

TECHNOLOGY MINI-GRANT 2024-25 GRANT

Presented by:

Terry Blauvelt

LSTA Coordinator



Missouri Secretary of State
State Library



INSTITUTE of
Museum and Library
SERVICES

The Technology Mini Grant project is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State.

ELIGIBILITY

- **Public Libraries eligible to receive FY25 state aid**
- **If a library has a website, it must be actively maintained and include links to Book Connections and VetNow online resources**
- **If a REAL Program member, the library's website must also link to EBSCO, HeritageQuest, LearningExpress Library, and Rosen databases**
- **Must have an active Unique Entity Identifier for their library/organization from www.sam.gov in order to be eligible for application & payments.**



LSTA GRANTS STATUTES AND REGULATIONS

- **Museum and Library Services Act of 2003:
Public Law 108-81, 117 Stat. 991 (2003)**
- **General Regulations for Administering the
Grants:
2 CFR 200**
- **Work Authorization Program: RSMO 285.530**

Links to these statutes and regulations are available online at:

<https://www.sos.mo.gov/CMSImages/LibraryDevelopment/FY25GrantsManual.pdf>

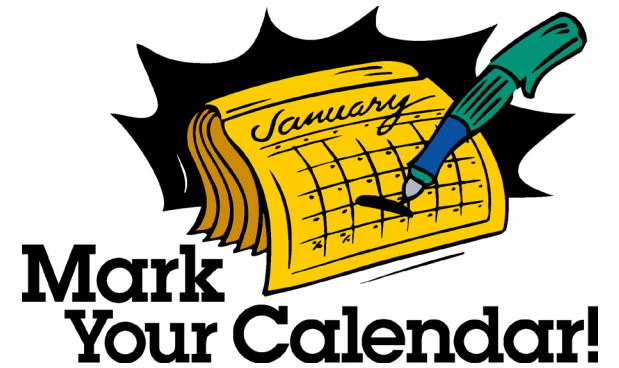


WORK AUTHORIZATION (E-VERIFY)

- **Applies to grants requesting \$5,000 or greater**
- **Links within the grant application**



GRANT TIMELINE



- **Application Due: October 1, 2024**
- **Approximate Award Announcement: Late October**
- **Grant Period: November 15, 2024 – May 15, 2025**
- **Final Report Due: June 15, 2025**



HIGHEST GRANT PRIORITIES

- **Risk of imminent failure**
- **Software systems no longer supported**
- **Hardware that does not meet software systems requirements**

**HIGHEST
PRIORITY**



OTHER GRANT PRIORITIES

- **Systems to manage public access to workstations or printing**
- **Patron Computer Stations**
- **Improving access for patrons with disabilities**
- **Computers to be used in job-related training, online courses, or certification testing.**



ELIGIBLE ITEMS

- **Allowable costs include:**
- **Equipment: Items with a single unit cost of \$5,000 or more.**
 - Servers
- **Personnel:** Temporary or additional hours for part-time staff to implement the project or for training purposes.
- **Services and Software:**
 - Network; operating; assistive; and office software.
 - Publicity for the project including paid social media advertisements.
 - One-time contractual services such as wiring, training, and installation charges (non-construction).
- **Supplies: Items with a single unit cost of less than \$4,999.99.**
 - Computers, printers, tablets, and laptops for staff or public use.
 - Early Literacy Stations
 - Network equipment, such as servers.
 - Furniture for handicapped-accessible workstations.



COMMON UNALLOWABLE COSTS INCLUDE:

- Gaming or entertainment systems
- Interactive projection systems
- Office equipment, such as faxes and telephones
- Refurbished computers/technology
- Website design or redesign
- RFID Tags
- Security gates
- Electronic signage of a general nature.
- Remodeling and construction costs
- Paying staff costs for regular work hours
- Equipment and technology for facilities that are less than 80% complete at the time of application
- General supplies such as printer paper, ink cartridges, or toner



GRANT PAYMENTS

- Two installments (50/50)
- First payment cannot be requested before the grant period has started
- Must begin spending grant funds within 45 days
- Final payment submitted at the same time as the final report to LSTA@sos.mo.gov



RECOMMENDED MINIMUM COMPUTER SPECIFICATIONS

Recommended Computer Minimum Specifications, August 2020

Item Minimum Specifications

Desktop PCs including All-in-Ones

- 3.2 GHz Intel Core i5-7th generation
- 8 GB Memory
- 500 GB 7200 RPM Hard Disk Drive or 256 GB Solid State Drive
- 20" Flat Panel Monitor
- Intel HD Graphics 530
- LAN Networking Port and Wi-Fi 2.4/5GHz Wireless Capable
- Windows 10

Laptop PC

- 2.5 GHz Intel Core i5-7th generation
- 8 GB Memory
- 500 GB 7200 RPM Hard Disk Drive or 256 GB Solid State Drive
- 14" Display area
- Intel HD Graphics 520
- LAN Networking Port and Wi-Fi 2.4/5GHz Wireless Capable
- Windows 10

It is recommended that all computers purchased with LSTA grant funds meet or exceed these minimum specifications established by the Missouri State Library.

