

LSTA Grant Administrative Guidelines

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GENERAL INFORMATION

IMLS and LSTA

The Institute of Museum and Library Services (IMLS) supports libraries in Utah through the Library Services and Technology Act (LSTA), administered by the Utah State Library. LSTA funds are intended to help libraries develop their central roles as community builders. LSTA funds are used to promote improvements in services to all types of libraries; to facilitate access to, and sharing of, resources; and to achieve economical and effective delivery of service for the purpose of cultivating an educated and informed citizenry.

In addition, LSTA funds are targeted for statewide library services and support a wide array of programs from literacy to providing broad access to databases. This program develops the role of libraries as “information brokers,” helping to make resources and services, which are often prohibitively expensive, more readily available. LSTA also supports efforts to educate the current and future library workforce in Utah.

LSTA priorities as defined in 20 USC Chapter 72, § 9141 are:

- expanding services for learning and access to information and educational resources in a variety of formats (including new and emerging technology), in all types of libraries, for individuals of all ages in order to support such individuals’ needs for education, lifelong learning, workforce development, economic and business development, health information, critical thinking skills, digital literacy skills, and financial literacy and other types of literacy skills;
- establishing or enhancing electronic and other linkages and improved coordination among and between libraries and entities, as described in section 9134(b)(6) of this title, for the purpose of improving the quality of and access to library and information services;
- Support library workforce development by
 - providing training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services; and
 - enhancing efforts to recruit future professionals, including those from diverse and underrepresented backgrounds, to the field of library and information services;
- enhance efforts to recruit future professionals to the field of library and information services;
- develop public and private partnerships with other agencies and community-based organizations;
- target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, and to individuals with limited functional literacy or information skills;
- target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved;
- develop library services that provide all users access to information through local, state, regional, national, and international collaborations and networks; and
- carry out other activities consistent with the purposes set forth in section 9121, as described in the [state library]’s plan.

LSTA Grant Guidelines

ALL grant recipients must adhere to the following guidelines:

- The library or agency awarded LSTA funds must file all required reports to the State Library on or before posted due dates, in order to stay eligible for future grant funds

- The library or agency awarded the LSTA funds must agree to all federal and state laws, rules, and regulations that govern federal LSTA funds administered by the State of Utah
- Local funds (match) and in-kind donations or services are subject to the same federal and state laws, rules, and regulations that govern LSTA funds
- All project activities must occur within the contract period identified in the contract or Memorandum of Agreement (MOA). Project costs and obligations incurred prior to or beyond this contract period will NOT be reimbursed
- Any changes in personnel relating to the grant during the contract period should be reported to the State Library in a timely manner.
- Any printed material or website content resulting from the project must acknowledge both IMLS and the State Library.
- Equipment purchased with grant funds must be maintained and located in the library as specified in the grant for a period of at least five years (See Financial Records and Audit Requirements on page 8 for specific instruction on Equipment)
- Formal amendments to the budget must be submitted in writing
- Grant funds may not be deposited into an investment account
- Grant funds must be fully dedicated to the grant project or according to indirect cost guidelines listed in this section
- Grant recipients must establish and maintain a separate accounting category for these funds within an internal accounting system

Administering the Grant Project

Public, school, academic, tribal, special and eligible private or research libraries must administer the grant project within their organization. The agency (library) applying for and administering the grant is responsible for receiving and disbursing funds and carrying out the purposes of the project. If more than one LSTA grant is received, a separate account in the local budget must be established for auditing purposes for each grant.

Indirect Cost Guidelines

In accordance with new federal regulations implemented through 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, all Notice of Grant Awards must reflect a subgrantee's federal indirect cost rate.

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 general telephone service, utilities, Internet, postage, office supplies, office space expenses, and administrative or financial operations for an entire organization.

You have several options concerning indirect cost rates: not include any indirect costs, use a previously negotiated indirect cost rate, use an indirect cost rate proposed to a federal agency but not yet approved, or use a rate not to exceed 10% of modified total direct costs (the total grant request) if you have never had a federally negotiated indirect cost rate and you are not subject to other requirements (e.g., for States and Local Governments and Indian Tribes).

