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.

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.)
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 “Certification Statement.”

**NOTE**: Revised screenshot below

<table>
<thead>
<tr>
<th>Forms</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover Page</td>
<td>Saved</td>
</tr>
<tr>
<td>Narrative</td>
<td>Saved</td>
</tr>
<tr>
<td>Coordination Partnering Organization</td>
<td>Saved</td>
</tr>
<tr>
<td>Project Budget</td>
<td>Saved</td>
</tr>
<tr>
<td>Attachments/Uploads</td>
<td>Saved</td>
</tr>
<tr>
<td>Certification Statement</td>
<td>Saved</td>
</tr>
<tr>
<td>Application Printouts</td>
<td>Saved</td>
</tr>
</tbody>
</table>

**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.
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:
Amendment Sign-off:

Project: 0342-20-2854  Upper Hudson Library System  Starting off on the right foot: Early Literacy programming for 0-5

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) 465-2194 or email Natalie McDonough (Natalie.McDonough@nystel) 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 12220
Email: Carol.A.Deutch, Program Director

Project Number: 0342-20-2854
Public Library System: Upper Hudson Library System

[Circle System Director: Mr. Timothy Burke]

Select Fiscal Year:

Submit Amendment
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.

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.
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.
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:
- [x] Federal Government
- [x] State Government
- Local Government
- [x] School District
- [x] Non-profit
- Local Government
- Private Sector
- [x] 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, 50 - 60, 25 - 40, 10 - 20, 0 - 10.

I learned something by participating in this training

<table>
<thead>
<tr>
<th>Rating</th>
<th>Number of Respondents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

SD
D
A
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.