

Congratulations! Now What?

Grantee 101

Creating a Nation of Learners



Office of Library Services
Discretionary Programs

Overview

April 2013

IMLS Mission

The mission of IMLS is to inspire libraries and museums to advance innovation, learning, and cultural and civic engagement. We provide leadership through research, policy development and grant-making.



Grantee 101 Sections

- Overview
- Grantee support
- Communications
- Administration
- Reporting requirements
- Changes requiring IMLS approval
- Assessment



Support Materials for Grantees



<http://imls.gov/recipients/default.aspx>



IMLS

- IMLS was established by the Museum and Library Services Act (MLSA) of 1996, which includes the Library Services and Technology Act and the Museum Services Act.
 - Institute of Museum Services (1976) and Office of Library Programs, Dept of Education (1956)
- In 2008 the National Commission on Libraries and Information Science was consolidated under IMLS, along with some of the activities of the National Center for Education Statistics.
- Reauthorized in 2010.



Support Materials: Administration



<http://imls.gov/recipients/administration.aspx>



Support Materials: Legal References



http://imls.gov/recipients/legal_references.aspx

IMLS Support

- Know your grant number (RE- or LG-)
 - Before you call or write, get your number out
 - Include in all communications with IMLS
 - ***In subject line of all emails***
- Staff is always available to help you
 - Program staff
 - Financial staff
 - Communications staff
- When in doubt contact your program officers

Support Materials: Communications



<http://imls.gov/recipients/grantee.aspx>

Support for 21st Century Librarian Grants

- Program Office
 - **Mary Alice Ball**
202/653-4730
Senior Program Officer
mball@imls.gov
 - **Sandra Toro**
202/653-4662
Senior Program Officer
storo@imls.gov
 - **Traci Stanley**
202/653-4689
Program Specialist
tstanley@imls.gov
- Finance Office
 - **Andrea Wood**
202/653-4782
Financial Specialist
awood@imls.gov

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Office of Library Services
Discretionary Programs
Support

Support for National Leadership Grants

- Program Office
 - **Sandra Toro**
202/653-4662
Senior Program Officer
storo@imls.gov
 - **Robert Horton**
202/653-4660
Associate Deputy Director
rhorton@imls.gov
 - **Kathy Mitchell**
202-653-4687
Program Specialist
kmitchell@imls.gov
- Finance Office
 - **Andrea Wood**
202/653-4782
Financial Specialist
awood@imls.gov

Communications Support

Office of Communications and Government Affairs
202/653-4757

- **Mamie Bittner** Director
- **Gladstone Payton** Congressional Affairs Officer
- **Ellen Arnold Losey** Senior Graphic Designer and Webmaster
- **Giuliana Bullard** Public Affairs Specialist
- **Melissa Heintz** Public Affairs Specialist



IMLS Acknowledgement

- IMLS requires public acknowledgement of the activities it supports, using our logo and tag line.
- Notify Office of Communications and Government Affairs about publicity campaigns
- Guidelines for activities supported by your grant
 - Public or press event, printed material, website



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Office of Library Services
Discretionary Programs
Communications

IMLS Communications Channels

- Primary Source, our free e-mail newsletter
 - Subscribe at www.imls.gov/signup.aspx
- UpNext, our blog
 - Subscribe at <http://blog.imls.gov/>
- Follow us on Twitter at @US_IMLS
- Our YouTube Channel
 - Visit at www.youtube.com/USIMLS
- Our Facebook Page
 - USIMLS
- Our RSS feed
 - Subscribe at www.imls.gov/rss/news.aspx



Grantee Communications Kit

- Kit provides guidance for spreading the word about your grant
- Share this outstanding achievement with your community
- Suggestions and materials to assist your public relations staff

Online: www.imls.gov/recipients/grantee.aspx
PDF: www.imls.gov/assets/1/AssetManager/GCK.pdf



Share Your Project with IMLS

- Keep us in the loop
- Congressional Announcement
 - advance notice of the award
- Public Announcement
 - press release
 - post information on our website
- Blog Posts
- Project Profiles
 - feature story



Fast Facts

- Basic information on each IMLS grant program
www.ims.gov/recipients/fast_fact_sheets.aspx



Reminder

- When you applied you were required to:
 - Get a DUNS (Data Universal Numbering System) number from Dun and Bradstreet
fedgov.dnb.com/webform
 - Get a Taxpayer Identification Number from the IRS
 - Social Security Number (SSN) - individuals
 - Employer Identification Number (EIN) - businesses



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Office of Library Services
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Administration

Register with SAM

- When you applied you were required to:
 - Register with SAM or have an active SAM account
- SAM = System for Award Management
www.sam.gov/
 - Federal repository that centralizes information about grant applicants and recipients
 - Streamlines and integrates processes
- SAM replaces CCR
 - CCR records are already in SAM
 - Set up SAM account to link the two records



General Terms & Conditions

- This web presentation highlights only some of the terms & conditions that apply to your IMLS grant
- Complete document is available at:
www.ims.gov/assets/1/AssetManager/GTC_0413.pdf
- Apply to majority of discretionary awards
- You must comply with these requirements
 - Subject to audit
 - Failure to comply could result in suspension or termination of the grant and IMLS recovery of grant funds.