Please note that for this grant, you may claim a lower indirect cost rate than your negotiated rate if that is approved by your organization.

Depositing LSTA Funds

Public libraries must deposit LSTA funds with their appropriate oversight city or county offices. School libraries must deposit LSTA funds with the school district office. Special libraries should deposit LSTA funds with the

appropriate oversight department or agency. Academic libraries may need to first contact a campus grants office before submitting a grant application to determine local procedures for application, processing and managing LSTA grant funds. Grant funds then will be paid to the grant office for disbursement to specified sources. No grant funds may be deposited into an investment account.

PROJECT REVISIONS

Even the best of plans change including grant project plans and budgets. The key to managing these changes is to discuss them with the State Library Grants Coordinator before you make any decisions or obligations. Written approval is needed from the Grants Coordinator for programmatic or budget changes. This means that major changes in your project from your original application or activities agreed to at the start of your project must be submitted in writing and re-approved by the State Library before you implement the changes.

Budget Revisions

The total amount of the approved grant funds cannot change, however changes within budget categories can and do occur. Prior, written approval of certain types of budget changes is required. If the amount of money you want to move from one category to another is greater than 10% of the amount proposed in the original fund line in the budget, or if you are requesting to move funds into a brand new fund line, you must request approval in the below process to make the change.

If you need to make a budget revision, notify the Grants Coordinator describing the change requested, reason for the change, and amount of funds involved. The Grants Coordinator must approve your changes **before** you can commit any funds. There is no special form for a budget revision; the Project Director and Grants Coordinator simply work together to revise the original approved budget via email or fax.

Personnel Changes

Anytime there is a change in the status of the Project Director, the Grants Coordinator must be notified of the new Project Director. This allows the project to be completed within the contract period. If, during the contract period, the Library Director or other key staff changes, the Project Director should notify the Grants Coordinator.

Programmatic Changes

These types of changes could include such things as being able to sponsor only four workshops instead of six, illness of essential staff, or physical plant problems. Often purchased equipment is delivered later than expected or installation is delayed causing issues in meeting timelines or other goals. Contact the Grants Coordinator to discuss how to handle this type of change.

Price Changes

Often between the times the application is submitted and the contract is finalized, vendor quotes can drop or rise. If the change is more than 10% from the original budget amount, the Project Director must notify the Grants Coordinator (fax or e-mail is acceptable) to discuss what action to take. Often price decreases create a remaining grant balance that can be negotiated for other purchases related to the grant project.

Unexpended Funds

If at any time you realize that you are not going to be able to spend your entire grant amount, please notify the Grants Coordinator immediately. The Grants Coordinator can work with you to develop ideas and strategies for dealing with this situation. **DO NOT** wait until the last month of the project to notify the Grants Coordinator of problems with your budget.

If you are still unable to expend your entire grant amount, you will be required to return unexpended funds to the State Library by the date listed in the contract. Upon return of funds, the State Library will spend the funds in the way they deem most appropriate according to LSTA priorities.

Cancellation of Project

If the project cannot be implemented or completed, for any reason, the Project Director must notify the Grants Coordinator immediately.

Allowable and Unallowable Costs

Most costs necessary and reasonable 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.

If you have a question if a cost might be unallowable, contact the Grants Coordinator before you add it to your budget or make a purchase. Following is a list of *unallowable* costs:

