to all activities of the non-federal entity. Income generated from any of these activities will be credited to the cost thereof unless such income has been irrevocably sent to employee welfare organizations.</p>	
<b>Entertainment Costs §200.438</b>	Musicians for a music project, storytellers for story time, etc. are allowable.	Costs of entertainment, including amusement, diversion and social activities and any associated costs are unallowable, except where specific costs that might otherwise be considered entertainment have a programmatic purpose and are

	<b>Allowable</b>	<b>Not Allowable</b>
		authorized either in the approved budget for the federal award or with prior written approval of the federal awarding agency.
<b>Equipment and Other Capital Expenditures §200.439</b>	(b)(2) Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the federal awarding agency or pass-through entity.	(b)(1) Capital expenditures for general purpose equipment, buildings and land are unallowable as direct charges, except with the prior written approval of the federal awarding agency or pass-through entity.
<b>Fund Raising and Investment Management Costs §200.442</b>	(a) . . . Fund raising costs for the purposes of meeting the federal program objectives are allowable with prior written approval from the federal awarding agency. Proposal costs are covered in §200.460 Proposal costs.	(a) Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests and similar expenses incurred to raise capital or obtain contributions are unallowable.
<b>Goods or Services for Personal Use §200.445</b>	(b) Costs of housing (e.g., depreciation, maintenance, utilities, furnishings, rent), housing allowances and personal living expenses are only allowable as direct costs regardless of whether reported as taxable income to the employees. In addition, to be allowable direct costs must be approved in advance by a federal awarding agency.	(a) Costs of goods or services for personal use of the non-federal entity's employees are unallowable regardless of whether the cost is reported as taxable income to the employees.
<b>Lobbying §200.450</b>		(a) The cost of certain influencing activities associated with obtaining grants, contracts, cooperative agreements, or loans is an unallowable cost. Lobbying with respect to certain grants, contracts, cooperative agreements and loans is governed by relevant statutes, including among others, the provisions of 31 U.S.C. 1352, as well as the common rule, "New Restrictions on Lobbying" published at 55 FR 6736 (February 26, 1990), including definitions and the Office of Management and Budget "Governmentwide Guidance for New Restrictions on Lobbying" and notices published at 54 FR 52306 (December 20, 1989), 55 FR 24540 (June 15, 1990), 57 FR 1772 (January 15, 1992) and 61 FR 1412 (January 19, 1996).

	<b>Allowable</b>	<b>Not Allowable</b>
<b>Maintenance and Repair Costs §200.452</b>	Costs incurred for utilities, insurance, security, necessary maintenance, janitorial services, repair, or upkeep of buildings and equipment (including federal property unless otherwise provided for) which neither add to the permanent value of the property nor appreciably prolong its intended life, but keep it in an efficient operating condition, are allowable.	Costs incurred for improvements which add to the permanent value of the buildings and equipment or appreciably prolong their intended life must be treated as capital expenditures (see §200.439 Equipment and other capital expenditures). These costs are only allowable to the extent not paid through rental or other agreements.
<b>Materials and Supplies Costs, Including Costs of Computing Devices §200.453</b>	<p>(a) Costs incurred for materials, supplies and fabricated parts necessary to carry out a federal award are allowable.</p> <p>(b) Purchased materials and supplies must be charged at their actual prices, net of applicable credits. Withdrawals from general stores or stockrooms must be charged at their actual net cost under any recognized method of pricing inventory withdrawals, consistently applied. Incoming transportation charges are a proper part of materials and supplies costs.</p> <p>(c) Materials and supplies used for the performance of a federal award may be charged as direct costs. In the specific case of computing devices, charging as direct costs is allowable for devices that are essential and allocable, but not solely dedicated, to the performance of a federal award.</p>	(d) Where federally-donated or furnished materials are used in performing the federal award, such materials will be used without charge.
<b>Memberships, Subscription and Professional Activity Costs §200.454</b>	<p>(a) Costs of the non-federal entity's membership in business, technical and professional organizations are allowable.</p> <p>(b) Costs of the non-federal entity's subscriptions to business, professional and technical periodicals are allowable.</p> <p>(c) Costs of membership in any civic or community organization are allowable with prior approval by the federal awarding agency or pass-through entity.</p>	<p>(d) Costs of membership in any country club or social or dining club or organization are unallowable.</p> <p>(e) Costs of membership in organizations whose primary purpose is lobbying are unallowable. See also §200.450 Lobbying.</p>
<b>Pre-Award Costs §200.458</b>	Pre-award costs are those incurred prior to the effective date of the federal award directly pursuant to the negotiation and in anticipation of the federal award where such costs are	

