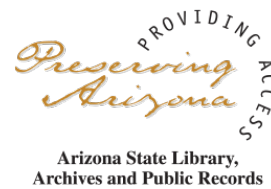


# 2024 Arizona LSTA Grant Guidelines



*Here to Help Community Services Specialist  
Prescott Public Library*



# Message from the State Librarian

The Arizona State Library, Archives and Public Records, a division of the office of the Arizona Secretary of State, is pleased to share the 2024 Arizona Library Services and Technology Act (LSTA) Grant Guidelines.

Competitive project grants of federal funds from the Institute of Museum and Library Services (IMLS) are offered in support of the State Library's Five-Year Plan, as approved by IMLS, and to help fulfill the mission of the Library Development branch to "empower Arizona libraries to offer excellent customer service through consulting, grant funding, resources, and training."

Just as applicants review community needs and design grant projects to help meet those needs, we've also reviewed the LSTA guidelines and offerings to be sure they support the current needs of libraries to serve your communities.

This year the guidelines fall into two main categories:

- Smaller **Express Grants** with pre-set funding limits, activities, and outcomes that are being continued due to their popularity:
  - Collections and Programming (CAP)
  - Staff Development Day
  - Wi-Fi Hotspot Lending
  - Writers in Residence in Libraries
  - XR in AZ Libraries
- Larger **General Grants** that allow for more creativity in designing projects in the areas of:
  - Information Preservations and Access
  - Informal Education
  - Institutional Improvements
  - Inclusive Communities

Reading the grant submissions is always a highlight of our year because we see solutions proposed to meet community needs through local libraries and their partners. We hope that this year's funding opportunities will once again inspire your library to apply!

Contact information is included for each grant category. Please do not hesitate to contact State Library staff with questions or for further information.



Holly Henley  
State Librarian & Director  
Arizona State Library, Archives and Public Records  
1901 West Madison, 2<sup>nd</sup> Floor  
Phoenix, AZ 85009  
602-542-6200

# Contents

<u>What Are LSTA Grants?</u> .....	4
<u>General Grants</u> .....	4
<u>Express Grants</u> .....	5
<u>Important Dates and Useful Links</u> .....	7
<u>Eligibility Requirements</u> .....	8
<u>What We Fund</u> .....	9
<u>Frequently Asked Questions</u> .....	10
<u>Application Worksheet</u> .....	12
<u>Review Criteria</u> .....	14
<u>Grant Administration Guidelines</u> .....	15
<u>Workshops and Webinars</u> .....	17
<u>Celebrations and Communications</u> .....	17

# What Are LSTA Grants?

Through the Library Services and Technology Act (LSTA), the [Institute of Museum and Library Services](#) (IMLS) provides funding to support library services in all 50 states, the District of Columbia, and the Territories. In Arizona, those funds are administered by the Arizona State Library through statewide initiatives and subgrants.

To receive the LSTA allotment from IMLS, the Arizona State Library creates a [Five-Year Plan](#) that details its library service goals based on the LSTA purposes and priorities. The goals for the 2024 LSTA grants are to:

- Support preservation and stewardship of information and encourage equitable access to information in a variety of formats.
- Support lifelong learning programs that help to develop life literacies, including digital/technological, workforce, parenting, health, and financial literacies.
- Support technology resources, staff skills, programs, and collections in libraries while addressing barriers to accessing these resources and services.
- Support the efforts of libraries to engage with community members from diverse backgrounds, foster connections with other community organizations, and collaborate with partners to contribute to community well-being.

LSTA grants are awarded for innovative ventures as well as for more traditional projects. Contact a [Library Development Consultant](#) to review your project idea!

## LSTA Subgrants in Arizona: General and Express

LSTA subgrants allow Arizona libraries to explore new and continuing services within the broad parameters of the [LSTA purposes and priorities](#).

Input from a variety of stakeholders who informed the State Library's [Five Year Plan](#) points to ongoing community needs that libraries can address. These needs fall into three main categories:

- Access to information and resources.
- Education and skills development.
- Community connection and collaboration.

The following grant categories reflect the needs and goals outlined in the Five Year Plan.

## General Grants



Tech Literacy Workshops  
Desert Foothills Library

### Information Preservation and Access

*Support preservation and stewardship of information in libraries and the State Archives, and encourage equitable access to information in a variety of formats.*

Examples of Information Access projects include digitization and preservation, e-content expansion, improved access for people with disabilities, and resource sharing.