- Administrative fees or costs (fringe benefits, payroll taxes, sales taxes)
- Advocacy or lobbying fees or costs
- Alcoholic beverages
- Bad debts
- Building construction or renovation costs
- Capital expenditures
- Collection development purchases not targeted directly to the grant goals
- Contingencies (contractors that are not offering services for the LSTA project)
- Contributions and donations
- Entertainment or performances – including amusement, diversion, and social activities, and any costs associated with such activities (food, entertainers, rentals, gratuities, alcohol, etc.), costs of ticket to shows or sporting events
- Equipment, technology, or any other item or service not specifically needed to carry out project goals
- Fines and penalties
- Food
- Furniture (built-in). Some furniture may be allowable as part of the grant project. Check with the Grants Coordinator before purchasing.
- Gifts, honorarium, stipends, or awards
- Gifts, models, souvenirs and other “promotional” items
- Honorarium
- Incentives, rewards
- Indirect costs or overhead that doesn’t follow indirect cost guidelines. See page 3 for indirect cost guidelines
- Interest and other financial costs
- Salaries or benefits for individuals not working on the LSTA project
- Salary or benefits of existing staff working on the LSTA project during their normally scheduled hours
- Transportation equipment
- Losses on other grants (excess costs for one grant project is not chargeable to another grant project)

REQUESTING ADVANCE PAYMENTS

Once a grant project is approved, the applicant library may request an advance of LSTA funds to offset start-up or initial costs. These funds are considered the same as reimbursed funds in terms of documentation and

reporting requirements. See the section **How to Request Reimbursements** for instructions on submitting requests, simply do not include an attachment and type in the description that this is an advancement request.

REQUESTING REIMBURSEMENT FOR EXPENDITURES

Frequency of Reimbursement Requests

Reimbursement for expenditures may be requested as needed from the State Library. It is recommended that requests for reimbursements be sent to the State Library at least every two (2) months during a grant project lasting longer than three months. This balances the flow of expenditures and reimbursements for LSTA funds.

How to Request Reimbursements

The Project Director may expend funds only after receiving the official signed and numbered copy of the contract and after following local or state government procurement requirements.

To request a reimbursement of funds, please login to the State Library grants portal at <https://utahdcc.secure.force.com/usl/>. Once you are logged in, click on “Reimbursements” in the top menu bar. In that screen click the application ID for the grant that was awarded. On the same line as the application ID, you will find a blue paper icon. Click on that icon and you will be directed to a screen that has a blue button that says “Create/Edit Transaction.” In the left hand corner of the new screen, click the “+ Add New Transaction” link. This will ask you the requested reimbursement amount and require you to upload proof of payment on the transaction. Fill in the questions and upload any invoices and receipts as needed. Ensure that when you upload the documents you click Attach. Simply uploading the document will not attach it. The request will then go to the Grants Coordinator who will review each transaction and submit a request for payment. Checks are received in the mail typically 7-10 days after submittal of request.

Source Documents

The following documents must accompany the **LSTA Request for Reimbursement of Expenditures** form:

- Legible copies of each vendor invoice documenting that the transaction occurred within the contract period. Invoices must be dated and include the quantity, unit cost, and accurate descriptions of goods or services provided.
- Accounting payment vouchers from your accounting department should also be included in your reimbursement request; these prove actual delivery of materials or equipment ordered. For online purchases, a vendor order confirmation showing the date ordered, description of the item ordered, and price for each item, shipping and other charges, may be accepted in place of the invoice.
- Photocopies of cancelled checks and purchase orders are accepted as additional proof of expenditures, and should be included, if possible.
- Purchase orders or quotes for items/services are not acceptable documentation to prove payment.

Reimbursement for Salaries, Wages or Benefits

These costs incurred for activities by library employees or subcontractors as part of the grant project require source documents. The two source documents required are:

- Timesheet
- Official payroll documentation

A form that documents hours worked on a grant project (e.g. timesheet) must be used for **every** LSTA funded library employee or subcontractor to claim reimbursement for salaries or wages.

Library employee salaries or wages are allowable only when:

- The employee is on the library’s payroll

- The functions supplement, not supplant, activities normally carried out by the library (E.g. LSTA can cover a temporary employee or extra hours of a part time employee to work solely on the LSTA project)
- The salary or wage is appropriate and reasonable for the LSTA activity
- The functions are allowed under the LSTA program guidelines

Timesheets

As Project Director, if your grant application includes costs for salary or wages, you are responsible for keeping track of the hours worked on the project by library employees and subcontractors. It is highly recommended that you have timesheet forms ready for library staff and subcontractors working on the grant. These should be filled out on a weekly basis. It is acceptable to use timesheets or similar documents for proof of hours provided by library staff or subcontractor, as long as the information provided is equivalent.