There are some instances where computers below these specifications may be warranted for instance when purchasing Chromebooks or other thin client computers. Computers strictly used for online public access catalogs may have as low as 250 GB HDD or 156 GB SSD.





APPLICATION SIGNATURE PAGE

- *Only have to sign once and you agree to:*
 - **Grant Agreement Standard Terms and Conditions**
 - **Certifications Regarding Nondiscrimination; Debarment and Suspension; Drug-Free Workplace; Federal Debt Status; Lobbying; and Trafficking in Persons**
 - **Assurances Non-Construction Programs**
 - **Internet Safety Certification, if applicable**
 - **Business Entity Certification, if applicable**



IMLS ACKNOWLEDGEMENT

- This statement is **required** to be used when funding is accepted for this grant program. 
- 1. “This project is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State.”
- 2. Twitter/X feed-@US_IMLS 
- 3. FaceBook-<https://www.facebook.com/USIMLS>
- 4. IMLS Logo

Grantee Communications Kit-

<https://www.ims.gov/grants/manage-your-award/grantee-communications-kit/ims-acknowledgement-requirements>



WHEN AND WHO TO SURVEY

- **Survey Patrons**

- When project has a patron training component



- **Survey Staff**

- When project has a staff training component
- When the project involves educational software
- When the project involves planning and/or evaluation



LOCAL MATCH REQUIREMENTS

Single unit price \$1,200 to \$9,999.99, 1-3 years warranty included	25% local match
Single unit price \$1,200 to \$9,999.99, 4 years warranty included	30% local match
Single unit price \$1,200 to \$9,999.99, 5 years warranty included	35% local match
Single unit price \$1,200 to \$9,999.99, 6 years warranty included	40% local match
Single unit price \$1,200 to \$9,999.99, 7 years warranty included	45% local match
Single unit price \$10,000, 1 to 5 years warranty included	50% local match
Single unit price \$10,000, 6 years warranty included	55% local match
Single unit price \$10,000, 7 years warranty included	60% local match
Extended Warranties Priced Separately	1st year fully paid LSTA, remainder local



HTTPS://WWW.PUBLICSECTOR.SHIDIRECT.COM/



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888-744-4084

Welcome to the SHI Catalog for Missouri Govt

As a global provider of IT products and solutions, SHI is named on many Missouri contracts and here to support all your IT needs. If you have any questions please contact your account team.

[View All Contracts for Missouri](#)



APC SurgeArrest Personal - surge protector

\$21.64



Dell Latitude 5590 - 15.6" - Core i

\$899.07



Lenovo ThinkCentre M910x - ti

\$807.73



Apple iMac 8 GB

\$1,211.38



Microsoft Surface Go - 10"

\$428.29



Dell UltraSharp U2417H

\$273.56



Bulk Buy

[OAITSdW/Tagging Dell Bulk](#)

[Desktop Computers](#)

[Portable Computers](#)

[Servers](#)

[Printers](#)

[Accessories](#)

[HP PCS for K-12 Customers](#)

[view entire catalog...](#)

Useful Links

[Public Sector Selection](#)

