Responsibilities of the LSTA Grantee & Project Director

- Follow all state and federal laws.
- Understand and sign the contractual agreements between the State of South Carolina and the grantee (Terms and Conditions document and Certifications document).
- Carry out the action plan as stated in the original proposal or with approved changes.
- Request approval from the State Library for revisions to project plan or budget if applicable.
- Give recognition to LSTA and the IMLS in all publicity.
- Appoint a project director who will be primarily responsible for the project.
- Notify the LSTA Coordinator immediately if the project director leaves or will be absent from the project for longer than three months.
- Meet reporting deadlines.
- Expend funds only for items and purposes allowable under federal and state law and federal OMB regulations, only for the items and purposes described in the project application or approved project revision, and within the contracted time frame.
- Submit reimbursement request forms with appropriate documentation of expenditures.
- Submit, along with each reimbursement request form, invoice(s) describing purchases and showing proof of payment.
- Track reimbursement requests, expenditures, and obligations (note: even if County business office is ultimately responsible for grant accounting, the Project Director must still be aware of and will be accountable for how each LSTA dollar is spent).
- Submit copies of evaluative findings, survey results, and media examples (newspaper clippings, flyers, and program announcements).
- Evaluate your project progress in meeting goals and objectives per the plan submitted with the grant application.
- Prepare for site-visits by the State Library LSTA Coordinator.
- Spend all federal funds down to zero with no remaining balance and provide the required local match.
- Document the local match (see guidelines) and maintain files in the case of an audit.
- Maintain grant records through December 31, 2020.

Administration of Subgrant

- The agency applying for and administering a grant is responsible for receiving and disbursing funds, maintaining official accounts, and carrying out the purposes of the project. LSTA funds may be expended only as allowed by applicable state and federal laws and regulations.
- Proper accounting procedures must be used.
- Project manager must disseminate information about the project to potential users of services and to the community at large, crediting the use of LSTA funds to SCSL and IMLS, in accordance with guidelines provided in the award packet.
- The agency receiving the award must follow appropriate workman's compensation and unemployment compensation regulations. The receiving agency may be responsible for paying workman's compensation and unemployment compensation.
- No person will, on the grounds of sex, race, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or disability be excluded from participation in or be subjected to discrimination in any program or activity funded, in whole or in part, by federal funds.
- Equipment or materials obtained with LSTA funds must continue to be used to carry out the purpose of the original proposal after funding is no longer available, or be disposed of in accordance with federal guidelines.
- If copyrightable material is developed in the course of an LSTA project, IMLS will have a royalty free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the work for federal and state government purposes.

Expenditures, project activities, project budget, periodic reports

- The library may begin making expenditures against grant funds after the issuance date of the award and shown on the award form (no earlier than October 1). Grant activities may begin before that date and may include expenditures made for the match, but no purchases to be charged to the LSTA grant may be made before the start date.
- Advance payments are occasionally made in cases of extreme hardship in a county that needs start-up funds, and usually only for personnel-related expenses. Advance payment must be discussed with and approved by the LSTA Coordinator at the time an application is submitted.
• As expenditures are made, reimbursement requests are submitted to the LSTA Coordinator. A typical reimbursement request includes:
  a. The Reimbursement Request form signed by the Library Director.
  b. Receipts and invoice(s) stating amount paid.
  c. (in lieu of typical receipts indicating payment) Library Director’s signature or signature of library financial official, date, and PAID stamp on each receipt or invoice. The State Library Finance Director determines what constitutes acceptable proof of payment.
• For Large Competitive Grants: Quarterly narrative reports are filed by stated deadlines (typically Jan. 15, April 15, and July 15) showing progress of the grant activities and any changes in the project plan. Changes and revisions must be discussed with the LSTA Coordinator.
• Revisions to the project budget (transfer of funds between funding categories) may be made as needed. A Budget Revision form must be submitted and approved by the LSTA Coordinator.

Reimbursement procedures
• Reimbursement requests must be submitted by the deadline shown on the award documents, using the forms and procedures provided by the State Library.
• Libraries are encouraged to commit and expend sub-grant awards completely, leaving no unexpended balance.
• Reimbursement checks are issued to the County and mailed to the County Treasurer. County libraries needing a different payment route must discuss with State Library Finance Director. Libraries are encouraged to monitor the receipt and progress of reimbursement checks at local offices.
• Reimbursement documents, budget transfers, and any other financial transactions are processed, tracked, and kept on file at the State Library.

Closing out the Subgrant
• The grant project must be completed within the timeline stated in the original grant application. Any changes in the timeline must be discussed with the LSTA Coordinator.
• All expenditures of LSTA funds must be completed within the period stated in the grant award, including the submission of reimbursement requests and invoices by the stated deadline. Receipts are generally due in mid-August.
• Final narrative reports must be submitted by the stated deadline (October 31 for most grant programs.) Reports must show evaluative measures taken in the grant period to gauge the success of the project in meeting project goals.
• The library must notify the LSTA Coordinator if LSTA funds will not be completely expended as soon as it is known, so that the funds may be diverted to other needs.
• Issues sometimes arise in subgrant implementation and use of grant funds. Taking care of problems early in the implementation period prevents problems in reimbursement. Unresolved issues, or issues that have not been brought to the attention of the State Library, may jeopardize the library’s ability to compete successfully for future grants. Issues can be avoided by:
  a. Notifying the LSTA Coordinator in quarterly reports or at any time during the implementation period about potential problems with spending grant funds
  b. Submitting proper documentation and invoices with reimbursement requests
  c. Submitting required documents on time and in full
  d. Responding to project-related communication from the State Library in a timely manner
  e. Spending out LSTA funds completely before the end of a project

Documenting your Matching Funds
The LSTA recipient is responsible for ensuring that the matching funds committed in the original project application budget are in fact applied during the project period. The State Library does not require submission of documentation of matching funds. However, the SCSL Finance Office may request a review of your subgrant expenditures and your cost share. The LSTA awardee must maintain documentation of the 34% cost share in order to provide evidence of compliance with the local match requirement in case of an audit.

Source and Contacts
This information about the administration of LSTA subgrants has been compiled from pertinent sections of the LSTA Manual for Project Managers, which is issued to recipients of large competitive LSTA grants. The entire Manual can be found on the State Library website. If you have questions concerning grant administrative requirements or your responsibilities as Project Manager, contact Monique Walker, LSTA Coordinator, SCSL, (803) 734-0436, mwalker@statelibrary.sc.gov.