For questions regarding Information Access Grants, contact Mary Villegas at [libdev@azsos.libanswers.com](mailto:libdev@azsos.libanswers.com).

## Informal Education

Support lifelong learning programs that help to develop life literacies, including digital/technological, workforce, parenting, health, and financial literacies.

Examples of Informal Education projects include digital skills training, early literacy and reading programs, employment support, nutrition programs and “adulting” workshops.

For questions regarding Informal Education Grants, contact Donna Throckmorton at [libdev@azsos.libanswers.com](mailto:libdev@azsos.libanswers.com).



Take It Make It  
Greenlee County Library System

## Institutional Improvements

Support technology resources, staff skills, programs, and collections in libraries while addressing barriers to accessing these resources and services.

See WiFi Hotspot Lending and Staff Development Day Express Grants below.



A to Z Teen Life Skills  
Page Public Library

## Inclusive Communities

Support the efforts of libraries to engage with community members from diverse backgrounds, foster connections with other community organizations, and collaborate with partners to contribute to community well-being.

Examples of Inclusive Communities projects include community conversations, programs for underserved populations, teleservices, voter engagement, and museum partnerships.

For more information, contact Megan Hammond at [libdev@azsos.libanswers.com](mailto:libdev@azsos.libanswers.com).

## Express Grants

**Express Grants** are awards with pre-set funding limits, activities, and outcomes.

### Collections and Programming (CAP)

CAP grants are \$4,000 awards to help libraries enhance materials for targeted audiences. All CAP projects must include both collections acquisition as well as a programming component. CAP grant funds may be used only for library collection materials and instructor/presenter fees.

Examples include:

- collections and programs that improve equity, diversity and inclusion to better serve underserved groups.
- early literacy materials coupled with parenting skills training.

For more information, contact Mary Villegas, [libdev@azsos.libanswers.com](mailto:libdev@azsos.libanswers.com).



## Staff Development Day

Many library systems across Arizona have a day that they close their libraries to the public to provide staff training. With increasingly tight budgets, it is difficult for libraries to pay for nationally recognized presenters for these staff trainings. The Staff Development Express Grant awards \$3,000 to library systems to pay for top quality presenters for their all-staff development days. The goal of this grant opportunity is to deliver training to a larger number of library staff across the state that may not be able to attend other trainings offered by the State Library due to limited time or budgets.

For more information, contact Melissa Kummen at [libdev@azsos.libanswers.com](mailto:libdev@azsos.libanswers.com).

## Wi-Fi Hotspot Lending

To advance the delivery of library and information services, libraries may apply for mini-grants of \$4,000 each to lend wi-fi hotspots. A wi-fi hotspot is an area where users can access the internet from a small device with a cell phone data plan. By “checking out the internet,” libraries can support their communities in several ways, such as:

- Closing the homework gap by offering home Internet service for families with school-aged children.
- Supporting participation in online education classes, workforce development and job skills trainings.
- Offering access to online telehealth services for the homebound and elderly.
- Providing digital access to library users who cannot afford internet service at home.

For more information, contact Megan Hammond at [libdev@azsos.libanswers.com](mailto:libdev@azsos.libanswers.com).

## Writers in Residence in Libraries

The Writers in Residence program promotes writing in communities by connecting local, professional authors to serve as Writers in Residence at public libraries. Writers in Residence spend time at the library during their residency composing new works and providing education for community members. The Arizona State Library’s Writer in Residence program provides funds for stipends and marketing for up to four (4) writer’s residencies, each for a three-month period. Applying libraries should select the level based on the number of writers they can support:

- 1) \$5,000 for two writers’ stipends, which is set at \$800 per month for six months plus \$200 for marketing.
- 2) \$7,500 for three writers’ stipends, which is set at \$800 per month nine months plus \$300 for marketing

If applying to continue an existing Writers in Residence program, new writers must be selected for the new grant cycle.

For more information, contact Donna Throckmorton at [libdev@azsos.libanswers.com](mailto:libdev@azsos.libanswers.com).



*VR for Teens  
Mesa Public Library*

## XR in AZ Libraries

STEM programs can offer numerous benefits to participants by fostering creativity and divergent thinking. And one tool that stands out as part of STEM-based learning is virtual reality (VR). VR puts users in a computer-generated environment with scenes and objects that appear real, making them feel immersed in their surroundings. To increase opportunities for libraries to offer this fascinating technology, the Arizona State Library is continuing the XR in AZ Libraries Express Grant, which awards \$4,000 for the purpose of purchasing or leasing VR headsets and peripherals for inclusion in a STEM-based learning program.