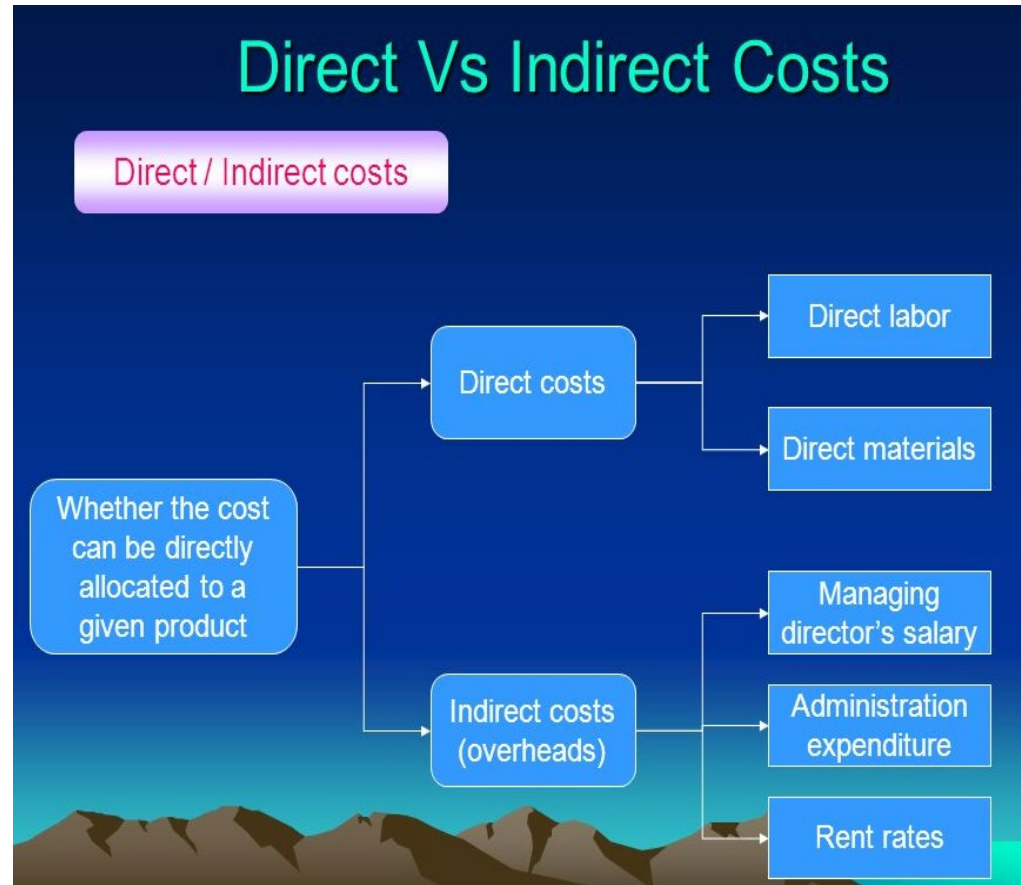
[Order Status](#)

[Retrieve Quotes](#)



INDIRECT COST RATE (ICR)

- Use the standard 10% federal de minimus rate
- Use federally negotiated rate
- Decline



INDIRECT COST RATE

Indirect Cost Rate Example			
Standard 10% MTDC Rate or Your Institution's Federally Negotiated Rate As a Percentage:			10.00%
LSTA Total Personnel	\$3,523.15		
LSTA Total Consultant Fees	\$0.00		
LSTA Total Supplies	\$427.66		
LSTA Total Travel	\$0.00		
LSTA TOTAL Services	\$2,200.00		
LSTA GRAND TOTAL	\$6,150.81		
Indirect Cost Rate to Claim	\$615.08		



ONLINE GRANT MANAGEMENT SYSTEM

https://www.sos.mo.gov/library/development/lstagrants

Services
Programs
Certifications
Res
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LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)

Secretary of State's office is pleased to offer Missouri libraries several opportunities to improve library service through the use of federal Library Services and Technology Act (LSTA) funds. These grants are based on LSTA priorities and Missouri State Library goals as approved in our LSTA five-year and state fiscal year project plans:

- Missouri Five-Year State Plan 2023-2027
 - Missouri FY2024 LSTA Project Plan
 - Missouri FY2023 LSTA Project Plan
- Missouri Five-Year State Plan 2018-2022
 - Missouri FY2022 LSTA Project Plan
 - Missouri FY2021 LSTA Project Plan
 - LSTA FFY2020 Use of Funds Summary
 - Missouri FY2020 LSTA Project Plan

A list of grant opportunities for the next round of grants is listed in the LSTA Call Schedule. Please note application deadlines, project grant periods, and report due dates for the programs you are considering. Applications are welcome from public, academic, special, institutional and public sector libraries in Missouri, although all grants are not available to all institutions.

2023 LSTA Grant Call Schedule

2024 LSTA Grant Call Schedule

All grant applications and reports are located in the Missouri State Library Online Grant Management System.

Missouri Secretary of State
State Library

Search Tools Communications Reporting

Fields with an asterisk (*) are required.

Project Information

Project Name*
The name of the project is attached to each and every form within your process. The project title should be meaningful, and not just be the name of the grant program.

Project Director Name*
Enter the first and last names of the Project Director.