As Project Director, it is your responsibility to review and sign timesheets. It is recommended that you do this on a semi-monthly or monthly basis. This will ensure the accuracy of the hours worked on the grant project. The employee or subcontractor and the supervisor or Project Director must sign and date all timesheets submitted to the State Library for reimbursement. Don't forget your proof of compensation or distribution documentation when you submit your time sheets.

Proof of Compensation or Distribution

These records demonstrate that the employee was actually compensated for work on the LSTA grant project. The Payroll Department for your agency, organization or library should be able to generate the reports that are required. Payroll documents that are in accordance with generally accepted accounting practice of your institution and are approved by a responsible official of your institution may be used for this purpose.

Payroll Documents must:

- Reflect an after-the-fact distribution of the actual activity of each employee
- Account for the total activity for which each employee is compensated
- Be prepared at least monthly and must coincide with one or more pay periods
- Represent actual costs
- Be confirmed by responsible persons with suitable means of verification that the work was performed
- Confirmation by the employee is not a requirement if other responsible persons make appropriate confirmations
- DO NOT include personally identifiable information of employees on timesheets or proof of compensation

Local (match) Funds and In-Kind Costs

Both local (match) funds and in-kind costs are considered the same as LSTA funds in terms of requirements for reimbursement, documentation, and reporting. They must follow the same guidelines for allowability.

State Contract Prices

State contract prices for technology and software are available for all LSTA grants. This information can be found at: <http://generalservices.utah.gov/statewidecontracts/contractsearch.aspx>

Travel Costs

All costs related to travel (hotel and mileage) as part of an approved LSTA grant, will be reimbursed at State of Utah rates.

REQUIRED REPORTS

In order to comply with reporting requirements to IMLS, the State Library reports on all grant projects on an annual basis for funds expended in the federal fiscal year (October 1 – September 30). Libraries with approved grant projects must file required reports in a timely manner. It is the Project Director's responsibility to monitor the completion of any required reports. Failure to provide reports to the State Library by the due date may result in the library not being eligible for future grants.

To assist in monitoring of LSTA spending, the State Library requests Interim Reports from libraries that receive a grant award. These interim reports are usually required by a certain calendar date. Any requirements for interim reports will be included in the contract that the Project Director signs before the grant starts. For specific instruction on these interim reports, please see Appendix A.

The Final Report is written by the Project Director at the end of the grant project and includes both a project summary and a final budget. This report is the corollary to the information in the grant application. In the grant application, plans for what will be done or what is expected to happen is documented. In the Final Report, what was accomplished and what did happen is documented. A budget is included in the final report, which shows expenditures of all funds (LSTA, local, and in-kind) that were used during the grant project.

- ★ It is especially important to include information on evaluation and outcomes as part of this report. Report information is essential to measure the value of the LSTA grant program to libraries in Utah. Federal legislation provides the funding for LSTA projects in Utah. Funding is appropriated every year, and the IMLS can make a stronger case with Congress if they have information on the positive impact that these funds are having on libraries and communities. Your reports aid the efforts of the IMLS and the State Library to support continued funding for LSTA grants.

PUBLICITY

Guidelines for IMLS Acknowledgement

As a grant recipient, you are required to acknowledge the IMLS and the State Library in your announcements, printed materials and at project public events. As part of the publicity for your projects, you are encouraged to use newspaper articles, op-ed pieces, radio and TV interviews, website links, tweets, and other social media activities to extend the impact of your effort. A suggestion for a simple, one-sentence acknowledgement is:

Funds for this project have been provided by the Institute of Museum and Library Services through the Library Services and Technology Act and are administered by the Utah State Library Division.

IMLS Logo

Use of the IMLS logo, which can be downloaded from <http://www.imls.gov/recipients/logos.aspx> is required on any publications. 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, exclusion and irrevocable license to reproduce, publish, or otherwise use and authorize others to use the work for government purposes.

