

LIBRARY SERVICES AND TECHNOLOGY ACT GRANTS

The Library Services and Technology Act (LSTA), the major federal grant program for libraries, is provided through the Institute of Museum and Library Services. It is a state-based program with a broad mandate to use technology to bring information to people in innovative and effective ways, and to ensure that library service is accessible to all - especially those who have difficulty using the library. Florida's grant program is based on the purposes of LSTA and is developed from goals and outcomes provided in Florida's Library Services and Technology Act Long-Range Plan.

HOW IS THE PROGRAM FUNDED?

LSTA grants are provided annually through the Institute of Museum and Library Services with funds appropriated by Congress. Florida received \$8,769,895 in fiscal year 2009-2010; \$8,976,669 in fiscal year 2010-2011; and \$8,111,592 in fiscal year 2011-2012.

HOW IS THE PROGRAM ADMINISTERED?

The LSTA grant program is administered by the Florida Department of State, Division of Library and Information Services, Office of Community Development. In Florida, the program is authorized under Section 257.12, *Florida Statutes*. Rules for administration of the program are outlined in Section 1B-2.011, *Florida Administrative Code*, and in the *Library Services and Technology Act Grant Guidelines*. Federal authorization is provided in Public Law 104-208, as amended, and 45 CFR Part 1183.

WHO IS ELIGIBLE?

Florida libraries and nonprofit organizations primarily related to the provision or support of library services are eligible to apply for LSTA funds. Eligible entities include public libraries; public elementary, secondary, or charter school libraries; academic libraries; library consortia; and special libraries.

HOW DOES THE APPLICATION PROCESS WORK?

Announcements about application availability are made through the *Florida Administrative Weekly*, and through announcements sent to libraries. Application information may be requested from the Grants Office, or they may be obtained from the Division's Web site:

<http://info.florida.gov/bld/grants/Lsta/LSTA.html>

Completed applications are due to the Division by March 15. Applications must be submitted electronically using the Florida Libraries and Grants System at www.fllibraries.org.

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Application funding decisions are made in a five-phase process: 1) Grants Office staff review for eligibility and completeness; 2) Division staff evaluate using criteria specified in the *LSTA Grant Guidelines*; 3) LSTA Advisory Council members review and recommend funding priorities; 4) Division senior managers review and make funding decisions; and 5) the Secretary of State gives final approval or denial to all grant applications.

ARE THERE MATCHING REQUIREMENTS?

Local matching funds must equal a minimum of one-third of the amount of federal funds requested or awarded, and may be in-kind or cash contributions.

A library in a county or community with rural status may request a waiver of the match requirement at the time of the grant application in compliance with Section 288.06561, *Florida Statutes*.

HOW MAY I USE LSTA GRANT FUNDS?

Funds provided under an LSTA grant are designed principally for direct support of services and programs to targeted audiences. Florida's grant program is based on the purposes of LSTA and the needs of Florida residents and libraries. It is developed from the goals and outcomes provided in Florida's Library Services and Technology Act long-range plan. Projects must clearly fit in with both the purposes and priorities of LSTA and Florida's long-range plan.

WHAT ARE THE REPORTING REQUIREMENTS?

If changes are needed in the project's outcomes, scope of activities, equipment to be purchased, key personnel, or expenditures (over 10 percent cumulative), approval must be obtained from the Grants Office before the changes are implemented. A *Mid-Year Status Report* on the status of project accomplishments, expenditures, and use of evaluative data is due April 1. A *Final Status Report* of accomplishments, evaluation of the impact of the project and a financial accounting of expenditures is due November 1. An audit that is in compliance with Federal Office of Management and Budget (OMB) Circular A-133 must be submitted following the end of the grant period.

I STILL HAVE QUESTIONS AND NEED TO KNOW MORE.

Contact the Office of Community Development's Grants Office.

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Email: grantsoffice@dos.state.fl.us
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