	<b>Allowable</b>	<b>Not Allowable</b>
	<p>necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the federal award and only with the written approval of the federal awarding agency.</p>	
<p><b>Professional Service Costs §200.459</b></p>	<p>(a) Costs of professional and consultant services rendered by persons who are members of a particular profession or possess a special skill and who are not officers or employees of the non-federal entity, are allowable, subject to paragraphs (b) and (c) when reasonable in relation to the services rendered and when not contingent upon recovery of the costs from the federal Government. In addition, legal and related services are limited under §200.435 Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements.</p>	<p>(b) In determining the allowability of costs in a particular case, no single factor or any special combination of factors is necessarily determinative. However, the following factors are relevant:</p> <ol style="list-style-type: none"> <li>(1) The nature and scope of the service rendered in relation to the service required.</li> <li>(2) The necessity of contracting for the service, considering the non-federal entity's capability in the particular area.</li> <li>(3) The past pattern of such costs, particularly in the years prior to federal awards.</li> <li>(4) The impact of federal awards on the non-federal entity's business (i.e., what new problems have arisen).</li> <li>(5) Whether the proportion of federal work to the non-federal entity's total business is such as to influence the non-federal entity in favor of incurring the cost, particularly where the services rendered are not of a continuing nature and have little relationship to work under federal awards.</li> <li>(6) Whether the service can be performed more economically by direct employment rather than contracting.</li> <li>(7) The qualifications of the individual or concern rendering the service and the customary fees charged, especially on non-federally funded activities.</li> <li>(8) Adequacy of the contractual agreement for the service (e.g., description of the service, estimate of time required, rate of compensation and termination provisions).</li> </ol> <p>(c) In addition to the factors in paragraph (b) of this section, to be allowable, retainer fees must be</p>

	<b>Allowable</b>	<b>Not Allowable</b>
		supported by evidence of bona fide services available or rendered.
<b>Publication and Printing Costs §200.461</b>	<p>(a) Publication costs for electronic and print media, including distribution, promotion and general handling are allowable. If these costs are not identifiable with a particular cost objective, they should be allocated as indirect costs to all benefiting activities of the non-federal entity.</p> <p>(b) Page charges for professional journal publications are allowable where:</p> <p>(1) The publications report work supported by the federal government; and</p> <p>(2) The charges are levied impartially on all items published by the journal, whether or not under a federal award.</p> <p>(3) The non-federal entity may charge the federal award before closeout for the costs of publication or sharing of research results if the costs are not incurred during the period of performance of the federal award.</p>	
<b>Recruiting Costs §200.463</b>	<p>(a) Subject to paragraphs (b) and (c) of this section and provided that the size of the staff recruited and maintained is in keeping with workload requirements, costs of "help wanted" advertising, operating costs of an employment office necessary to secure and maintain an adequate staff, costs of operating an aptitude and educational testing program, travel costs of employees while engaged in recruiting personnel, travel costs of applicants for interviews for prospective employment and relocation costs incurred incident to recruitment of new employees, are allowable to the extent that such costs are incurred pursuant to the non-federal entity's standard recruitment program. Where the non-federal entity uses employment agencies, costs not in excess of standard commercial rates for such services are allowable.</p>	<p>(b) Special emoluments, fringe benefits and salary allowances incurred to attract professional personnel that do not meet the test of reasonableness or do not conform with the established practices of the non-federal entity, are unallowable.</p> <p>(c) Where relocation costs incurred incident to recruitment of a new employee have been funded in whole or in part to a federal award and the newly hired employee resigns for reasons within the employee's control within 12 months after hire, the non-federal entity will be required to refund or credit the federal share of such relocation costs to the federal government. See also §200.464 Relocation costs of employees.</p>