For more information, contact Chris Guerra at [libdev@azsos.libanswers.com](mailto:libdev@azsos.libanswers.com).

## Important Dates

---

<b>March 8, 2024</b>	<b>2024 LSTA application and certification deadline</b>
<b>May 3, 2024</b>	<b>Grant awards announced</b>
<b>May 17, 2024</b>	<b>Earliest date that grant funds may be requested</b>
<b>May 17, 2024</b>	<b>Grant recipients' workshop</b>
<b>August 8, 2025</b>	<b>2024 LSTA projects completed; funds fully encumbered</b>
<b>September 5, 2025</b>	<b>2024 LSTA final reports due; funds fully expended</b>

## Useful Links

<http://www.azlibrary.gov/libdev/funding/lsta>

[https://azsos.libanswers.com/form?queue\\_id=6865](https://azsos.libanswers.com/form?queue_id=6865)

<https://www.ims.gov/grants/grants-state/purposes-and-priorities-lsta>

<https://ims-spr.ims.gov/Public/Projects>



*All-Staff Development Day  
Flagstaff City-Coconino County Public Library*

# Eligibility Requirements

To be eligible to receive LSTA funds in Arizona, all libraries must meet the following criteria:

- Be open on an established schedule with regular posted hours in which services of trained staff are available to the public.
- Provide access to an organized collection of printed or other library materials, or a combination thereof, free of charge to all residents within the library's service area. A school or academic library may define its service area as its academic community.
- Ensure that at least one activity of an LSTA-funded project directly serves the general public.

## Academic Libraries

- Serve a public college or university.
- Submit to the State Library all reports in a complete, accurate and timely manner.

## Public Libraries

- Receive a minimum of 50% of funding from public sources OR be organized as a non-profit.
- Adhere to any requirements specified in the Arizona Revised Statutes, including but not limited to ARS 9-411 through 9-420 (Cities and Towns/Public Libraries); ARS 11-901 through 11-914 (Counties/Public Libraries); and ARS 34-502 (Computer Access/Harmful to Minors).
- Submit to the State Library annual public library statistics and all other reports in a complete, accurate and timely manner.

## School Libraries

- Serve a public or charter school in Arizona.
- Participate in resource sharing with other school libraries in the same school district.
- Be managed by a certificated school librarian.
- Submit to the State Library all reports in a complete, accurate and timely manner.

## Special Libraries

- Serve as a library for a governmental unit or non-profit organization.
- Upon library request, loan materials to Arizona libraries at no charge.
- Be managed by a librarian with an MLS or [Library Support Staff Certification \(LSSC\)](#).
- Provide services to Arizona residents.
- Submit to the State Library all reports in a complete, accurate and timely manner.

## Tribal Libraries

- Be recognized and supported by a tribal government in Arizona.
- Submit to the State Library all reports in a complete, accurate and timely manner.



# What We Fund

## Projects vs. General Operating Costs

LSTA grants are competitive project grants. A project is defined as a temporary endeavor with a beginning and end that creates a unique product, service, or result. Projects are differentiated from operations, which are the ongoing activities that comprise the day-to-day operations of a library. LSTA grants should fund project costs, not general operational costs. Some operational costs that LSTA grants will NOT fund include:

- Major infrastructure upgrades such as RFID technology and automated materials handling systems
- Replacement desktops and laptops
- Vehicles and trailers
- Furnishings not associated with a specific project
- Computers and other electronic devices not associated with a specific project

The only exception to general operating costs is the indirect cost rate for administrative overhead. If you have questions about whether your budget includes operational costs, contact the Grants Administrator.

## Allowable and Unallowable Costs

Most costs reasonable, allocable, and applicable for the proper and efficient administration of a grant project are allowable costs that **may be proposed** as budget items in an LSTA grant application. Grant funds may be expended for the items identified as allowable costs in the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200)*.