Project Director Email Address*
Enter the project director's email address.

Project Director Telephone Number*
Enter the Project Director's telephone number, including area code, and if applicable, the extension.

Work Authorization Compliance

RSMO 385.530 (2) As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state to a business entity, or for any business entity receiving a state-administered or subsidized tax credit, tax abatement, or loan from the state, the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. Any entity contracting with the state or any political subdivision of the state shall only be required to provide the affidavits required in this subsection to the state and any political subdivision of the state with which it contracts, on an annual basis.

E-Verify (Work Authorization) Company ID Number

E-Verify Expiration Date (Month and Year)

Software provided by Foundant Technologies © 2020



Logon Page

Welcome to the Missouri State Library's Online Portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact Terry Blauvelt at Terry.Blauvelt@sos.mo.gov to receive your username.

Email Address*

Password*

Log On Create New Account

[Forgot your Password?](#)



BASIC INFORMATION

The screenshot shows a web browser window with several tabs: 'Dashboard - Grant Lifecycle M...', 'Missouri State Library Funding', 'LSTA Grant Programs', 'Post Attendee - Zoom', and 'Application - Grant Lifecycle M...'. The address bar shows the URL: <https://www.grantinterface.com/Form/Preview?form=562088&urkey=missourilibrary>. The page header includes 'Missouri State Library' and 'Terry Blauvelt'. The breadcrumb trail is 'Process Manager / Technology Mini Grant / MOSL Application Template / Preview'. A blue box highlights the instruction: 'Fields with an asterisk (*) are required.' The form is titled 'Project Information' and contains the following fields:

- Project Name***
The name of the project is attached to each and every form within your process. The project title should be meaningful, and not just be the name of the grant program.
- Project Director Name***
Enter the first and last names of the Project Director.
- Project Director Email Address***
Enter the project director's email address.
- Project Director Telephone Number***
Enter the Project Director's telephone number, including area code, and if applicable, the extension.

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E-Verify (Work Authorization) Company ID Number

Grant Management Software provided by Foundant Technologies © 2020



THE PROGRAM NARRATIVE

- **Explain your project**
- **Project Promotion**
- **Evaluation**
- **Additional Questions**



APPLICATION SPREADSHEET

A	B	C	D	E	F	G	H	I
1	Library Name:							
2	Project Name:							
3								
4	List supplies that will be purchased for the project. Round DOWN to the nearest whole dollar. Remember, these are items with a per unit cost of \$5,000 or less.							
5								
6	Budget Category	Description of Item	Quantity	Cost Per Unit	LSTA Funds	Local Funds	Total	
7	Supplies						\$0.00	
8							\$0.00	
9							\$0.00	
10							\$0.00	
11							\$0.00	
12							\$0.00	
13							\$0.00	
14							\$0.00	
15							\$0.00	
16							\$0.00	
17							\$0.00	
18							\$0.00	
19							\$0.00	
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31							\$0.00	
32							\$0.00	
33							\$0.00	
34							\$0.00	
35							\$0.00	
36							\$0.00	
37					\$0.00	\$0.00	\$0.00	
38								
39								



FINAL REPORT SPREADSHEET

LSTA GRANT PAYMENT SUMMARY									
1									
2									
3	Library Name:	\$	-						
4	Project Number:	\$	-						
5									
6	For each invoice, list the invoice number, vendor/payee, date, quantity, and a brief description of the items ordered and received during the grant period. Breakout the cost share by LSTA and Local funds. When finished, upload this form as an attachment in the grant management system. Do NOT include costs that are ineligible for LSTA funding, such as prizes, incentives, decor, etc. even if they are funded locally. Remember to submit a Procurement Certification form if you purchased an item or set of the same items that exceeded \$3,000 in the aggregate.								
7									
8	SUPPLIES BUDGET CATEGORY	Invoice Number	Vendor/Payee	Date	Quantity	Description of item or service	LSTA Funds	Local Funds	Total
9	SUPPLIES								\$ -
10									\$ -
11									\$ -
12									\$ -
13									\$ -
14									\$ -
15									\$ -
16									\$ -
17									\$ -
18									\$ -
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29								\$ -	
30								\$ -	
31								\$ -	
32							\$ -	\$ -	\$ -
33									
34									
35									
36									



BUDGET NARRATIVE

- **Include every item on Budget Worksheet**
- **Federal or local funds?**
- **Justify costs:**
 - **Why do you need that?**
 - **How does that help with your project/goals.**
- **Explain all figures**
- **MUST MATCH THE SPREADSHEET**



LARGE PURCHASE PRICE ANALYSIS

Example:

Date	Source	Vendor	Item Description	Amount
9/2/2024	Online	A Computer Store	8 i9 desktop computers	\$15,992
9/3/2024	Letter	B Computer Store	8 i9 desktop computers	\$16,270
9/6/2024	Email	C Computer Store	8 i9 desktop computers	No response

Vendor A was selected as the lowest cost bid meeting our requirements.