	<b>Allowable</b>	<b>Not Allowable</b>
<b>Selling and Marketing Costs §200.467</b>		Costs of selling and marketing any products or services of the non-federal entity (unless allowed under §200.421 Advertising and public relations) are unallowable, except as direct costs, with prior approval by the federal awarding agency when necessary for the performance of the federal award.
<b>Training and Education Costs §200.472</b>	The cost of training and education provided for employee development is allowable.	
<b>Travel Costs §200.474</b>	<p>(a) <i>General.</i> Travel costs are the expenses for transportation, lodging, subsistence and related items incurred by employees who are in travel status on official business of the non-federal entity. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip and results in charges consistent with those normally allowed in like circumstances in the non-federal entity's non-federally-funded activities and in accordance with non-federal entity's written travel reimbursement policies. Notwithstanding the provisions of §200.444 General costs of government, travel costs of officials covered by that section are allowable with the prior written approval of the federal awarding agency or pass-through entity when they are specifically related to the federal award.</p> <p>(b) <i>Lodging and subsistence.</i> Costs incurred by employees and officers for travel, including costs of lodging, other subsistence and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the non-federal entity in its regular operations as the result of the non-federal entity's written travel policy. In addition, if these costs are charged directly to the federal award documentation must justify that:</p>	

	<b>Allowable</b>	<b>Not Allowable</b>
	<p>(1) Participation of the individual is necessary to the federal award; and  (2) The costs are reasonable and consistent with non-federal entity's established travel policy.</p> <p><b>NOTE:</b> Travel to branch libraries as part of the LSTA project must be reimbursed in accordance with the State of Florida rate.</p>	

## **Audits**

Audits must be performed in accordance with [31 USC 7501-7](#), Requirements for Single Audits and [2 CFR 2 Subpart F](#), Audit Requirements. Audits must be submitted to the Department of State at the following address:

Office of Inspector General  
Florida Department of State  
R. A. Gray Building, Room 114A  
500 South Bronough Street  
Tallahassee, Florida 32399-0250

## **Catalog of Federal Domestic Assistance (CFDA) Number**

The LSTA program is funded from the federal Institute of Museum and Library Services. The [CFDA](#) number for LSTA grants is 45.310.

## **Data Universal Number System (DUNS) Number**

The DUNS number is a nine-digit number established and assigned by Dun and Bradstreet Inc. (D&B) to uniquely identify business entities. It is a tool the federal government uses to track how federal money is distributed and is required for all organizations that receive federal funding. This number should be for your organization's governing body, which is the same organization that the Division signs a grant agreement with. Examples of governing bodies include a county commission, city council or governing board. Many organizations already have a DUNS number. If your organization does not have a DUNS number, one may be obtained free of charge from D&B by telephone at 866.705.5711 or at [fedgov.dnb.com/webform](http://fedgov.dnb.com/webform).

## **Deliverables**

Deliverables are the quantifiable goods or services that must be provided in order to receive payment. They are directly related to the scope of work. Each task identified in the scope of work should be tied to a deliverable. Deliverables must be agreed upon by the Division and the grant recipient. The deliverables will be provided by the applicant in the grant application but may be renegotiated by request of the Division. Documentation that proves that the deliverables have been met will be required with each Grant Payment Request submitted online at [dosgrants.com](http://dosgrants.com).

## **Federal Time Tracking**

When an organization receives an LSTA grant, it must track the amount of time its employees spend working on the federally funded project. Hourly tracking of time applies to both the employees being paid with the grant money and to any employee whose hours are being used as matching funds.

If an employee works solely on LSTA projects and is paid entirely with LSTA funds, the employee may document this by certifying that he/she works solely on LSTA projects. The certification can be made semiannually and must be signed by a supervisor who has knowledge of the employee's work.

If an employee works part time on LSTA projects and is paid partially with LSTA funds and partially with other funds, the employee must keep an hourly record of how his/her time was spent. If the employee is paid from both LSTA funds and other federal grant funds, the employee must track the hours spent on each federal grant separately. The record must account for the employee's entire time spent, including leave taken. It should be kept at least monthly and coincide with pay periods. It must be signed by the employee. More information is available in [2 CFR 2 §200.430 \(i\)](#) Compensation – personal services.

## **Financial Consequences**

Per [Section 287.058, Florida Statutes](#), the Division is required to specify financial consequences that will be applied if the sub-recipient fails to perform all tasks outlined in the Scope of Work and/or fails to meet the deliverables outlined in the grant agreement. Financial consequences are tied to deliverables and each payment.

