



Welcome to the Colorado State Library Webinar  
**FY10-11 LSTA Grant Implementation Training**

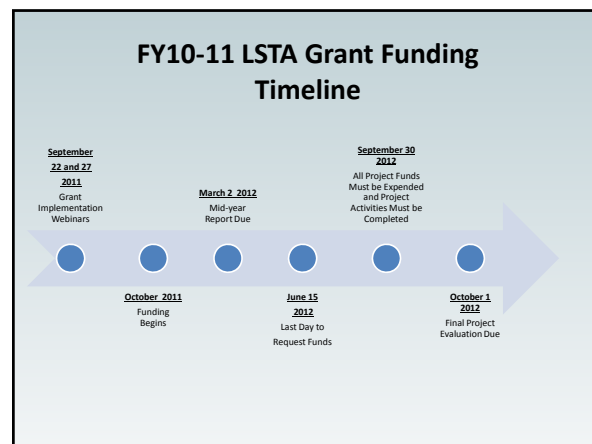


**Jean Heilig**  
Fiscal Officer & LSTA Coordinator



**Melissa Carlson**  
Program Assistant

<http://www.coloradostatelibrary.org/LSTA>



### In General.....

- Where will I find my project number?  
– FY11-
- Am I receiving federal or state funds?  
– Public Library Survey
- What is the CFDA # for this grant?  
– #45.310
- What happens if I don't use all of my money?


### Requesting Funds

- Requests must be submitted by the 15<sup>th</sup> to receive funds at the beginning of the following month.
- Fax or email all requests.
- Contact Jean Heilig for all draw down questions.  
– [Heilig\\_j@cde.state.co.us](mailto:Heilig_j@cde.state.co.us)  
– 303-866-6731



### Requesting Funds

- You may request reimbursement for items/services you have already purchased or you may request anticipated expenses.
- We ask that you do not draw down entire amount at one time.
- Funds may not be held in an interest bearing account.



COLORADO DEPARTMENT OF EDUCATION  
 COLORADO STATE LIBRARY  
**REQUEST FOR FEDERAL FUNDS FORM**  
 10/01/0911 - 9/30/2012  
 Library Services and Technology Act  
 Colorado Library Consortium

CFDA# 45.310 CDE Code: FY11-017

INSTRUCTIONS: Submit one copy of this form by the 15th of the month prior to the month the funds are needed. If the example order funds by June 15 to receive funds in July. Reimburse funds cannot be obligated or expended until any change in your budget or equipment list have been approved by CDE. [The 2011-2012 Requested Funds by June 15, 2011. Funds must be requested or obligated by September 30, 2012.](#)

Comments:

EXPENDITURE AND FUNDS REQUESTED SUMMARY	AMOUNT
A. Funding Approved	\$20,000
B. Expenditures to date (include reimbursements)	
C. Previously requested funds	
D. Line B minus Line C = Line D (or amount of current request)	\$

**CERTIFICATION BY AUTHORIZED REPRESENTATIVE**

I certify that funds have only been requested one month in advance of anticipated expenditures and that the reported program expenditures are complete and accurate.

Signature of Authorized Representative Date

Print or Type Name & Title of Authorized Representative Phone #

Print or Type Name of Person Preparing Report Phone #

THIS FORM MAY BE FAXED OR SCANNED AND EMAILED TO: Jean Heilig 303-866-6842 (Ext) heilig\_j@cde.state.co.us Questions regarding this form or grant may be directed to: Jean Heilig 303-866-6731 heilig\_j@cde.state.co.us

**REQUEST FOR FEDERAL FUNDS FORM**  
150912011 - 9/30/2012  
Library Services and Technology Act  
Colorado Library Consortium

CFDA# 45.310 CDE Code: FY11-017

INSTRUCTIONS: Submit one copy of this form by the 15th of the month prior to the month the funds are needed. (For example, order funds by June 15 to receive funds in July.) Remember, funds cannot be obligated or expended until any changes in your budget or equipment list have been approved by CDE. The last date to request funds is June 15, 2012. Funds must be expended or returned by September 30, 2012.

Comments:

EXPENDITURE AND FUNDS REQUESTED SUMMARY	AMOUNT
A. Funding Approved	\$20,000
B. Expenditures to date (to include equipment/contract)	\$ 5,000
C. Previously requested funds	\$ 0
D. Line B minus Line C + Line D (= amount of current request)	\$ 5,000

**CERTIFICATION BY AUTHORIZED REPRESENTATIVE**

I certify that funds have only been requested one month in advance of anticipated expenditures and that the reported program expenditures are complete and accurate.

