Library Services and Technology Act (LSTA) Sub-Grants
TERMS AND CONDITIONS – FFY2018

Sign and return Page 3 (signature page) of this document to the State Library.

GRANT AWARD: Your county or institution is the recipient of an award of Library Services and Technology Act funds from the Institute of Museum and Library Services (IMLS). Your award consists entirely of federal funds within Federal Fiscal Year 2018. In this grant cycle, the federal grant number is LS-00-18-0041-18, CFDA No. 45.310.

Your project has been assigned a local award number in a format such as IID-18-XX. IID is the State Library's budget category, 18 is the federal funding year, and XX is the specific identifying number. Please refer to your local award number on any correspondence directed to the State Library concerning your grant.

REIMBURSEMENT OF EXPENDITURES: LSTA is a reimbursable grant (i.e., you must submit a request along with receipts for expenditures in order to receive reimbursement from your grant award.) As of October 1, 2018 you may begin carrying out project activities and may begin to submit for reimbursement of project costs. Expenses incurred prior to the award date cannot be reimbursed. Your reimbursement requests will be processed by the State Library’s Finance Department. Please direct all questions regarding reimbursements to the LSTA Coordinator.

A NOTE ON LARGE PURCHASES: The State Library and IMLS must approve, in advance, single equipment purchases of $5,000 or more. Please plan well ahead for these large purchases.

BUDGET REVISION: Your original project budget is divided among seven budget categories: Personnel, Supplies and Materials, Travel, Major Equipment, Third-Party Services, Consultation Fees, and Indirect Costs. Your budget may need to be revised during the year to move funds from one spending category to another. Budget revisions must be approved by the LSTA Coordinator to ensure that your expenditures correspond to the project activities outlined in your grant application. A budget revision form is available online or by request. Contact the LSTA Coordinator with any questions.

ALLOWABLE EXPENDITURES: Federal funds are carefully monitored to ensure appropriate use of the funds for grant-related activities. To determine if your planned expenditures are eligible for reimbursement, refer to the guidance document included in your grant packet. Project managers and library directors are cautioned that they must abide by these regulations in conducting their projects and in allotting charges against grant funds. Contact the LSTA Coordinator with any questions about the eligibility of a purchase.

CHANGES TO PROJECT ACTIVITIES: Any changes to your project’s goals, objectives or activities as documented in the original project application must be discussed with and submitted in writing to the LSTA Coordinator.

ACKNOWLEDGEMENTS OF GRANT SUPPORT: All recipients of LSTA grant funds are required to credit IMLS and the South Carolina State Library in all publications and promotional activities related to the grant-funded project. Please refer to the “LSTA Grantee Communications Kit” posted online or provided in your grant packet, for appropriate formats.

SITE VISITS FROM THE STATE LIBRARY: At some point during the project year, State Library staff may visit your site to observe your project activities and discuss your progress. You will be notified in advance and the appointment will be scheduled at your convenience.

CONSULTATION WITH STATE LIBRARY PERSONNEL: State Library employees serve as consultants for public libraries and other agencies on issues of library and project operations. If you need advice or
consultation on any aspect of your project (for instance, technology purchases or human resources issues), we can assign staff to assist you. Contact the LSTA Coordinator for referral to the appropriate State Library office.

REQUIRED QUARTERLY REPORTS: For Large Competitive Grants, you are required to submit periodic reports on the progress of your expenditures and activities. These reports must be submitted in the format and by the deadlines stated in this document. Submit progress/narrative reports to the LSTA Coordinator.

Progress/narrative reports serve as a check for you and for the State Library on the stages of your project. They are intended to assist you in managing activities and expenditures so that you can accomplish your goals within your stated timeline. The Project Manager must understand that funds must be spent and activities concluded within the project period. Federal regulations do not allow carryover of funds or extension of expenditures beyond stated deadlines. The State Library will assist you in every possible way to successfully implement and complete your project. Frequent and open communication and regular reports are a necessary part of this process.

Quarterly reports are due, unless you are otherwise notified, on January 15, April 15, and July 15. Final reports are due October 31.

COMPLAINT PROCEDURE: Comments, suggestions for improvement, or complaints about the administration of the LSTA grant should be directed to the State Library Director. The Director will discuss and attempt to solve the issue with the LSTA Coordinator. The State Library will accept complaints from any SC resident or any member of the SC library community.

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<tr>
<th>State Library LSTA Personnel Contact Information</th>
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<tbody>
<tr>
<td><strong>LSTA Coordinator:</strong> Wendy Coplen</td>
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<td><a href="mailto:wcoplen@statelibrary.sc.gov">wcoplen@statelibrary.sc.gov</a></td>
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**MAILING/STREET ADDRESS** 1500 Senate Street • Columbia, SC 29201

State Library LSTA and Finance offices are located in the State Library building at 1500 Senate Street, on the corner of the Senate Street/Bull Street intersection in midtown Columbia.

Please feel free to contact the LSTA Coordinator for any questions, concerns, complaints, or any other need you may have. The LSTA Coordinator and the State Library want to ensure that your grant project is successful and impactful. Early notification of any issues you have (with spending, third parties, activities, outcomes, etc.) is important.

*Keep pages 1-2 for your files. Sign and send page 3 to the LSTA Coordinator.*
Acknowledgement of Acceptance of LSTA Grant Terms and Conditions

I acknowledge that I have read and understand the TERMS AND CONDITIONS contained in this document for administering this award of LSTA grant funds. I understand that failure to abide by these terms and conditions may jeopardize the reimbursement of my project expenditures and/or my agency's eligibility to receive future awards of LSTA funds from the South Carolina State Library.

LSTA SUB-GRANT AWARD #: ___________________  AWARD AMOUNT: $_________________

AWARDED TO (LIBRARY/AGENCY/ORGANIZATION): ________________________________

1. Library/Agency Director (print name): ___________________________________________

   _______________________________  _____________________________
   Library Director Signature                          Date

2. Fiscal Officer responsible for grant financial administration and financial reporting, if different from

   Library Director (print name): ____________________________________________

   _______________________________  _____________________________
   Fiscal Officer Signature                          Date