## **Giving Credit to LSTA and the Division**

Both the Institute of Museum and Library Services (IMLS) and the Division require public acknowledgement of LSTA funding for activities and publications supported by grant funds. Any announcements, information, press releases, publications, brochures, videos, web pages, etc. created as part of an LSTA project must include an acknowledgment that LSTA funds were used to create them.

Use the following text as an example:

“This project was funded under the provisions of the Library Services and Technology Act from the Institute of Museum and Library Services. Florida's LSTA program is administered by the Department of State's Division of Library and Information Services.”

Online products, publications and websites must link to the IMLS website, [www.imls.gov](http://www.imls.gov), include the IMLS logo and/or the credit line or boilerplate language.

The Division's [logo](#) may be used on brochures and websites. You may also use IMLS logos for brochures and websites. The IMLS logos and directions for their use are in the IMLS [Grantee Communications Kit](#).

## **Grant Payments**

A grant agreement must be signed by both the grant recipient's governing body and the Department of State, Division of Library and Information Services before any grant payments can be requested.

### Time Line

For most projects, the Division will send grant payments in five installments:

- Payment number one (25 percent of the grant award) requires no deliverables; it is an advance payment. For planning purposes, the Division will process the payment shortly after the agreement is executed.
- Payment number two (25 percent of the grant award) will require proof that the applicable deliverable(s) have been provided. The Division will process the payment upon receipt of the Grant Payment Request. Please plan deliverables that can be achieved prior to the payment request using performance measures that will show that the deliverables have been met.
- Payment number three (25 percent of the grant award) will require proof that the applicable deliverable(s) have been provided. The Division will process the payment upon receipt of the Grant Payment Request. Please plan deliverables that can be achieved prior to the payment request using performance measures that will show that the deliverables have been met.
- Payment number four (20 percent of the grant award) will require proof that the applicable deliverable(s) have been provided. The Division will process the payment upon receipt of the Grant Payment Request. Please plan deliverables that can be achieved prior to the payment request using performance measures that will show that the deliverables have been met.
- Payment number five (5 percent of the grant award) will require proof that the applicable deliverable(s) have been provided. The Division will process the payment upon receipt of the Grant Payment Request. Please plan deliverables that can be achieved prior to the payment request using performance measures that will show that the deliverables have been met.

### Grant Payment Request

- You must submit a Grant Payment Request along with deliverable documentation for payments two, three, four and five, based on grant agreement requirements. You can submit the Grant Payment Request and documentation online at [dosgrants.com](https://dosgrants.com).

### State of Florida ACH Payment Authorization Form

- If your governing agency has already completed the State of Florida ACH Payment Authorization form and opted to receive payments electronically, then the Division will electronically transmit your LSTA award payments to you. You will receive payment notification from the Division.

- If your governing agency has not completed the State of Florida ACH Payment Authorization form but wishes to receive payments electronically, please fill out the [Direct Deposit Authorization](#) form and send it to:

Department of Financial Services  
Direct Deposit Section  
200 East Gaines Street  
Tallahassee, Florida 32399-0359

### **Interest Earned**

Interest earned on grant funds must be returned to the state. Make checks payable to “Florida Department of State.” Include the project number on your checks and mail them to:

Bureau of Library Development  
Division of Library and Information Services  
R.A. Gray Building, 2nd Floor North, MS #9D  
500 South Bronough Street  
Tallahassee, Florida 32399-0250

### **Limited English Proficiency**

[Title VI of the Civil Rights Act](#) requires that all recipients of federal grants take reasonable steps to ensure meaningful access to the information, programs and services they provide. This includes access for limited-English-proficient persons. More information is available in [IMLS Guidance](#).

### **Monitoring**

**LSTA funds must be administered according to federal regulations. These regulations require the Division and all grant recipients to follow Institute of Museum and Library Services and other federally mandated guidelines in the spending of federal dollars and in the implementation of programs. Monitoring provides the opportunity for Division staff to assist agencies in carrying out their projects, to verify that projects are being implemented as proposed and to help identify and support areas of improvement. Monitoring is conducted through on-site visits, as well as written and verbal communications.**

### **Noncompliance**

Grant recipients are required to comply with applicable state and federal regulations and the grant agreement. Examples of specific requirements include, but are not limited to, submitting reports, returning interest earned on grant funds and submitting an annual audit. Any grant recipient who fails to submit reports, submits incomplete or late reports, or disobeys the regulations or grant agreement will be considered noncompliant by the Florida Department of State.