Examples of allowable costs include:

- Salaries and benefits of temporary personnel hired specifically for the grant
- Consulting or contractual services
- Furnishings that are necessary to support the project
- Hardware, software, and/or technology necessary to support the project
- Indirect costs
- Library materials that are necessary to support the project
- Postage, printing costs and supplies for project materials
- Travel and/or training expenses related to the project for library or project staff

The following costs are unallowable and **may not be proposed** as grant project costs:

- Apparel
- Bad debts
- Construction
- Contingencies
- Contributions and donations
- Entertainment / Performances
- Fines and penalties
- Food
- Gifts, models, souvenirs
- Interest and other financial costs
- Existing staff salaries and benefits
- Under-recovery of costs under other grant agreements (excess costs for one grant are not chargeable to another grant)

# Frequently Asked Questions

## How much money can my library ask for?

Although Express Grants are funded with fixed amounts, the general LSTA grants have no set minimums or maximums. The typical award ranges between \$5,000 and \$50,000. Visit [www.azlibrary.gov/libdev/funding/lsta](http://www.azlibrary.gov/libdev/funding/lsta) to see a list of recently funded projects.

## Can LSTA funds be used to pay for salaries?

Yes, if the employee is hired specifically for the awarded project. LSTA funds may **not** be used to pay salaries, wages, and/or benefits for existing full-time employees. Consider paying independent contractors with LSTA funds.

## Can LSTA funds be used to pay for travel?

Travel and per diem expenses may be included only for project personnel at the rate authorized by the State. The Current Arizona State Reimbursement Rates are available on <https://gao.az.gov/travel/travel-information>.

## What is the difference between Equipment and Supplies/Materials?

Only an item costing more than \$5,000 should be budgeted as equipment; all other items should be listed as supplies.

## What activities are considered to be construction?

Before undertaking an activity that might be considered construction, which is unallowable, ask yourself these questions:

- How permanent is it? Is it movable/flexible/modular and a staff member could take it with them to another location?
- Is there a construction-related trade involved? Would it need contract labor? Or would a staff member be able to assemble it with some basic tools like a screwdriver?

## Are matching funds required?

Local funds, whether in-kind or cash, are required. The amount of match may vary; it does not have to be 1:1. The match must be allowable under LSTA and specifically allocable to the project. Consider staff time spent administering the project or the supplies purchased to support it. Documenting that LSTA leverages local funds is important to IMLS in justifying the program to Congress. If you have questions, please contact a Library Development Consultant.

## Do I need a Unique Entity ID?

Yes. All applicants are required to supply the new 12-character alphanumeric value called the Unique Entity ID or UEI. The steps are straightforward:

1. Go to <https://sam.gov/content/duns-uei>.
2. Select the "Get Started" button.
3. Follow the system prompts.

If you need additional assistance, please work with your finance department and/or the Federal Service Desk, available at [fsd.gov](http://fsd.gov).

## Is partnering with other organizations required?

Libraries are encouraged but not required to partner with other organizations when applying for LSTA funds. All partners must benefit from the project, and those benefits should be clear in the application. The library must serve as the applicant, and assume fiscal responsibility, if the grant is awarded. Be sure that all potential partners have been contacted before including them in the grant proposal. Include a letter of support from each partner.

### **My project was funded by LSTA last year. Can we apply for funds to continue the project?**

LSTA funds are primarily targeted for new projects that serve as models or pilots. Libraries may apply for subsequent phases of a project that is underway. Libraries may also apply for funding of an ongoing project if it reaches new audiences, incorporates new methodologies, or significantly expands the reach of the project, throughout the project, not just as an add-on at the end.

### **What about marketing our project?**

You are strongly encouraged to market your LSTA project. LSTA funds for project promotion can be included in your budget, but those funds can only be used to market the grant project. LSTA funds **cannot** be used to market general library services or unrelated projects. If you are unsure about whether the marketing you are planning to include in your project budget promotes your project or general library services, please contact a consultant.

### **May I use my grant funds to pay for related purchases prior to the award?**

No, the Arizona State Library does not allow reimbursement of pre-award costs.

### **What other requirements are there?**

#### *Children's Internet Protection Act (CIPA)*

If awarded a grant, public and school libraries must certify that they are CIPA compliant before receiving LSTA funds to purchase computers to access the Internet or to pay for the direct cost associated with accessing the Internet. If funded, you will certify this on a form sent to you by the State Library. For more information about CIPA, go to <http://www.ala.org/advocacy/advleg/federallegislation/cipa/>.

#### *Limited English Proficiency Guidelines*

Federal regulations require that grant recipients take reasonable steps to ensure meaningful access to the information, programs, and services they provide to people with limited English proficiency. Please consider language assistance services, if appropriate, when designing your project.



