

TECHNOLOGY Mini-Grant 2023-24 Grant Application Overview

Presented by:

Terry Blauvelt

LSTA Coordinator



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 FY24 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 payment.

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/GrantsManual.pdf>

Work Authorization (E-Verify)

- Applies to grants requesting \$5,000 or greater

- Links within the grant application



Grant Timeline

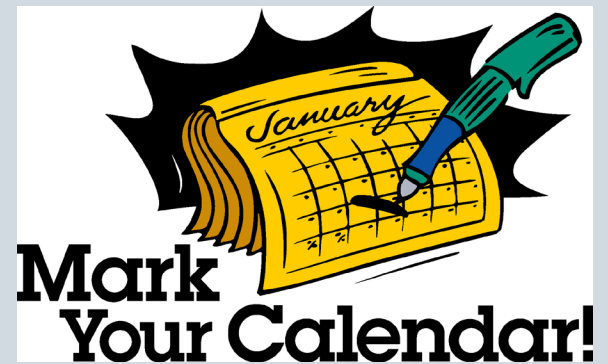
Application Due: October 1, 2023

Approximate Award Announcement:
Late October

Grant Management Session:
November 1, 2023

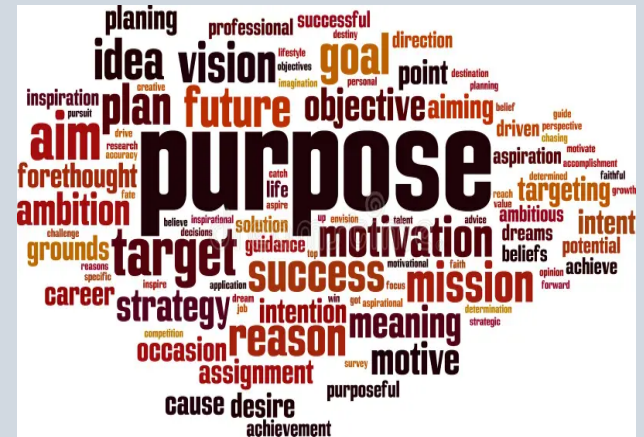
Grant Period:
November 15, 2023 – May 15, 2024

Final Report Due: June 15, 2024



Purpose and Goals

- To replace older technology
- To purchase new technology
- To be completed within a 5-month timeframe



Highest Grant Priorities

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



Other Grant Priorities

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



Eligible Items

Allowable costs include, but are not limited to:

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.
- Network equipment, such as servers.
- Furniture for handicapped-accessible workstations.

Grant Payments

- Two installments (50/50)
- First payment cannot be requested until the grant period has started
- Must begin spending grant funds within 45 days
- Final payment uploaded with final report



Minimum Computer Specifications Recommended, Not Required

Recommended Computer Minimum Specifications, August 2020

Item Minimum Specifications	Maximum Cost Supported in Grant Per Unit
Desktop PCs including All-in-Ones <ul style="list-style-type: none">• 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	\$1,600
Laptop PC <ul style="list-style-type: none">• 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	\$1,600

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

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 is **required** 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 feed-@US_IMLS
3. FaceBook-<https://www.facebook.com/USIMLS>
4. IMLS Logo

Grantee Communications Kit-<https://www.imls.gov/grants/manage-your-award/grantee-communications-kit/imls-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