Photo Documentation

Photos are a great way to document the happenings of your project and illustrate impact. It is recommended that you use a photo release form when taking photos of the public. You may use your library's photo release form, or use the version on the IMLS web site at http://www.imls.gov/assets/1/AssetManager/IMLS_Photo_Release.pdf

GRANT CLOSE-OUT PROCEDURES

All funds must be expended or obligated by the last day of the grant period stated in your contract. Should it not be possible to expend or obligate the funds prior to the end of the grant period, the State Library is to be notified in writing at least 30 days in advance 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 Utah projects; otherwise, reverted funds must be sent back to IMLS. The State Library reserves all rights to use returned funds according to their discretion.

FINANCIAL RECORDS AND AUDIT REQUIREMENTS

Auditors should be informed that payments received from LSTA grant awards are 100% federal funds under the Catalog of Federal Domestic Assistance (CFDA) 45.310, and subject to the Single Audit Act. All auditors shall comply with the Government Auditing Standards when performing any audits. The State Library is responsible for ensuring compliance with federal requirements at both the state and grantee levels. This responsibility includes operating the LSTA program, assuring audit resolution, and maintaining property records. Field audits will be made if the State Library requires more information from the library.

Inventory Requirements

Subgrantees must 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 the disposition requirements of the State Library.

Equipment

All equipment purchased as part of an LSTA grant project is considered to be the property of the library that received the grant award. The grant recipient (library) is responsible for managing the installation, maintenance, repair, replacement and ongoing operation of any equipment purchased with LSTA funds. Likewise, materials such as books and AV purchased with grant funds remain the property of the library.

Equipment shall be used by the library in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by federal funds. When no longer needed for the original program or project, the equipment may be used in other activities currently or previously supported with federal funds, regardless of purchase cost or current value.

Local procedures for managing equipment must, at a minimum, adhere to the following requirements:

- Property records must be maintained and include a description of the property, a serial number or other identification number, the source of the property, the title holder (which library), the acquisition date, the cost of the property, percentage of federal funds used to purchase the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
- ALL equipment purchased with LSTA grant funds must be labeled with a printed adhesive label acknowledging the use of federal funds toward its purchase and crediting both IMLS and the State Library. We recommend that you include the IMLS logo on the labels. See the sample label below:



This equipment was purchased with funds provided by the Institute of Museum and Library Services through the Library Services and Technology Act, administered by the Utah State Library Division

- A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years. A copy of the inventory must be submitted to the Grants Coordinator at the State Library, upon request.
- A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated.
- Adequate maintenance procedures must be developed to keep the property in good condition.
- Proper sales procedures must be established to ensure the highest possible return if the grant recipient is authorized or required to sell the property. Grant recipients assume any expenses incurred from selling LSTA funded equipment. There is no provision for using any of the sale proceeds to cover expenses.
- **Disposition** is an action which reduces a grantee's control of LSTA funded equipment. Disposition includes, but is not limited to: selling, loaning, exchanging, trading in, transferring, donating, destroying, or using the equipment for purposes other than supporting the authorized LSTA project. When acquiring replacement equipment, the grantee may use the equipment to be replaced as a trade-in, or sell the property and use the proceeds to offset the cost of the replacement property, subject to prior approval by the State Library.
- **Fair market value** is the estimated amount (appraisal value) that could be received for an asset in a transaction with a neutral party in an open market at a point in time. It is the price for which the asset could be sold in an arms-length transaction between unrelated parties.
- **For equipment with a fair market value of \$5,000 or more:** The subgrantee may retain or sell the equipment and the federal government shall have a right to an amount calculated by multiplying the current market value or proceeds from the sale by the federal government's share of the equipment. This amount is payable to the State Library as the administrative agency for the LSTA grant. All disposition of such equipment must have prior written approval from the State Library.
- **For equipment with a fair market value of less than \$5,000:** The grantee may retain, sell, or otherwise dispose of the equipment with no further financial obligation to the federal government BUT must notify the State Library about such a disposition.