*Storytime Collection Renovation  
Peoria Public Library*

# Application Worksheet for General LSTA Applications

Answer all parts of these questions. Reference the online application for word counts. As the online application will automatically log applicants out after a period of inactivity, we **HIGHLY** recommend composing your responses in a separate document and then copying and pasting the responses as plain text into the online application.

## 1. Needs Assessment

- What audiences are you targeting with this project and why?
- What community need or opportunity does your project address?
- How do you know this is a need?
- How does this project relate to your library's mission or strategic plans?

## 2. Project Outcomes

- What specific change(s) do you intend to achieve with this project?
- Briefly explain why you have selected this outcome, tying it to the Needs Assessment provided.

## 3. Project Activities

- What will you do, and how will you do it? Give specific information about the types of activities, number of programs, or resources you'll make available.
- What steps has your library taken to prepare for this project?
- Why did you choose this approach for your project? Did you consider any alternative approaches?
- List at least one product or activity that will help you meet the outcome. All products and activities that are a part of your project should be linked to an outcome.

## 4. Project Evaluation

- Describe what tool(s) or method(s) you will use to evaluate each product or activity listed. Examples include pre- and post-assessments, surveys, focus groups, interviews, and observations.

## 5. Project Personnel

- Provide a list of the names of project personnel, the organization they represent and their title, and a description of their duties for this project.
- Identify the project director and explain why he or she is appropriate for this project.
- If special skills or expertise are necessary for project personnel, briefly list their qualifications.
- Provide a brief resume for any consultant for whom you are requesting LSTA funds.

## 6. Partners

- If you are partnering with other organizations for this project, describe each partner's role.
- Include a letter of support from each institutional partner.

## 7. Timeline/Schedule of Activities

- Provide a timeline that includes planning, implementation, and evaluation, and indicates when funds will be spent. Remember, funds may not be requested before May 17, 2024, and must be spent by September 5, 2025.

## 8. Sustainability

- Will you continue this project once the grant period has ended? If so, how will you sustain it?

**9. Project Summary**

Briefly describe the project, by completing the following: The goal of this project is \_\_\_\_\_. Funds will be used to \_\_\_\_\_. Community members will benefit because \_\_\_\_\_.

**10. Budget Justification**

Provide a detailed explanation and justification of the proposed LSTA expenditures. Quotes, estimates, mileage, and other methods of calculating budget items should be detailed.

**11. Budget Form**

- a. Complete the budget form for the project described in this application. Provide adequate detail in the description fields to explain the allocations.
- b. Local in-kind services or funds are required for LSTA 2024 grants.

Budget Category	LSTA \$	Local \$	Description
Salaries, Wages, Benefits			
Consultant Fees			
Travel			
Supplies/Materials			
Equipment			
Services			
<b>TOTAL</b>			

**Budget Notes**

Categories	Notes
Salaries/Wages/Benefits	Includes all salaries, wages, and fringe benefits paid to temporary project staff directly contributing to the project.
Consultant Fees	All expenses related to acquiring the services of a consultant for a specific activity within the project can be included in this category. Costs may include fees, travel, accommodation, and support services hired directly by the consultant.
Travel	Travel costs must be related to the project activities and must be incurred by the staff working on the project. The costs include airfare, ground transportation, accommodation, meals, etc.
Supplies/Materials	Include costs for supplies and materials including computing devices (if the acquisition cost per unit is less than \$5,000) purchased specifically for the project.
Equipment	Means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000.
Services	List the costs of project activities to be undertaken by a third-party contractor or vendor. Includes printing, subscriptions, maintenance, etc. Subscriptions must end by September 30, 2025.
Indirect Costs	An Indirect Cost is an organization's incurred cost that 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. There are four options for indirect costs: <ol style="list-style-type: none"> <li>1. Count indirect costs as part of your Local Match.</li> <li>2. Use a current indirect cost rate that has been negotiated with a federal agency. You must email a copy of the current negotiated agreement to the Grants Consultant.</li> <li>3. Use a rate of 10% of total direct costs if you have never had a federally negotiated indirect cost rate.</li> <li>4. Do not include any indirect costs.</li> </ol>



**12. Risk Assessment. These questions are only for the purposes of monitoring awarded grants and are not part of the review process.**

