FY 2014 Grant Award Guidance and Communications Webinar
Wednesday, March 5, 2014; 2:00 P.M. Eastern Time
Overview

• Acknowledging IMLS/Communications
• Grant Award and Timeline
• Administering Funds
• Forms, Records, and Reporting
• Summary Table of SLAA Actions
• Questions?
Acknowledging IMLS

- It is required
- Grantee Communication Kit:
  http://www.imls.gov/recipients/grantee.aspx
Minimum Acknowledgment

• **Required:** “Institute of Museum and Library Services”
• **Consider:** “federal” funds
• **Optional:** “LSTA” or state library references

**Excerpt:**

This free program is a health literacy outreach project of Creek County Literacy Program, the Oklahoma Department of Libraries, with funding provided by the Library Services and Technology Act (LSTA) and the Institute of Museum and Library Services.

SAPULPA -- The Creek County Literacy Program announced the launch of a community education program designed to increase parents’ understanding and confidence in preventing and addressing drug and alcohol issues.
Example – statewide project

Footer of every Michigan eLibrary page

This project is made possible by grant funds from the U.S. Institute of Museum and Library Services (IMLS) administered by the State of Michigan through the Library of Michigan. Additional funding provided by the State of Michigan.
Public Library Development Team  
125 S. Webster St.  
Madison, WI 53703  
pld.dpi.wi.gov

With support from:  
The Cooperative Children’s Book Center  
Reach Out and Read Wisconsin  
Wisconsin Chapter of the American Academy of Pediatrics  
Wisconsin Model Early Learning Standards

This project is made possible by a grant from the  
U.S. Institute of Museum and Library Services

The Wisconsin Department of Public Instruction does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or disability.

Growing Wisconsin Readers

How to read effectively with babies, toddlers, and young children

This project is made possible by a grant from the  
U.S. Institute of Museum and Library Services
Example – subgrantee project

Mississippi YouTube video with text

The Mississippi Library Commission awarded the Institute of Museum and Library Service (IMLS) Library Services and Technology Act (LSAT) grant to the Emily Jones Pointer Library in 2010 to fund the project.
Example – subgrantee project

California flickr photostream text (and tags!)
State Library Acknowledgement

• Avoid: “This event is funded by the [state library] under the Library Services and Technology Act (LSTA) through the Institute of Museum and Library Services.”

• Preferred: “This event is supported by the [state library] with federal funds from the Institute of Museum and Library Services”
Your Social Media and IMLS

- Twitter: @US_IMLS
- Facebook: www.facebook.com/USIMLS

Chicago Library @chipublib · Oct 30
Big thanks to @CPLFoundation & @US_IMLS for helping make our Maker Lab Chicago Innovation Award tonight possible #2013CIA

Philbrook Museum of Art
January 8

This Saturday (1/11) is Second Saturday! Free admission, activities, screenings, and much more!

Start 2014 with a Philbrook experience. Bring the whole family!

Presented by ONEOK, Inc. and made possible by a grant from the U.S. Institute of Museum and Library Services.
How IMLS Features Your Projects

• Primary Source
• Project Profile
• UpNext blog
  • First person narratives
  • 300-500 words
  • Include pictures
  • (contact your program officer with ideas)
State Profiles on IMLS Website

Including all 50 States, D.C. and U.S. Territories

State Programs
State Profiles

California

State Librarian
Mr. Gerry Maginnity
Acting State Librarian of California
California State Library
P.O. Box 942937
Sacramento, CA 94237-0001
Phone: 916/654-0183
Fax: 916/54-0064
E-mail: gerry.maginnity@library.ca.gov
State library website: http://www.library.ca.gov

“We ask our libraries to match their funding requests to LSTA priorities when submitting their proposals. The next step is to make detailed oral presentations and, if accepted for the next stage, submit a final written application. At the statewide level we also plan to develop library staff's presentation skills to position them as leader-partners with local government agencies in new initiatives.”