Partnerships

- OLS is transitioning to more informal approach
- 2013 LB21 awardees have formal partnerships
 - Partnership Statement form with DUNS #
 - Lead grantee has full responsibility for grant
 - All reporting of time & effort
- 2013 NLG and 2014 LB21 – Informal partnerships
 - Letters of support
 - Detail specific activities



Subgrants vs. Subcontracts

- Subgrants
 - Not permitted
- Subcontracts
 - Permitted
 - Terms & conditions are rigorous
 - Performance measurements: goods & services delivery
 - Monitoring stringent with real ramifications
 - Do not report on FFATA Subaward Reporting System



Cost Sharing

- 1:1 match required for every federal dollar spent on non-student support activities
 - Reduction in student support=Increase in cost share
- Portion of project costs not charged to IMLS funds
 - Grantee's cash contributions
 - Grantee's contributions of services and property
 - Third party in-kind contributions
- Grantee must maintain auditable records
- Maintain time & effort logs
- Cannot include contributions from state agencies if from federally-assisted program



Allowable Costs

- IMLS General Terms and Conditions - overview
- Federal cost principles in detail:
 - 2 CFR, Part 220 – Educational institutions
 - Formerly OMB Circular A-21
 - 2 CFR, Part 230 – Non-profit organizations
 - Formerly OMB Circular A-122
 - 2 CFR, Part 225 – State, local, and Indian tribal governments
 - Formerly OMB Circular A-87



Getting Paid

- First – Submit ACH Payment Enrollment Form
 - No payments processed until SF 3881 received
- Required forms are available on the IMLS website
 - ACH Payment Enrollment Form ([SF 3881](#))
 - Request for Advance or Reimbursement Form ([SF-270](#))
 - Email completed forms to Grantsadmin@imls.gov
 - Put grant # in subject line
- Question about payments?
 - Contact your IMLS Financial Specialist



Food and Entertainment

- Federal funding cannot be used for:
 - Food for entertainment purposes
 - Receptions, all-conference parties
 - Alcohol under any circumstances
 - Gifts or honoraria
- Federal funding can be used for:
 - Food for educational events if within project scope
 - Dinner speaker
 - Lunch-time "table topic" discussions
 - Continental breakfast with poster session
 - Consultant or speaker fees



Getting an Advance

- Complete [SF-270](#) form
 - Email completed form to Grantsadmin@imls.gov
 - Put grant # in subject line
- Limitations
 - For immediate cash needs
 - Must be fully disbursed within 30 days of receipt
 - Explain unusually high requests when submitting
- Reporting
 - Report status of funds within 30 days of receipt
 - Section 11 or 12 of SF-270
 - Submit even if no additional funds requested



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Office of Library Services
Discretionary Programs
Reporting Requirements

Interim Reports / Financial Reports

- Submit on an annual basis
 - Previously had to submit twice a year
 - Focus on activities since last interim report
 - Include both financial and narrative reports
- Financial report
 - Use [SF-425](#) to report financial activity for reporting period
 - Click on this [link](#) for instructions
 - Report should include both federal funds and local cost share for the project



Reporting Essentials

- Put your grant number on all reports
 - And in subject line of all emails
- Include abstract from original proposal
- All reports must use the IMLS cover sheet
 - www.imls.gov/assets/1/AssetManager/CoverSheet.pdf
 - Must be signed by authorized certifying official
- All components must be submitted together
- You will need both DUNS and EIN numbers
- Reporting schedule was included in original award packet



Interim Reports / Narrative reports

- Impact can focus on outputs, e.g. patrons served
- Report on status of schedule, explaining delays
- Describe both project successes and challenges
- Justification of travel with attachments
 - Critical for foreign travel
- Detail activities by grant-funded staff
 - E.g., increased time and effort to run a conference
- Include equipment purchases



Submitting Reports

- Reports of 20 pages or less, including Cover Sheet and attachments, may be:
 - Emailed to imlsreporting@imls.gov
 - Include grant number in subject line
- Reports of more than 20 pages, send to:
Grants Administration
Institute of Museum and Library Services
1800 M Street, NW / 9th Floor
Washington, DC 20036-5802



Narrative Reports (cont.)

