

Literacy Library Programs User Manual: Application and Yearly Reporting

Log on to <https://eservices.nysed.gov/ldgrants> to access appropriate Literacy Library Program Adult and/or Family Literacy Library Program

APPLICATION: Once you have completed your application title, etc. the screen will look like this.

1. To begin work on application materials and to review application materials in the future, you will select the Project Number that corresponds with the 2016-2019 Program Cycle.

Project Number	Title	Institution	Program Cycle
0342 -17 -6515	Ready to Read at New York Libraries Through Public Library Systems	Upper Hudson Library System	2016-2019
0342 -14 -4564	STEM-Sell: Inviting Families into Science, Math, Engineering and Technology Activities through Summer Reading Program	Upper Hudson Library System	2013-2016

2. You will be redirected to Application Checklist Page for the application you selected. Click on the “Initial Application” to gain access to all the application narrative and budgetary parts. (note: This screen also indicates if the application has been submitted, approved, etc.)

Forms	Status
Initial Application	Submitted
Final Year 1 Reporting	
Final Year 2 Reporting	
Final Year 3 Reporting	
Final Summary	
FS-10-A Amendment (Optional)	

Literacy Library Programs User Manual: Application and Yearly Reporting

3. **Initial Application Forms:** From this screen you can access all application components. The screen indicates the status of each form. Only the System Director has rights to “submit” the application through the “certificate statement.”



Online Application System

Project: 0342 -17 -6719 Pioneer Library System Building a Strong Learning Community

[Home](#) / [Family Literacy Home](#) / [Checklist](#) / [Forms](#)

Initial Application Forms

Forms	Status
Cover Page	Saved
Narrative	Saved
Attachments/Uploads	Incomplete
Certification Statement	Incomplete

YEARLY BUDGET AMENDMENT (FS-10A): A budget amendment form must be submitted only if the library system is requesting any type of amendment that moves more than 10% or \$1,000 (whichever is less) from one budget category to another. If your system is applying for a budget amendment, it must be approved by the New York State Library before submission.



Online Application System

Project: 0342 -17 -6719 Pioneer Library System Building a Strong Learning Community

[Home](#) / [Family Literacy Home](#) / [Checklist](#)

Application Checklist

Forms	Status
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Literacy Library Programs
User Manual:
Application and Yearly Reporting

To complete an Fs-10A Budget Amendment Request, you need to fill out both the Amendment Summary and the System Director must fill out the Amendment Sign-Off. The System will be notified once it has been approved.

Budget Amendment Summary:

Budget Amendment Summary

i

- Please contact **Carol A. Desch** (carol.desch@nysed.gov) before submitting any amendment information.
- FS-10-A must be submitted by mid-May each year, in order to be considered.
- Once completed and approved by Carol A. Desch the System Director will submit the FS-10-A by going to the **Amendment Summary Signoff**.

Warning!

Please save any changes before adding new record. There should be a separate record for each category where there is a decrease and a separate record for each category where there is an increase.

+ Add New

(2016-2017) Budget Year 1	Unlocked
No Records.	

(2017-2018) Budget Year 2	Locked
No Records.	

Amendment Sign-off:

[Home](#) / [Family Literacy Home](#) / [Checklist](#) / [Forms](#) / [Amendment Signoff](#)

Amendment Sign-off - required for submission of Budget Amendment

1

- Please contact Carol A. Desch (carol.desch@nysed.gov) before submitting any amendment information.
- FS-10-A must be submitted by mid-May each year, in order to be considered.

The **FS-10-A** Budget Amendment form must be submitted **only if** the applicant is requesting any type of amendment to the original approved budget, such as a change of vendor or consultant. Complete if more than 10% or \$1,000 (whichever is less) is moved from one budget category to another.

Please call Carol A. Desch for approval before you submit this form. Ms. Desch can be reached at 518-474-7196 or carol.desch@nysed.gov.

Literacy Library Services Grant Program
New York State Library
Division of Library Development
Cultural Education Center
Albany, NY 12230
Attn: Carol A. Desch, Program Director;
Barbara Massago, Budget Review

Project Number: 03 42 - 17 - 6719

Public Library System: Pioneer Library System

☒ System Director: Ms. Lauren Moore

Submit Amendment

Literacy Library Programs User Manual: Application and Yearly Reporting

YEARLY REPORTING: Clicking on the year's link under Forms will show you the information that is needed to complete the reporting for that year/item. Each program year runs from July 1 – June 30.



Online Application System

Project: 0342 -17 -6719 Pioneer Library System Building a Strong Learning Community

[Home](#) / [Family Literacy Home](#) / [Checklist](#)

Application Checklist

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The Final Narrative, Project Budget, and Final Report Statistics (Family Literacy Library Program only) need to be completed by the end of July. The System Director then submits the Yearly Final Report Signoff. The Final Year Reports for Years 2 and 3 follow the same format as Final Report for Year 1.



Online Application System

Project: 0342 -17 -6719 Pioneer Library System Building a Strong Learning Community

[Home](#) / [Family Literacy Home](#) / [Checklist](#) / [Forms](#)

Final Year 1 Reporting Forms

Forms	Status
Final Narrative	Saved
Project Budget	Saved
Final Report Statistics	Saved
Yearly Final Report Signoff	Saved

Literacy Library Programs
User Manual:
Application and Yearly Reporting

1. **Final Narrative** includes a separate text box to report Goals/Objectives/Activities, Summary of Evaluation Outcomes/Outputs, and Budget Changes.