The final report will require a Procurement Certification for items or services requiring a LPPA



MORENET NETWORK & TECHNOLOGY SERVICES

- **Troubleshooting**
- **Consulting**
- **Design**
- **Analysis**

- Jeanne Sullivan
- Public Libraries
Member Service
Advisor
- (573) 884-7646
- jeanne@more.net



ACCEPTING THE GRANT


- Login to the Online Grant Management System
- A copy of the signed grant acceptance form is retained in the online system

Process: Technology Mini Grant 23-24

Application Submitted 09/28/2023 [View Application](#)
Decision Undecided

Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
LSTA Grant Acceptance	Carrie Cline	Overall Award		Complete	View
Final Report	Carrie Cline	Overall Award	06/15/2024 11:59 PM CDT	Assigned	Edit

Grant Acceptance or Decline* 

Please indicate if the grant is accepted or declined.

We accept the grant. We will not begin encumbering funds before the start of the grant period.
 We do not accept the grant. Funds may be reallocated to other projects.

> Administrator Comments



AWARD AND FORMS PACKETS

- The award packet is uploaded into the Documents uploaded by Administrator section in the online grant management system.
- It includes:
 - Budget memo
 - Notes about any changes
 - Payment requests



GRANT CHANGES

- Discretionary moves
 - The lesser of 10% of the grant award or \$1,000
 - Cannot be moved to ineligible or denied items
 - Good to get approved by MOSL



GRANT CHANGES

Grant Adjustment Memo

- Smaller changes
- Changes in budget categories
- Changes in grant period dates
- Takes a day or two to complete
- Completed through email
- Must be filed a minimum of three weeks prior to the end of the grant period
- Somewhat common

Amendment

- Change of Scope
- Changes in the amount awarded
- Can take up to six weeks to complete
- Uses the Amendment Request Form
<https://www.sos.mo.gov/CMSImages/LibraryDevelopment/RequestforAmendment.pdf>
- Must be filed a minimum of three weeks prior to the end of the grant period
- Very rare



CONTENTS OF GRANT FILE

- Original Application
- Signed Grant Agreement Form
- Signed Grant Acceptance Form
- Payment Requests
- Interim and Final reports
- Outstanding Report and Payment Forms
- Invoices
- Market Analysis Documentation
- Bid Process Documentation



CONTENTS OF GRANT FILE (CONT.)

- Promotional Materials
- Documentation of Contacts with the State Library staff
- Evaluation Measures: statistics, surveys, observation reports, etc...
- Amendment Documentation, if applicable
- Payroll documentation, if applicable
- Travel documentation, if applicable
- <https://www.sos.mo.gov/CMSImages/LibraryDevelopment/GrantFolderContentList.doc>



PROPERTY STANDARDS

- You must maintain property records that include:
 - the description of the property;
 - the serial number or other identification number;
 - the source of funding for the property;
 - the title holder;
 - the acquisition date and cost of the property;
 - percentage of Federal participation in the project costs for the Federal award under which the property was acquired;
 - the location, use, and condition of the property; and
 - any ultimate disposition data including the date of disposal and the sale price of the property.
- You must make a physical inventory of the equipment and reconcile the results with the property records at least once every two years. You must also develop a control system to ensure adequate safeguards



FINAL REPORT REQUIREMENTS

- Narrative Report
- Activities
- Project changes and additions
- Project Promotion
- Project Partners
- Outputs



FINAL REPORT REQUIREMENTS CONTINUED

- Narrative Report
- Outcomes
- Importance of Findings
- Lesson Learned
- Project Continuance
- Effort Level
- Project Scope
- Other



RECORDS RETENTION

- The grant file must be kept for 10 years following the end of the grant period.
- The disposition date for this specific grant will be no earlier than May 15, 2035.
- Agency Records Disposition Schedule
<https://www.sos.mo.gov/CMSImages/RecordsManagement/schedules/SOS/StateLibrary/LibDev/LibDev.pdf>





QUESTIONS?



CONTACT INFORMATION:



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