



Grants Management Boot Camp

Foundational Principles



US Constitution

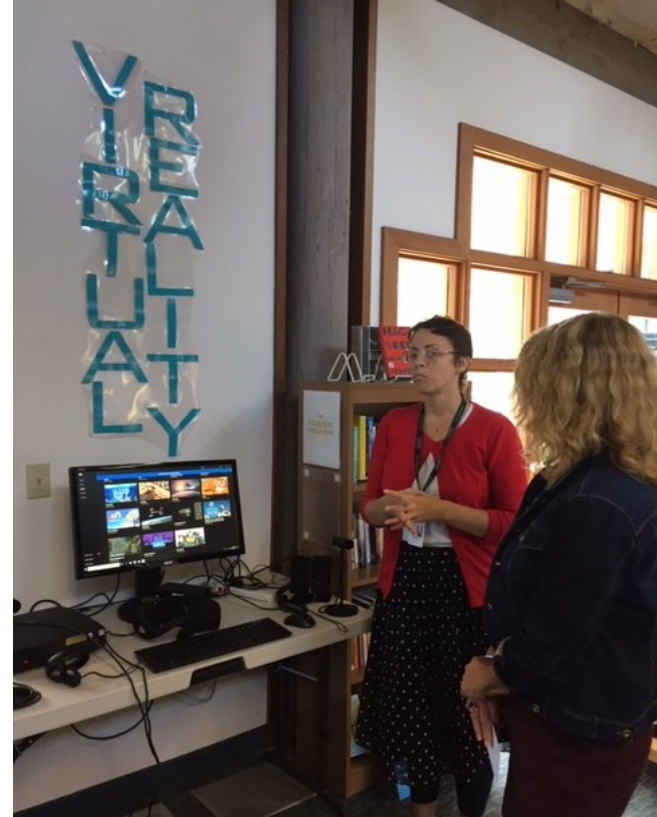
Federal Laws

Chapter 72 of Title 20 of the U.S. Code
2 CFR 200, Uniform Grant Guidance

State Laws

Federal Laws and Regulations

- **Museum and Library Services Act**
 - Library Services and Technology Act
- **Uniform Grant Guidance**
 - aka 2 CFR 200
 - aka "Super Circular"





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Library Laws of Texas

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This edition of *Library Laws of Texas* offers an online compilation of Texas statutes relating to libraries and librarians current through the 84th Legislature, Regular Session, 2015.

The annotated references provide links to the full statutes maintained at the Texas Legislative Council website [Texas Legislature Online](#) and to rules contained in the Texas Secretary of State website for the [Texas Administrative Code](#).

[Selected Statutes Frequently Used](#)



SUBCHAPTER II—LIBRARY SERVICES AND TECHNOLOGY §9121 Purpose

- (1) to enhance coordination among Federal programs that relate to library, education and information services;
- (2) to promote continuous improvement in library services in all types of libraries in order to better serve the people of the United States;
- (3) to facilitate access to resources in all types of libraries for the purpose of cultivating an educated and informed citizenry;
- (4) to encourage resource sharing among all types of libraries for the purpose of achieving economical and efficient delivery of library services to the public;
- (5) to promote literacy, education, and lifelong learning, including by building learning partnerships with school libraries in our Nation's schools, including tribal schools, and developing resources, capabilities, and programs in support of State, tribal, and local efforts to offer a well-rounded educational experience to all students;

(continued)



SUBCHAPTER II—LIBRARY SERVICES AND TECHNOLOGY §9121 Purpose

(6) to enable libraries to develop services that meet the needs of communities throughout the Nation, including people of diverse geographic, cultural, and socioeconomic backgrounds, individuals with disabilities, residents of rural and urban areas, Native Americans, military families, veterans, and caregivers;

(7) to enable libraries to serve as anchor institutions to support community revitalization through enhancing and expanding the services and resources provided by libraries, including those services and resources relating to workforce development, economic and business development, critical thinking skills, and health information, digital literacy skills, financial literacy and other types of literacy skills, and new and emerging technology;

(8) to enhance the skills of the current library workforce and to recruit future professionals, including those from diverse and underrepresented backgrounds, to the field of library and information services;

(continued)



SUBCHAPTER II—LIBRARY SERVICES AND TECHNOLOGY §9121 Purpose

- (9) to ensure the preservation of knowledge and library collections in all formats and to enable libraries to serve their communities during disasters;
- (10) to enhance the role of libraries within the information infrastructure of the United States in order to support research, education, and innovation;
- (11) to promote library services that provide users with access to information through national, State, local, regional, and international collaborations and networks; and
- (12) to encourage, support, and disseminate model programs of library and museum collaboration.



