

Literacy Library Programs User Manual: Application and Yearly Reporting

Log on to <https://eservicest.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 **2019-2022** Program Cycle.

The screenshot shows the 'Online Application System' interface. At the top left is the NYS ED logo with the text 'New York State EDUCATION DEPARTMENT' and 'Knowledge > Skill > Opportunity'. The main heading is 'Online Application System'. A light blue banner at the top states: 'You can only create 1 new Literacy application per 3-year grant cycle during the new application period.' Below this is a section titled 'My Family Literacy Projects' containing a table with the following data:

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

To the right of the table is a 'Quick Links' section with two links: '> Family Literacy Website' and '> Online Application System Home'.

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.)

The screenshot shows the 'Application Checklist' page for project 0342-17-6719, titled 'Pioneer Library System Building a Strong Learning Community'. The breadcrumb trail is 'Home / Family Literacy Home / Checklist'. The checklist table is as follows:

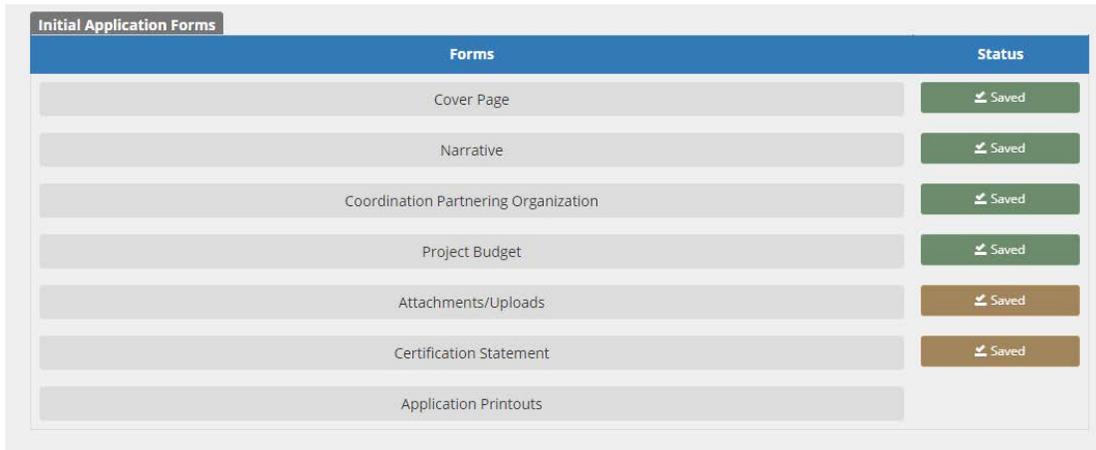
Forms	Status
Initial Application	Submitted
Final Year 1 Reporting	
Final Year 2 Reporting	
Final Year 3 Reporting	
Final Summary	
FS-10-A Amendment (Optional)	

The 'Initial Application' row is circled in red, and the 'Submitted' status is shown in a brown box.

Literacy Library Programs User Manual: Application and Yearly Reporting

- 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 “Certification Statement.”

