

SUMMARY OF LSTA GRANT ADMINISTRATION REQUIREMENTS

Source Documents:

Code of Federal Regulations, 45 CFR 1183, (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.)

OMB Circular A-133 Revised, ("Audits of States, Local Governments, and Non-Profit Organizations.")

Prior Approval Costs

Prior approval costs are costs for which a grantee must obtain the prior written permission of the Oregon State Library. These include:

- Capital expenditures (approved in full for equipment valued at \$5,000 or more to be dedicated to the purposes of the grant;
- Pre-award costs (costs incurred prior to the grant period)

To obtain prior approval, applicants for LSTA grants may submit a description and other documentation for each applicable cost item in Part III of their grant application. Prior approval of these costs, if granted, will be specified in the grant contract. Prior approval may also be requested, and documentation submitted, during the grant period. In this case, if prior approval is granted, the grant contract will be amended to reflect these approved costs.

Time and Attendance Records

When personnel costs are charged to an LSTA grant, such charges must be supported by time and attendance records or equivalent records for individual employees. Oregon's LSTA grant program will not subsidize existing staff, but will fund new positions or temporary help or substitutes. Costs for payroll services can be reflected as a direct contractual service.

Travel Costs

Travel costs are allowable for expenses for transportation, lodging, subsistence, and related items incurred by employees of the grant project who are in travel status on official business relating to the grant project. Costs may be charged on an actual basis, on a per diem or mileage basis, or on a combination of the two, provided that the method is applied to an entire trip, and results in charges consistent with those normally allowed in like circumstances in non-federally sponsored activities.

Indirect Costs

Indirect costs are administrative costs incurred by the grantee that are not readily assignable to one or more cost objectives in the grantee organization (e. g., personnel administration, accounting services, purchasing services, etc.). If a grantee has prepared an indirect cost proposal which has been approved by a Federal agency and which specifies an indirect cost rate for the grantee, the grantee may budget and receive compensation for indirect costs based upon the approved rate. However, in no case may indirect costs charged to LSTA grants exceed 6% of total direct charges as specified in the grant contract.

Interest on Grant Funds

All interest earned on LSTA funds advanced to the grantee must be refunded to the federal government through the Oregon State Library, except that up to \$100 per year may be kept for administrative expenses, as per 45 CFR 1183.21.

Program Income

Program income is defined as gross income earned by the grantee from grant-supported activities. Program income must be added to grant funds and reported on in the quarterly and final Financial Status Reports to the State Library. All program income must be expended or obligated by the end of the grant period.

Claiming Grant Payments

Grant funds may be claimed when evidence of obligations is submitted. Claims should be submitted with original invoices or receipts. Subgrantees should keep copies of all such documents. Subgrantees may be paid in advance, provided they maintain or demonstrate the willingness and ability to maintain procedures that minimize the time between the transfer of funds from the State Library and their disbursement by the subgrantee. That period shall be twenty-nine (29) days. All funds shall be obligated by the end of the grant period.

Reporting Requirements

All LSTA grantees will be required to make quarterly financial and performance reports, as well as a final financial report on forms supplied by the State Library. The quarterly reports will be due in accordance with section II ¶ M & N of the contract. Failure to file reports in accordance with these deadlines will be grounds for suspension of the grant contract.

Purchasing

Follow normal local purchasing policies and procedures. Services or items less than \$100,000 should have an adequate number of price quotes from qualified sources (45CFR1183.36d(1)).

Inventory Requirements

Grantees must submit and maintain inventory records of all nonexpendable personal property, defined as items having a useful life of more than one year and an acquisition cost of \$5,000 or more. This definition may apply to books and other library materials. Reports of such property shall be made on a form supplied by the State Library and must be filed within 30 days of property receipt. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years. Disposition of such property shall be in accordance with the disposition requirements of the State Library which include the filing of a disposition report for all such property.

Requirements for Publications and Presentations

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

This (project, program, publication) is supported in whole or part by the Institute of Museum and Library Services through the Library Services and Technology Act, administered by the Oregon State Library.

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

Budget Revisions and Programmatic Changes

Grantees must not deviate from the approved budget and approved plan for carrying out the grant project as contained in the approved grant application unless prior approval is obtained from the State Library. Specifically, grantees must request a budget revision when transfers between cost

categories in the approved grant contract exceed 10% of the total grant. If approved, such a revision will constitute an amendment to the grant contract. Similarly, grantees must request prior approval of 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. Both types of requests shall be made on a form supplied by the State Library.

Grant Close-Out Procedures

All funds must be expended and/or obligated by the last day of the grant period. All obligations are to be liquidated within 90 days following the end of the grant period and a final expenditure report filed showing any amounts owed to the grantee or any fund balances to be refunded to the State Library.

Audit Requirements

Audits of all LSTA grants made to local government agencies will be required as specified in OMB Circular A-133 Revised.

Record Retention Requirements

All financial and programmatic records, supporting documents, statistical records and other records pertinent to an LSTA grant must be retained for a period of three years beginning on the day in which the final financial report for the grant is filed. The Secretary of Education and the Comptroller General of the United States, the Oregon State Library, or any of their authorized representatives shall have the right of access to any books, documents, papers, or other records of the grantee which are pertinent to the LSTA grant at all reasonable times during the retention period.