Online Application System

Project: 0342 -17 -6719

Pioneer Library System

Building a Strong Learning Community

[Home](#) / [Family Literacy Home](#) / [Checklist](#) / [Forms](#) / [Final Narrative](#)

Family Literacy Final Narratives

[Goals/Objectives/Activities](#)
[Summary of Evaluation Outcomes/Outputs \(Year 1\)](#)
[Budget Changes \(year 1\)](#)

Goals/Objectives/Activities

List each goal/objective followed by the activities to meet those goals/objectives carried out during this reporting year (July - June).

B *I* U

Save

Literacy Library Programs User Manual: Application and Yearly Reporting

2. **Project Budget:** In the Project Budget you will itemize the actual expenses for the project year. There are four allowable categories - Purchased Services, Supplies/Materials, Equipment, and Travel. Clicking on the name of the category enables you to enter the information in the appropriate section. You will not need to print FS-10 F forms; however, the budget will need to be approved by the State library once it is submitted.

Family Literacy Project Budget

Purchased Services
Supplies/Materials
Equipment
Travel

Purchased Services (Code 40)
List all services to be purchased for the project by service type (ie. consultants, rentals, tuition, printing, communications, and other contractual services). Attach per diem rate for consultants, cost estimates, bids, or other supporting data.

Consultant Services include professional and technical advice that will be provided by individuals or groups of individuals. Consultants are normally retained for a short period to provide advice about specific aspects of the project. Consultants are normally expected to provide a report of their activities, usually at a time agreed upon before the consultancy begins. Provide the number of days the consultant is being hired for and their daily rate.

Contracted Services include professional or technical activities that will be performed by commercial vendors or qualified individuals. Contractual services are normally used for project activities that cannot be carried out by the institution, or for those activities that can be more economically performed by firms or individuals specializing in a particular service.

NOTE: You must explain any changes to the project budget in the "Budget Changes Year 1" section of the Final Narrative.

Purchased Services Initial Application Total: \$8,500 (If the amount spent for this budget category differs by 10% or \$1,000 (whichever is less) from the application's budgeted amount, listed here, an FS-10a should be submitted to DLD by mid-May.)

Total Appropriation for Year 1: \$8,421

Family Literacy - Purchased Services Year 1 + Add new record

ServiceType	Consultant/Vendor	ServiceDescription	ActualExpense	ExpenseApproved
			0	0
			\$0	\$0

Literacy Library Programs
User Manual:
Application and Yearly Reporting

3. **Final Report Statistics for Family Literacy only.** These are State prescribed outputs and outcome measures in addition to the summary of Evaluation Outcomes/Outputs that are reported as part of the Final Narrative.

Quantitative Measures:

Please check off the legal type of the partner organization(s) for this project:

- ☒ Federal Government
- ☒ State Government
- ☐ Local Government
- ☐ School District
- ☐ Non-profit
- ☐ Private Sector
- ☐ Tribe/Native Hawaiian Organization

Quantitative Measures:

How many Ready to Read at New York Libraries: Early Childhood Public Library Staff Development Program training sessions were held?

4

Total library staff attendance at Ready to Read at New York Libraries: Early Childhood Public Library Staff Development Program training sessions?

3

How many public libraries participated in Ready to Read at New York Libraries: Early Childhood Public Library Staff Development Program ?

2

Qualitative Measures for staff training sessions

Please include responses from everyone participating in a training session.

For instance, there are 75 participants in all training sessions. 50 of them Strongly Agree (SA) that "I learned something by participating in this training," 25 of them Agree (A), and none Disagree(D) or Strongly Disagree (SD). Under "I learned something by participating in this training" you should fill in 0 - SD, 0 - D, 25 - A, 50 - SA.

I learned something by participating in this training

1

SD

1

D

2

A

Literacy Library Programs User Manual: Application and Yearly Reporting

4. **Yearly Final Report Sign-Off.** Public Library System Director uses this form to certify and final narrative and budget and to submit the report.

Yearly Final Report Sign-off - required for submission of Adult Literacy Final Reporting Year 1

Year 1 Reporting Due Date: 07/31/2017

Project Number: 0340 -17 -6512

Public Library System: Upper Hudson Library System

I hereby certify that all expenditures reported in the attached budget report are directly attributable to this project, and that the attached narrative is an accurate and complete account of the project.

Warning: The final report for year 1 cannot be submitted until the following items are corrected.

- Narrative "Summary of Evaluation Outcomes/Outputs (Year 1)" is required.
- Narrative "Budget Changes (Year 1)" is required.
- Total budget expenses must be equal to appropriation.

System Director: Mr. Timothy Burke

Submit Final Year 1

FINAL YEAR 3 REPORTING AND FINAL SUMMARY: In July 2019, a Final Summary must be completed and submitted along with the Final Year 3 Reporting.



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Project: 0342 -17 -6719 Pioneer Library System Building a Strong Learning Community

Home / Family Literacy Home / Checklist

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