Legislation Includes Definitions

- Library*
- Library consortium
- State
- SLAA
- State plan



§9141. Grants to States

(1) expanding services for learning and access to information and educational resources in a variety of formats (including new and emerging technology), in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, economic and business development, health information, critical thinking skills, digital literacy skills, and financial literacy and other types of literacy skills;

(2) establishing or enhancing electronic and other linkages and improved coordination among and between libraries and entities, as described in 20 U.S.C. § 9134(b)(6), for the purpose of improving the quality of and access to library and information services;

(3)(A) providing training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services; and (B) enhancing efforts to recruit future professionals, including those from diverse and underrepresented backgrounds, to the field of library and information services;

(continued)



§9141. Grants to States

- (4) developing public and private partnerships with other agencies, tribes, and community-based organizations;
- (5) targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills;
- (6) targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved;
- (7) developing library services that provide all users access to information through local, State, regional, national, and international collaborations and networks; and
- (8) carrying out other activities consistent with the purposes set forth in 20 U.S.C. § 9121 of this title, as described in the State library administrative agency's plan.



Relationship Between Purposes and Specific G2S Priorities

- Maintenance of Effort tracks back to those 12 legislative purposes
- Five Year Plan tracks back the 8 Grants to States priorities



§9151. State Advisory Councils

- The SLAA may establish a State advisory council which is broadly representative to assist in caring out the plan.



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- Grant Programs ▾
- Grants to States** ▾
- State Profiles
- State Allotment Data
- Five Year Plans
- Five Year Evaluations
- Purposes and Priorities of LSTA
- Grants to States Manual

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Grants to States

The Grants to States program is the largest source of federal funding support for library services in the U.S.

What is the Grants to States program?




Grants to States Manual

▼ Statutes and Regulations

[Statutory and Regulatory Overview Narrative \(PDF 63KB\)](#)

[Legislation and Regulations](#)

[New Uniform Guidance/2 CFR 200 Highlights Presentation \(PDF 354KB\)](#)

New Uniform Guidance Webinar - [Recorded Playback of 12/18/14](#) 



Financial Management



4% Administrative Costs

- You are allowed up to 4% of your LSTA award to administer this program as a whole
- Typically this amount covers (fully or partially) the LSTA Coordinator position and/or the State Librarian position
- *Note: You are not required to use any of the award for administration. You can choose to cover those costs with state funds.*
- [Check out the Administrative Costs Memo in the Grants to State Manual](#)



4% Administrative Costs and the SPR

- Administrative Project is the sole location within the SPR to report SLAA 4% administrative costs
- “Other Operational Expenses” in Project budget information is for non-SLAA administrative costs only
- Do not report the same cost in both places
- Non-SLAA administrative costs do not count in the 4% cap

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| REQUEST FOR ADVANCE OR REIMBURSEMENT | 1. TYPE OF PAYMENT REQUESTED | a. "X" <i>one or both boxes</i> <input type="checkbox"/> ADVANCE <input type="checkbox"/> REIMBURSEMENT | 2. BASIS OF REQUEST <input type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL |
| | | b. "X" <i>the applicable box</i> <input type="checkbox"/> FINAL <input type="checkbox"/> PARTIAL | |
| 3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED <input type="text"/> | | 4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY <input type="text"/> | |
| 5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST <input type="text"/> | 6. EMPLOYER IDENTIFICATION NUMBER <input type="text"/> | 7. FINANCIAL ASSISTANCE IDENTIFICATION NUMBER <input type="text"/> | |
| 8. PERIOD COVERED BY THIS REQUEST From: <input type="text"/> To: <input type="text"/> | | | |
| 9. RECIPIENT ORGANIZATION Name: <input type="text"/> | | | |



Requesting Payment

- Get to know your finance office!
- All previously requested advance funds must be fully expended before submitting your next request
- All requests need to be in PDF with a signature (no script font!)
- Email completed forms to Grantsadmin@imls.gov
- Requests submitted at the end of the month may take longer to process



Internal Controls and Risk Assessment



Defining Internal Controls

- What it is:
 - A tool to ensure that objectives are carried out and actions are taken to address risks
 - An integral component of *all* operations processes
- What it is not:
 - An isolated event or one-time process
 - A guarantee of success