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

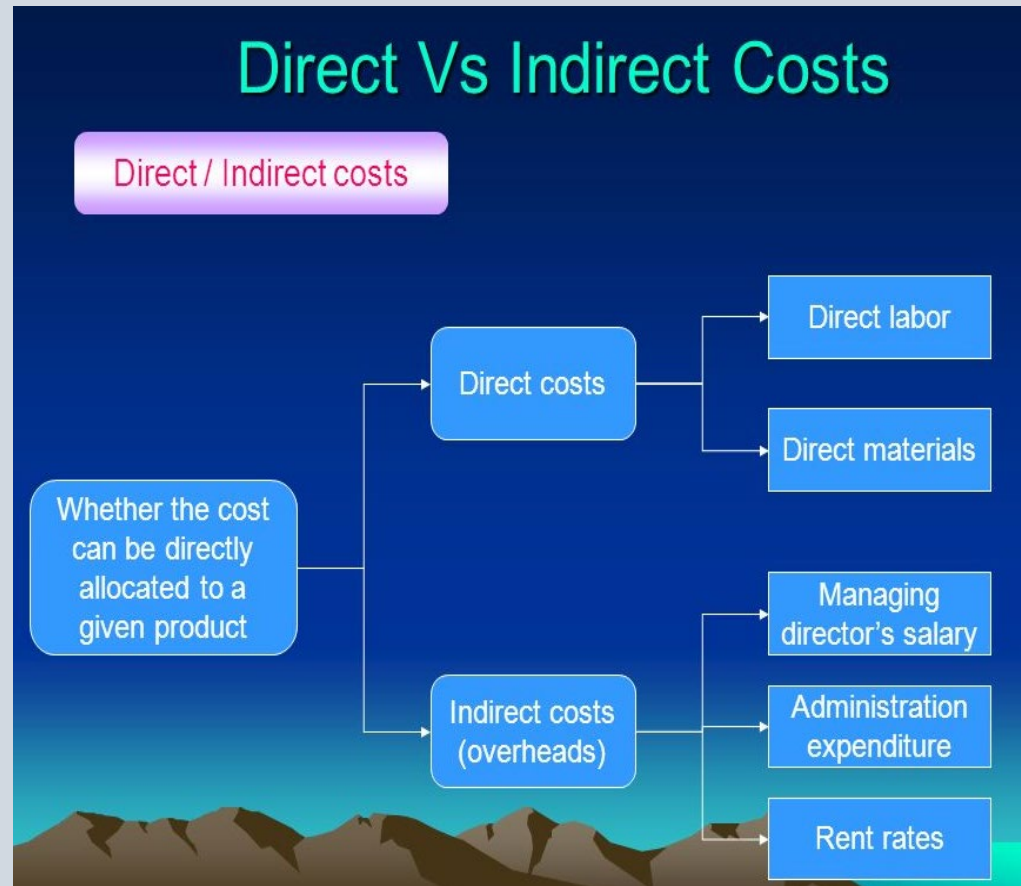
[view entire catalog...](#)

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
Announcements
Certifications
Resources
Information

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](#).



Logon Page

Email Address*

Password*

[Log On](#) [Create New Account](#)

[Forgot your Password?](#)

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.

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

Basic Information

Dashboard - Grant Lifecycle M X Missouri State Library Funding X LSTA Grant Programs X Post Attendee - Zoom X Application - Grant Lifecycle M X +

Missouri State Library Missouri Secretary of State State Library Search Tools Communications Reporting Terry Blauvelt

Process Manager / Technology Mini Grant / MOSL Application Template / Preview

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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	
20							\$0.00	
21							\$0.00	
22							\$0.00	
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24							\$0.00	
25							\$0.00	
26							\$0.00	
27							\$0.00	
28							\$0.00	
29							\$0.00	
30							\$0.00	
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								

Ready

Instructions Personnel **Supplies** Services Travel Equipment Indirect Cost Budget Chart Sheet 1

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
1/2/2022	Online	A Computer Store	6 i9 desktop computers	\$5,992
12/3/2021	Letter	B Computer Store	6 i9 desktop computers	\$6,270
12/6/2021	Email	C Computer Store	6 i9 desktop computers	No response

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

MOREnet Network & Technology Services

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

Jeanne Sullivan

Public Libraries Member
Service Advisor

(573) 884-7646

jeanne@more.net



Can't Fund What You Need?

Other funding resources are located in the appendix of our grant manual available online at:

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





Questions?

Contact Information:



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