NOTE: Revised screenshot below

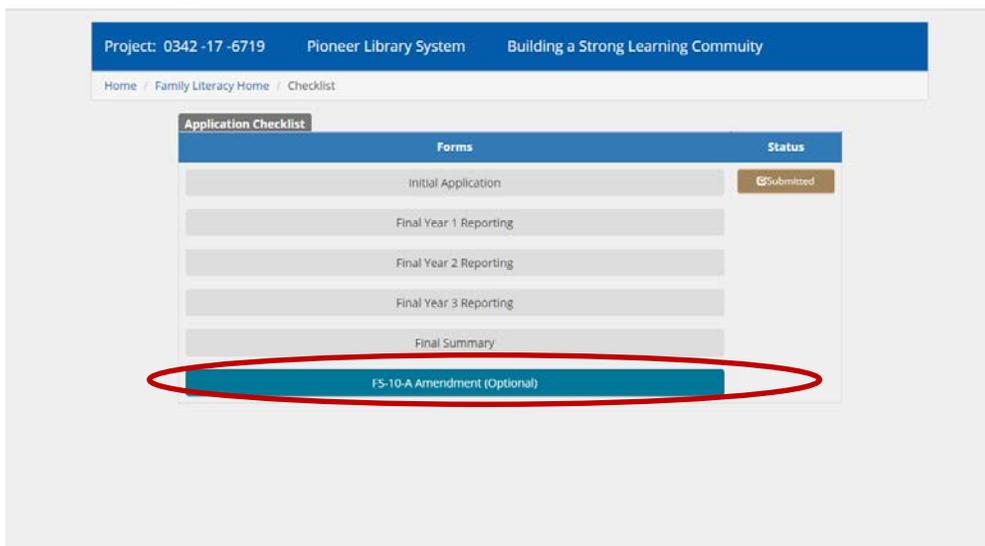


Forms	Status
Cover Page	✔ Saved
Narrative	✔ Saved
Coordination Partnering Organization	✔ Saved
Project Budget	✔ Saved
Attachments/Uploads	✔ Saved
Certification Statement	✔ Saved
Application Printouts	

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% of the total budget 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 by the Library System.



Online Application System



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

Home / Family Literacy Home / Checklist

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

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.



Online Application System

Project: 0342 -20 -2654 Upper Hudson Library System Starting off on the right foot: Early Literacy programming for 0-5

Home / Family Literacy Home / Checklist / Forms

FS-10-A Budget Amendment Forms (Optional)

Forms	Status
Amendment Summary	✔ Saved
Amendment Summary Signoff	✔ Saved

Budget Amendment Summary:



Online Application System

Project: 0342 -20 -2654 Upper Hudson Library System Starting off on the right foot: Early Literacy programming for 0-5

Home / Family Literacy Home / Checklist / Forms / Budget Amendment Summary

Budget Amendment Summary

- Please call (518) 486-2194 or email Natalie McDonough (Natalie.McDonough@nysed.gov) at the State Library to discuss any amendment to the budget, prior to filling out the budget summary.
- Once budget summary is completed, the System Director will submit the FS-10a by going to the Amendment Summary Signoff.
- FS-10-A must be submitted by mid-May each year, in order to be considered.

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

Budget Year 1 Unlocked

No Records.

Literacy Library Programs User Manual: Application and Yearly Reporting

Amendment Sign-off:

Project: 0342 -20 -2654 Upper Hudson Library System Starting off on the right foot: Early Literacy programming for 0-5

Home / Family Literacy Home / Checklist / Forms / Budget Amendment Summary / Amendment Signoff

Amendment Sign-off - required for submission of Budget Amendment

- 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 (518) 486-2194 or email Natalie McDonough (Natalie.McDonough@nysed.gov) at the State Library to discuss any amendment to the budget, prior to filling out the budget summary.

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

Project Number: 03 42 - 20 - 2654

Public Library System: Upper Hudson Library System

System Director: Mr. Timothy Burke

--Select Fiscal Year--

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

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

The Final Narrative, Project Budget, and Final Report Statistics 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, plus a Final Summary for the three years of the project.



Online Application System

Project: 0342 -20 -2654 Upper Hudson Library System Starting off on the right foot: Early Literacy programming for 0-5

Home / Family Literacy Home / Checklist / Forms

Forms	Status
Final Narrative	Saved
Project Budget	Saved
Final Report Statistics	Saved
Project Manager Update	Saved
Attachments	Saved
Yearly Final Report Signoff	Saved
Application Printouts	

Literacy Library Programs User Manual:
Application and Yearly Reporting

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

1. **Project Budget:** In the Application Forms section, there is a link for the Project Budget where you will itemize the actual expenses for the project year. There are three allowable categories - Purchased Services, Supplies/Materials, 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-10F forms; however, the budget will need to be approved by the State library once it is submitted.

Purchased ServicesSupplies/MaterialsTravel

Purchased Services Budget Summary
In the boxes provided below, Purchased Services Budget Summary, enter the dollar amount anticipated for each of the 3 years of the program, the Service Type, and Consultant/vendor (if known).
Include each year separately. If multiple items are known for each year, add repeating groups so everything can be listed.

Ed Law Amount: \$14,000

Family Literacy - Purchased Services Budget Summary + Add new record			
Year	Anticipated Amount	Service Type	Consultant/Vendor or various
2020-2021	1200	Consultant	CBC Consultants Inc.
2019-2020	432	fdsasdf	yteryt

Literacy Library Programs User Manual:
Application and Yearly Reporting

2. **Final Report Statistics for Family Literacy only.** This information is found in the Reporting section of each Year of the grant. 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

3. **Yearly Final Report Sign-Off.** The 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.



Online Application System

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Home / Family Literacy Home / Checklist

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Initial Application	Submitted
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Final Year 3 Reporting	
Final Summary	

FS-10-A Amendment (Optional)