Types of Controls

Directive

- Identifies what should be done

Preventative

- Prevents undesirable events from happening

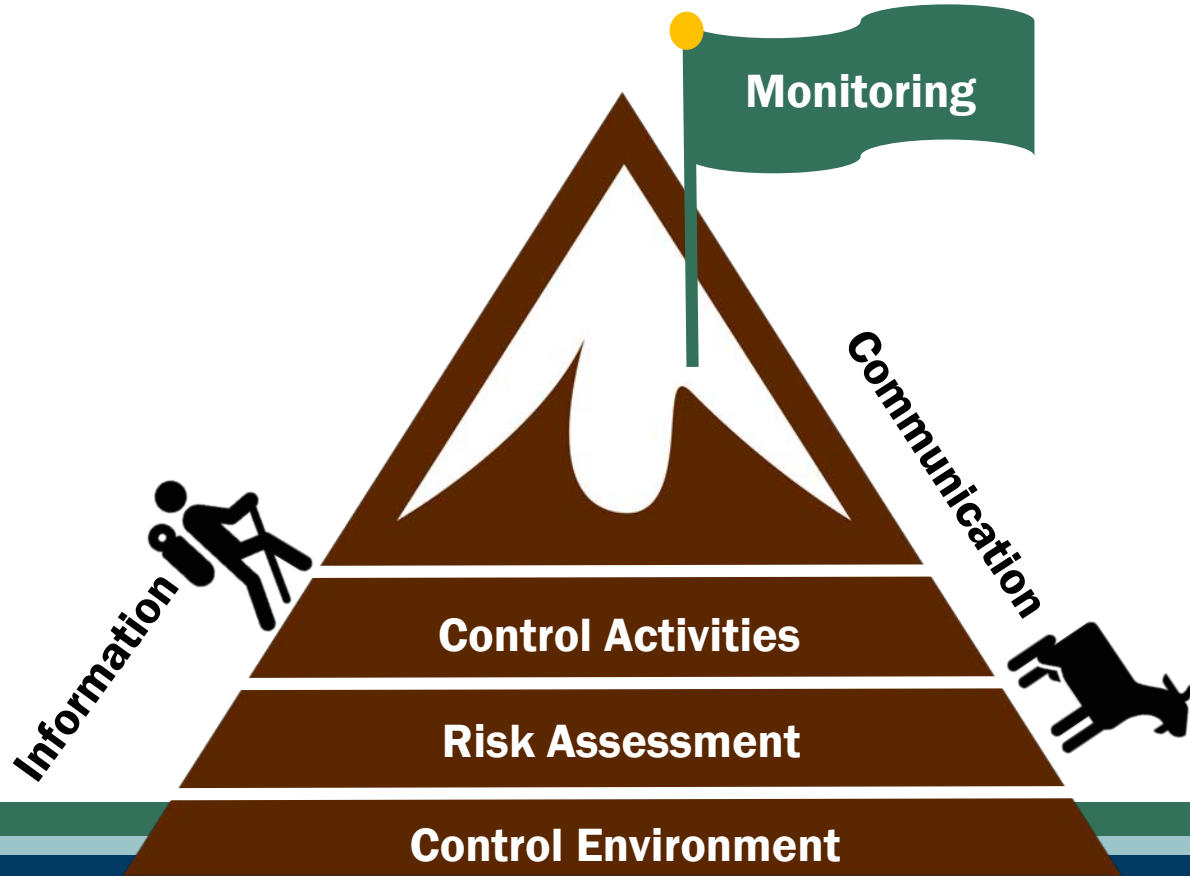
Detective

- Identifies if other controls have failed

Corrective

- Corrects a situation when a control fails

Internal Controls Mountain





Three Different Types of Risk

Inherent

- Cannot be changed or removed

People

- Considers integrity, personal gain

Control

- Characteristics and quality of the controls themselves



Three Key Questions

1) Have I identified my risks?

2) Do my controls cover my risks?

3) How do I know my controls are working?



SLAA Groupings- Breakout Assignments

Majestic A: AZ, CA, FL, IL, NC, OH, PA, TX

Majestic B: AR, GA, IA, LA, MI, NJ, NY, OK, TN, VA,
WA

Terrace: AK, AL, CT, IN, MA, MN, MO, MS, NV, OR,
PR, UT, WI

Vail: CO, DE, DC, HI, ID, KS, KY, ME, MD, MT, NE,
NH, NM, ND, RI, SC, SD, VT, VI, WV, WY

Questions?