- Describe all communication activities
 - Papers, blogs, press releases, general press
- No cost extensions
- Budget amendments with or without IMLS approval
- Personnel changes with or without IMLS approval



Final Report

- Submit by the deadline in reporting schedule
- Financial report, [SF-425](#)
- Financial records must be retained for three years after submitting the final report
- Narrative report
 - Impact should focus on outcomes
- Quantitative forms must be completed



Use of Reporting

- Provides transparency and accountability in use of federal funds
- Informational needs of elected officials and other stakeholders
- Grant program evaluation
 - Enables grantees to improve performance
 - Offers lessons learned and best practices
- Analysis and research by IMLS and others
 - Supports research across a range of grants
- Informs other grantees or potential applicants



Delinquent Reports

- If a grantee has a delinquent report:
- No reimbursements processed
 - No grants to organizations with delinquent report
 - Organization may become ineligible



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Changes Requiring IMLS Approval

Publications

- Publications resulting from grant activities
 - Required to acknowledge support from IMLS
 - Send 1 copy to the appropriate IMLS program officer



Major Changes Require Approval

- Approval is required prior to making change
- Generally any major decisions or project activities that differ from accepted proposal
 - Usually authorized certifying official must sign change request or must be copied on request
 - Changes in activities must meet the goals defined within the scope of the original proposal
- Budget revisions greater than 10%
- Reductions in cost share



Travel and Student Support

- Travel
 - Foreign
 - Must be on a U.S. flag air carrier
 - Document designator code and flight number
 - Domestic if not included in proposal
 - Conference
- Changes in student support
 - Often affect the cost share
 - For LB21 awards everything else is administrative



Value of Assessment in Reporting

- Tangible, meaningful demonstration of impact
- Clear, concise data for disseminating results
 - To the public, elected officials, stakeholders
- Justification of funder's investment
- Foundation for future initiatives
- Audiences studied speak through the data
 - Anecdotes, numbers, percentages
- Go beyond participant satisfaction surveys
 - Build in ways to assess how attendees used what they learned in workshop to help their communities



People or Time

- Key personnel changes
 - 25% reduction in time spent on project
 - 3 administrative personnel listed on application
 - Project director
 - Primary contact/Grants administrator
 - Authorized representative
 - Change in compensation not stipulated in proposal
- Grant period
 - Change in start date
 - Change in end date – referred to as a no cost extension



Assessment Planning

- Essential to start planning before or as soon as grant begins
 - Focus on measurable outcomes to show impact
 - At the end of grant you want to be able to answer:
 - What difference did this make in peoples' lives?
- Shaping Outcomes self-paced online tutorial
 - Outcomes-based planning and evaluation
 - <http://www.shapingoutcomes.org/index.htm>
 - This web presentation highlights certain parts



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Assessment

Measuring Outcomes

- As a successful IMLS applicant you:
 - Demonstrated the need for your project
 - Persuaded reviewers that you could best address it
 - Articulated clear goals and activities
 - Developed evaluation & sustainability plans
- Effective evaluation is about measuring outcomes
 - Did your project meet the stated need?
 - How can you show that it did?
 - What can you measure in a particular timeframe?
 - short, medium, long



Outputs vs. Outcomes

- Common assessment method measures outputs
 - Outputs focus on impact on the library
 - Number of items circulated
 - Number of patrons served
 - Number of students in a class
- More effective assessment method is outcomes
 - Outcomes focus on impact on the people served
 - Measurable changes or indicators
 - Knowledge, skill, behavior, job level
 - The # and % of (participants) who (demonstrate a specified change)



Best Practices for Grantees

- Good stewards of federal funding
- Well-conceived and executed project
 - Estimated expenses = actual expenses
 - Steady spending rate tied to activities
 - Project goals are achieved
 - No-cost extension may be available to ensure success
 - Activities can be added with program officer approval
- Project fully evaluated
- Project outcomes effectively disseminated
 - To colleagues and external audiences



Data Collection

- Choose most appropriate source for data
 - Survey, observation, interviews, etc.
 - Match for meaningful measurable indicators
- Select the target audience
 - Full or representative group of participants
- Decide on frequency of data gathering
 - Will you measure before and after the project?
 - Baseline data
 - Will you measure during the project cycle?



Support Materials for Grantees



<http://www.ims.gov/recipients/default.aspx>

Targets

- Clarify hopes for successful outcomes
 - Use numbers or percentages
- Ground targets in knowledge and practice
 - Professional literature
 - Established standards
 - Past performance
- Expect targets to be revised



Remember to Keep in Touch!



- **Primary Source:** Free monthly e-mail update, sent to over 18,000 subscribers.
- **Twitter:** @US_IMLS
- **UpNext Blog:** blog.ims.gov
- **Facebook:** www.facebook.com/USIMLS
- **E-mail Alerts:** www.ims.gov/signup.aspx
- **RSS Feed:** www.ims.gov/rss/news.aspx