Records Retention

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 end of the LSTA Strategic Plan period that the project was completed in. For projects completed from 2018-2022, records must be retained until 2025. The only exceptions are the following:

- 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.
- Records for real property and equipment acquired with Federal funds shall be retained for 3 years after final disposition.
- When records are transferred to or maintained by the Federal awarding agency, the 3-year retention requirement is not applicable to the recipient.
- Indirect cost rate proposals, cost allocations plans, etc. as specified in paragraph §__53(g).

All records for each project must be maintained separately from those of other projects. Accounting records should be supported by source information such as canceled checks, paid invoices, and payrolls. The State Library must have access to these grant records if requested. Records must be retained for three years after the LSTA Strategic Planning period in which the project occurred (until 2025 for projects completed in 2018-2022). In cases of audit questions, records must be maintained until resolution or three years after the date of the final expenditure report, whichever is later.

The State Library recommends that you keep copies of the following documents:

- Original grant application
- State of Utah contract or MOA and any amendments
- Any change requests or other correspondence with the State Library or vendors
- Grant deposits
- Bills and invoices
- Payroll expenses documentation
- Payments
- Audit and paper trails that document grant expenditures
- Final reports (including grant reports and local audit reports)

Audit Requirements

All libraries that have received a total of \$300,000 or more from all federal grants in the federal fiscal year (October 1 – September 30), must submit an audit as required under the Single Audit Act of 1984. Audits are required as follows under OMB Circular No. A-133 Subpart B— § __.200 audit requirements:

- **Audit required.** Non-Federal entities that expend \$300,000 (\$500,000 for fiscal years ending after December 31, 2003) or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of this part. Guidance on determining Federal awards expended provided in § __.205.
- **Single audit.** Non-Federal entities that expend \$300,000 (\$500,000 for fiscal years ending after December 31, 2003) or more in a year in Federal awards shall have a single audit conducted in accordance with § __.500 except when they elect to have a program-specific audit conducted in accordance with paragraph (c) of this section.
- **Program-specific audit election.** When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's laws, regulation, or grant agreements do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with § __.235. A program-specific audit may not be elect for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a sub recipient, approves in advance a program-specific audit.
- **Exemption when Federal awards expended are less than \$300,000** (\$500,000 for fiscal years ending after December 31, 2003). Non-Federal entities that expend less than \$300,000 (\$500,000 for fiscal years ending after December 31, 2003) a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in § __.215(a), but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office (GAO).

APPENDIX A – INTERIM REPORT GUIDANCE

LSTA Interim Report – Competitive Round 2019-2020

To complete the interim reports, please login to the State Library grants portal at <https://utahdcc.secure.force.com/usl/>. Once you are logged in, click on “My Applications” and then click the application ID of the grant for which you are requesting reimbursement. On the page that you land on after click the application ID, you should see a blue button that says “+ Add Report.” From there, you should see the instructions for completing the interim reports. Please complete the report fully, according to the directions. All reports must be submitted electronically.

Please take a few minutes to thoughtfully complete the interim report. This report provides an update on your project and allows you to report any changes that have been made to your project plan. If you have any concerns or something you would like to discuss, do not hesitate to call Rachel Cook at 801-715-6722.

The report has the following questions:

1. Please describe the project activities that have taken place to date. An account of major milestones is okay (such as purchased materials, hosted first program, trained staff on X procedures, etc).
2. Have you had any changes to your project that differ from your proposal?
3. If you answered yes above, please describe the changes here. If not, please enter NA.
4. What was the total amount of your grant award?
5. How much of your award have you already spent? (In dollars, not percent, please).
6. What is the expected date to have all remaining funds of your project expended, if there are remaining funds?

Submit your answers through the State Library grants portal found at <https://utahdcc.secure.force.com/usl/>. Under Funding Applications, please select the application for this grant round and then select “Add Report.” If you have issues logging in, please contact Rachel Cook at rcook@utah.gov or 801-715-6722.