Payments will be withheld from any organization as long as it is in noncompliance with the Division of Cultural Affairs, the Division of Historical Resources or the Division of Library and Information Services. Any organization that is in noncompliance with any of

these three divisions of the Florida Department of State will have all grant payments from each of the three divisions withheld until the compliance issue is resolved.

### **Notification of Grant Award**

The Notification of Grant Award is used to advise applicants of the amount of their grant award for the applicable fiscal year. The notification lists the project to be funded along with the award amount, Catalog of Federal Domestic Assistance (CFDA) number and any special project-related comments or instructions. This form should be maintained as a part of the official project files.

### **Performance Measures**

Performance measures provide the criteria for evaluating the successful completion of each deliverable.

### **Performance Metrics**

Performance metrics describe the documentation to be used to prove each deliverable has been met.

### **Project Period**

Projects begin on July 1, 2018 and end September 30, 2019. All project activities must be completed and all grant and local matching funds must be paid out by this date.

### **Reports**

#### Required Evaluation Questions

Grant projects that include the activities of: (a) program instruction, (b) content acquisition or creation or (c) planning and evaluation, which benefit the library workforce or the general public, should be evaluated using outcome-based assessment questionnaires (surveys). A Quick Reference Sheet, to determine when to survey LSTA project participants, and four (4) examples of the suggested outcome-based questionnaires are included in Appendix A and B of this document. These suggested examples are the core areas that need to be covered. However, recipients are free to ask any additional questions that they feel will help measure the program's success. Recipients will be required to provide documentation indicating incorporation of these questions into their evaluation process.

#### Deliverable Reporting

Deliverable reporting will be determined on a case-by-case basis. Once the project deliverables and performance measures have been agreed upon by both the grant recipient and the Division, the reporting method will be incorporated into the grant agreement. Recipients must submit the Grant Payment Request online at [dosgrants.com](http://dosgrants.com).

#### Change Request

Prior to the start of the project or at any time during the grant cycle, the Division or the organization may request to make changes to the project. Changes can be made to the

outcomes, Scope of Work, activities, equipment to be purchased, key personnel, expenditures or deliverables. The organization must request permission to revise the project by submitting a Change Request online at [dosgrants.com](http://dosgrants.com).

Changes within a budget category that accumulate to less than 10 percent of the award may be made without submitting a Change Request when prior approval is provided. Changes within a budget category that are more than 10 percent of the award require submission of a Change Request for approval. Moving funds from one budget category to another requires submission of a Change Request. Any questions about making changes to the project should be directed to grants office personnel.

Approval must be obtained from the Division before changes are implemented. Approval will be granted for changes that are consistent with the intent of the approved project.

### Mid-Year Report

A Mid-Year report for project accomplishments, expenditures and use of evaluative data is due January 30, 2019. Submit the report online through the DOS Grants System at [dosgrants.com](http://dosgrants.com).

### Final Report

A final report for the project is due November 1, 2019. This report provides accomplishments, an evaluation of the impact of the project and a financial accounting of expenditures. Submit the report online through the DOS Grants System at [dosgrants.com](http://dosgrants.com).

### **Substitute Form W-9**

A completed Substitute Form W-9 is required from any entity that receives a payment from the State of Florida that may be subject to 1099 reporting. The Department of Financial Services (DFS) must have the correct Taxpayer Identification Number (TIN) and other related information in order to report accurate tax information to the Internal Revenue Service (IRS). To register or access a Florida Substitute Form W-9, visit [flvendor.myfloridacfo.com](http://flvendor.myfloridacfo.com). A copy of the Subgrantee's Florida Substitute Form W-9 must be submitted with the executed Agreement.

### **Travel**

All travel, whether paid from grant funds or funds used as match on the grant, must be made in accordance with [Section 112.061, Florida Statutes](#). The state reimbursement amounts for travel expenses **must** be used, even if local policies are different. State travel forms **must** also be used.