Signature of Authorized Representative: \_\_\_\_\_ Date: 10/12/11  
 Print or Type Name & Title of Authorized Representative: Sam L. Am 959-000-1111 Phone #  
 Print or Type Name of Person Preparing Report: Sam L. Am 959-000-1111 Phone #

THIS FORM MAY BE FAXED OR SCANNED AND EMAILED TO: Jean Heilig, 959-098-6940 (Ext) heilig\_j@cde.state.co.us  
 Questions regarding this form or grant may be directed to: Jean Heilig, 959-098-6940 heilig\_j@cde.state.co.us

**COLORADO DEPARTMENT OF EDUCATION**  
**COLORADO STATE LIBRARY**  
**REQUEST FOR FEDERAL FUNDS FORM**  
150912011 - 9/30/2012  
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Comments:

EXPENDITURE AND FUNDS REQUESTED SUMMARY	AMOUNT
A. Funding Approved	\$20,000
B. Expenditures to date (to include equipment/contract)	\$ 12,500
C. Previously requested funds	\$ 5,000
D. Line B minus Line C + Line D (= amount of current request)	\$ 7,500

**CERTIFICATION BY AUTHORIZED REPRESENTATIVE**


I certify that funds have only been requested one month in advance of anticipated expenditures and that the reported program expenditures are complete and accurate.

Signature of Authorized Representative: \_\_\_\_\_ Date: 11/12/11  
 Print or Type Name & Title of Authorized Representative: Sam L. Am 959-000-1111 Phone #  
 Print or Type Name of Person Preparing Report: Sam L. Am 959-000-1111 Phone #

THIS FORM MAY BE FAXED OR SCANNED AND EMAILED TO: Jean Heilig, 959-098-6940 (Ext) heilig\_j@cde.state.co.us  
 Questions regarding this form or grant may be directed to: Jean Heilig, 959-098-6940 heilig\_j@cde.state.co.us


## Budget

- Once awarded are changes in the budget allowed?
- You may reallocate up to 10% of your budget in any given line item without prior approval.




## Budget

- E-mail Jean Heilig with request for budget change before making purchase. Heilig\_j@cde.state.co.us
- Remember to revise budget form to reflect new line item amounts.




## Records Retention

- Save until December 31, 2017
- Grant, Award Letter, Budget, Draw-down Forms, Reports, Communications
- Documentation of in-kind match- Payroll
- LSTA Expenditures and Cash Match
  - Invoices
  - Receipts
  - Purchase Orders



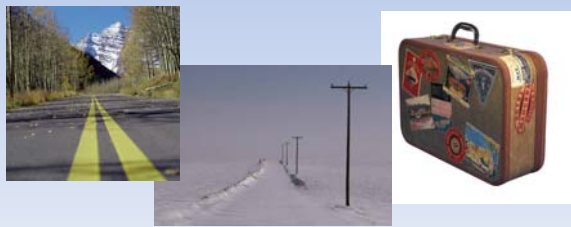
## Reporting

- Why are we putting you through this torture?
  - To meet grantor requirements set by the Institute of Library and Museum Services.
  - We are required to evaluate:
    - compliance with the objectives of the project, and
    - the appropriateness of the grantees administrative systems, processes, and expenditures.



## Reporting

- Site visits from a member of the State Library will occur during the grant funding period.
  - A site visit checklist will be provided before visit



## Reporting

- During our visit, we would like to:
  - see what you have purchased,
  - see your program file of financial and other records, and
  - discuss the progress of your project

## Reporting

- If appropriate, we may discuss the following with you:
  - project accomplishment in relationship to objectives;
  - explanation of changes in project direction, if any;
  - project and LSTA grant program strengths and weaknesses; and
  - how the project is being evaluated.

## Reporting

- Template will be provided
- Mid-year Progress Report
  - Due March 2, 2012
- Final Project Evaluation
  - Due October 1, 2012



## Reporting

- All financial documentation must be turned in with your final report:
  - Invoices
  - Receipts
  - Purchase Orders
  - Timesheets and/or Time and Effort Reports
  - Log sheets documenting any in-kind support
  - This holds for LSTA funds, Cash and In-kind matching funds



## IMLS Acknowledgement

IMLS requires grant recipients to acknowledge the Institute of Museum and Library Services in all related publications and activities in conjunction with the use of your grant money.

Websites, multimedia materials, newsletters, posters, news releases, educational materials, signage, banners, invitations to events, etc.

### **IMLS Acknowledgement**

“This program was funded in part with a grant from the Institute of Museum and Library Services which administers the Library Services and Technology Act.”

### **IMLS Acknowledgement**



Logos

[www.ims.gov/recipients/logos.shtm](http://www.ims.gov/recipients/logos.shtm)

Grantee Communications Kit

<http://www.ims.gov/recipients/communication.shtm>

### **Technology Consulting**

Colorado State Library  
Networking and Resource Sharing Unit

Jim Duncan, Director

[Duncan\\_j@cde.state.co.us](mailto:Duncan_j@cde.state.co.us)

303-866-6907



### **QUESTIONS?**



### **Contact Information**

**Jean M. Heilig**

[Heilig\\_j@cde.state.co.us](mailto:Heilig_j@cde.state.co.us)

303-866-6731

**Melissa Carlson**

[Carlson\\_m@cde.state.co.us](mailto:Carlson_m@cde.state.co.us)

303-866-6910