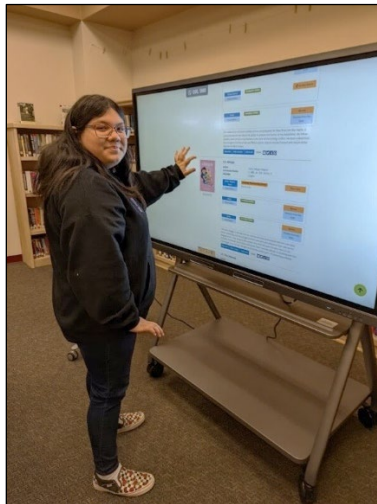
- How many years of experience does the project manager have specifically managing grants?
- When was the library's most recent reorganization?
- How many years has the project manager been employed in the applying library's system?
- Does your accounting system identify and track expenditure and receipt of program funds separately for each grant award?

**13. The Certification of Application** must be completed with an Authorizing Official's name and title.

## Review Criteria

Applications will be evaluated based on the following criteria:

- Is the project clearly explained?
- How well does the project address the Arizona LSTA goals outlined in the Five-Year Plan?
- Is a community need clearly identified? Does the applicant provide evidence of the community need through community conversations, surveys, publicly available data, or other means?
- Is the project plan thoughtful, realistic, and does it address the identified community need?
- Are the time, personnel, and financial resources identified appropriate and realistic for the scope and scale of the project?
- Is the project likely to make a significant, sustainable difference in the community, now or in the future?
- Is the schedule of work realistic and achievable? Will the project plan achieve the desired outcomes? Does the applicant have the capacity to execute the work effectively or have a plan to meet the needed capacity?



*Eureka Lab Coding Club  
Beaver Creek Public/School Library*

# Grant Administration Guidelines

## Grant Guidance

Library Services and Technology Act (LSTA) grant funds are provided by the Institute of Museum and Library Services (IMLS), through the Arizona State Library. The grantee assumes the legal responsibility of administering the grant in accordance with the LSTA statutory and regulatory requirements, and the Arizona Revised Statutes. The award is based on the approved grant proposal and budget.

## Requesting Funds

Funds must be requested between May 17, 2024 and June 30, 2025. Use the LSTA Funds Request form that will be supplied to successful applicants. *Note: It typically takes 30 – 45 days for funds to be disbursed after they are requested.* All subgrantees receiving awards of \$5000 or more **must** attend a Grant Recipients' Workshop or webinar before funds will be released. Subgrantees receiving awards of less than \$5000 are required to review the Grant Recipient Packet provided with the award notification.

## Interest on Grant Funds

It is against federal regulations to put your Federal LSTA funds into interest-bearing accounts, savings accounts, or investment-type funds. If interest is earned on LSTA grant funds by the subgrantee, the amount of the interest **must be refunded** to the Arizona State Library, Archives and Public Records, and subsequently returned to IMLS in Washington.

## Project Numbers

A grant number will be assigned to all LSTA 2024 funded projects and should be available by May 17, 2024. The Assistance Listing Number (formerly Catalog of Federal Domestic Assistance or CFDA) is 45.310.

## Unique Entity Identifier

All grant recipients are required to supply an entity identification. In the past, that identification has been the Data Universal Numbering System or DUNS number. In April 2022, the federal government transitioned away from the use of the DUNS number and toward the new 12-character alphanumeric value called the Unique Entity Identifier or UEI. The UEI will be the primary means of entity identification for federal awards. See p. 10 of these guidelines for information. If you need additional assistance, please work with your finance department and/or the Federal Service Desk, available at [fsd.gov](https://fsd.gov).

## Budget Revisions and Programmatic Changes

Grant recipients must not deviate from the approved budget for carrying out the grant project as contained in the awarded grant application unless prior approval is obtained from the Grants Administrator. Similarly, recipients must request prior approval for significant departures from approved project plans, including changes in the scope of the project, changes in project objectives, and changes in the project manager or other key project personnel. Change requests must be made in writing to the Grants Administrator.

## Requirements for Publications and Presentations

All promotion materials, press releases, bibliographies, reports, and other such publications resulting from an LSTA grant project must contain the following acknowledgment:

*This project is supported by the Arizona State Library, Archives & Public Records, a division of the Secretary of State, with federal funds from the Institute of Museum and Library Services.*

If the grant project results in copyrightable material, the subgrantee or any subcontractor of the subgrantee is free to copyright the work. However, IMLS and the State Library reserve a royalty-free, exclusive, and irrevocable license to reproduce, publish, or otherwise use and authorize others to use the work for government purposes.