The traveler must record the purpose of the travel and keep an accurate record of the point of origin for travel, the destination of travel for each day of the travel period and the hours of departure from and return to the official headquarters or city of residence.

The traveler must indicate the mode of transportation and the purpose of travel or duties performed during each travel period. When travel is outside the state, foreign, or for conferences or conventions, the traveler must attach the necessary documentation

justifying the reason for travel. If the travel involves attendance at a conference or convention, the traveler must document the benefits to the state.

The state travel forms and directions for use are available on the Division website at

<http://dos.myflorida.com/library-archives/services-for-libraries/grants/lsta/guidelines-applications-and-forms/>

**Have questions? Need more information? Contact:**

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# Appendix A (Quick Reference Sheet)

## Quick Reference

When to Survey Library Services and Technology Act Project Participants:

		Beneficiary	
		Library Workforce	General Public
Activity	Instruction	Yes If A Program	Yes If A Program
	Content	Yes If Acquisition or Creation	No
	Planning and Evaluation	Yes	No
	Procurement	No	No

Outcomes Questions by Activity and Beneficiary:

### Instruction (Program) – Library Workforce

- I learned something by participating in this library activity.
- I feel more confident about what I just learned.
- I intend to apply what I just learned.
- Applying what I learned will help improve library services to the public.

### Instruction (Program) – General Public

- I learned something by participating in this library activity.
- I feel more confident about what I just learned.
- I intend to apply what I just learned.
- I am more aware of resources and services provided by the library.
- I am more likely to use other library resources and services.

### Content (Acquisition or Creation) – Library Workforce

- I am satisfied that the resource is meeting library needs.
- Applying the resource will help improve library services to the public.

### Planning & Evaluation – Library Workforce

- I believe the planning and evaluation addresses library needs.
- I am satisfied with the extent to which the plan or evaluation addresses library needs.
- I believe the information from the plan or evaluation will be applied to address library needs.

### Procurement

- n/a

Response options: Strongly Agree, Agree, Neither Agree nor Disagree, Disagree, Strongly Disagree

(or Non-response)

NOTE: These suggested examples are the core areas that need to be covered. However, recipients are free to ask any additional questions that they feel will help measure the program's success.

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## Appendix B (Sample Questionnaires)

# Instructional Program for Library Workforce

## Quick Survey about the Program

Thank you for your participation in this program. Please provide your feedback about the program by completing the following questions. Thank you!

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
<b>1. I learned something by participating in this library activity.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
<b>2. I feel more confident about what I just learned.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
<b>3. I intend to apply what I just learned.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
<b>4. Applying what I learned will help improve library services to the public.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

1. (OPTIONAL) What did you like most about this library program?

2. (OPTIONAL) Would you like to provide any other comments or suggestions about the program?

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# Instructional Program for General Public

## Quick Survey about the Program

Thank you for your participation in this program. Please provide your feedback about the program by completing the following questions. Thank you!

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
<b>1. I learned something by participating in this library activity.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
<b>2. I feel more confident about what I just learned.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
<b>3. I intend to apply what I just learned.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
<b>4. I am more aware of resources and services provided by the library.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
<b>5. I am more likely to use other library resources and services.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

1. (OPTIONAL) What did you like most about this library program?

2. (OPTIONAL) What could the library do to better assist you in learning more?

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# Questionnaire for Library Workforce about a Resource

## Quick Survey about the Resource

Thank you for agreeing to complete this questionnaire about a library resource. Please provide your feedback by completing the following questions. Thank you!

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
<b>1. I am satisfied that the resource is meeting library needs.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
<b>2. Applying the resource will help improve library services to the public.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(OPTIONAL) Would you like to provide any other comments or suggestions about the resource?

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# Questionnaire for Library Workforce about Planning and Evaluation Activities

## Quick Survey about the Activity

Thank you for agreeing to complete this questionnaire about a planning or evaluation activity. Please provide your feedback by completing the following questions. Thank you!

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
<b>1. I believe the planning and evaluation addresses library needs.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
<b>2. I am satisfied with the extent to which the plan or evaluation addresses library needs.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
<b>3. I believe the information from the plan or evaluation will be applied to address library needs.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(OPTIONAL) Would you like to provide any other comments or suggestions about the planning or evaluation activity?

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