## Equipment Inventory Requirements

Grant recipients must submit and maintain inventory records of all non-expendable personal property, defined as items having a useful life of more than one year and a unit acquisition cost of \$5,000 or more. Inventories of all such property may be conducted to verify the existence, current utilization, and continued need for the property. Disposition of such property shall be in accordance with 2 CFR 200.313.

## Grant Close Out Procedures

All funds must be encumbered/obligated by August 8, 2025. All payments using LSTA funds must be completed before the final report is submitted on September 5, 2025. All awarded funds must be completely expended. Should it not be possible to obligate the funds prior to August 8, 2025, the State Library is to be notified **by July 1, 2025** so arrangements can be made to return the funds to the State Library. If received by the State Library before the last month of the grant period, these funds can be reprogrammed into other Arizona projects; otherwise, reverted funds must be sent back to IMLS.

## Record Retention Requirements

Taken from 2 CFR §215.53

(b) Financial records, supporting documents, statistical records, and all other records pertinent to an award shall be retained for a period of **three years** from the date of submission of the final expenditure report or, for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, as authorized by the Federal awarding agency. The only exceptions are the following.

- (1) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
- (2) Records for real property and equipment acquired with Federal funds shall be retained for 3 years after final disposition.
- (3) When records are transferred to or maintained by the Federal awarding agency, the 3-year retention requirement is not applicable to the recipient.
- (4) Indirect cost rate proposals, cost allocations plans, etc. as specified in 2 CFR §215.53(g).

## Complaint Process

Complaints or questions about the LSTA program received by State Library will be forwarded to the Grants Consultant, who will respond as appropriate either through a phone call, an email message, or a formal letter. If the person making the complaint is not satisfied with the information provided by the Grants Consultant, the question or complaint will be sent to the State Librarian. The State Librarian will respond as is appropriate to the situation and is the person of last resort for complaints.

## Audit Requirements

All libraries that expend \$750,000 or more during their fiscal year in Federal awards must have a single or program-specific audit conducted for that year. See 2 CFR §200.501 for all audit requirements.

## Monitoring Project Progress

Arizona LSTA projects are part of a network of community-driven, exemplary work being accomplished in libraries across the country. To support these efforts and to ensure that projects comply with LSTA and State Library requirements, the Grants Administrator will monitor projects during the grant year, usually by phone or email. In some cases, the Grants Administrator will want to meet with the project manager in person. Prior to an in-person visit, the Grants Administrator or other Library Development staff will provide in advance a list of materials to be reviewed. Staff will also ask for highlights of activities that are going especially well, or that are especially challenging.

## Workshops and Webinars

Learn About LSTA workshops and webinars are usually scheduled in January. Please check <https://azsos.libcal.com/calendar/libdev/> for dates and times.

Visit <https://www.azlibrary.gov/libdev/funding/lsta> for links to presentation PDFs and tips for writing your application.

### Grant Recipients' Workshop and Webinar

It is **required** that subgrantees receiving awards of \$5000 or more attend a Grant Recipients workshop or webinar. If an in-person workshop is offered, it will be held in May in Phoenix. Details will be emailed to grant recipients. Dates for the webinar are still to be determined, and it will be recorded.

In addition to important grants administration information, the workshop provides an excellent opportunity to meet Library Development staff and to network with other grant recipients. Be sure to include expenses for travel to this workshop in your grant budget, if needed.

Information covered in the Grant Recipients' Workshop includes:

- Overview of LSTA project management
- Data collection
- Evaluation methods and tools
- Final reporting requirements

## Celebrations and Communications

If awarded an LSTA grant, think about involving your community and partners in an open house, launch or capstone event. A program launch is a great opportunity to invite the Secretary of State. Arizona State Library staff want to help you celebrate your successes, too. Consider inviting the State Librarian to help celebrate at your special event. Be sure to send invitations to the Grants Administrator as well.

An important part of your project is letting others – your Congressional representatives, your local governmental leaders, your community, and other library staff – know about your good work and the LSTA funding that helps make it possible. Grant recipients will receive templates and suggestions for communicating about your project. You should consider using letters, press releases, social media, conference presentations, newsletter articles and other means to share your LSTA story.

Contact [Library Development](#) if you have questions.