--Gerry Maginnity, Acting State Librarian of California, California State Library

The Grants to States Program

The Grants to States Program is the largest grant program run by IMLS: it provides funds to State Library Administrative Agencies (SLAAs) using a population-based formula set by the law. SLAAs determine goals and objectives for the funds in their statutorily required five-year plan (see below). For more information, see the Grants to States program overview.

Recent Allotments

<table>
<thead>
<tr>
<th></th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>$17,318,599</td>
<td>$15,487,372</td>
<td>$15,029,503</td>
<td>$14,369,664</td>
<td>$15,030,377</td>
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</tbody>
</table>

View allotments for all states.
FY 2014 Allotment

• $154,848,000 total ($4,848,000 increase)
• How calculated:
  • Minimum base ($680,000 states, DC and PR/
    $60,000 other U.S. territories)
  • Additional amount based on population
Grant Award Notification

State of Alabama; Alabama Public Library Service

<table>
<thead>
<tr>
<th>Award Date</th>
<th>February 12, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Number</td>
<td>L5-00-14-0001-14</td>
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<td>Award Period</td>
<td>October 01, 2013 to September 30, 2015</td>
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<td>Total Award Amount</td>
<td>$2,450,013.00</td>
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Institute of Museum and Library Services

[Document Content]

State of Alabama; Alabama Public Library Service

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Institute of Museum and Library Services

[Document Content]
Grant Award Notification

<table>
<thead>
<tr>
<th>Awardee Name and Address</th>
<th>LSTA State Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama State Library Service</td>
<td></td>
</tr>
<tr>
<td>6030 Monticello Drive</td>
<td>Montgomery, AL 36110-4600</td>
</tr>
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<table>
<thead>
<tr>
<th>Award Number</th>
<th>ES-00-14-0001-14</th>
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<tbody>
<tr>
<td>Award Period</td>
<td>from October 01, 2013 to September 30, 2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Director</th>
<th>Total Award Amount $</th>
<th>Original Award</th>
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<tbody>
<tr>
<td>Jacob Miller</td>
<td>$2,495,013.00</td>
<td>$2,495,013.00</td>
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Institute for Museum and Library Services

Institute for Museum and Library Services provides this grant support under the Library Services and Technology Act (LSTA) for the purposes of the Act (2010-2015), as amended and as identified in the grantee’s Five-Year Plan for FY2010-2015 and as amended and approved by IMLS.

The grantee must report and receive IMLS’s prior approval for amendments, adjustments, or changes to the award. This includes changes to the scope of the project, the amount or the expenditure of grant funds, and the utilization of grant funds. The grantee is responsible for reporting any changes to the award. The grantee is also responsible for reporting any changes in the scope of the project, the amount or the expenditure of grant funds, and the utilization of grant funds.

The grantee must also submit a final report to IMLS within one year of the award period.

The grantee is responsible for complying with all applicable laws and regulations, including those related to the award. The grantee must also comply with all applicable laws and regulations, including those related to the award.

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### Grant Award Notification

**Award Number**: LS-00-14-0001-14

<table>
<thead>
<tr>
<th>Awarding Name and Address</th>
<th>LSTA State Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td>6030 Montgomery Drive</td>
<td></td>
</tr>
<tr>
<td>Montgomery, AL 36104</td>
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<table>
<thead>
<tr>
<th>Authorizing Official</th>
<th>Award Number</th>
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<tbody>
<tr>
<td>Rebecca Nelson</td>
<td>LS-00-14-0001-14</td>
</tr>
<tr>
<td>6030 Montgomery Drive</td>
<td></td>
</tr>
<tr>
<td>Montgomery, AL 36104</td>
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</table>

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<tr>
<td>To: September 30, 2015</td>
<td></td>
</tr>
</tbody>
</table>

**Project Director**

Rebecca Nelson
6030 Montgomery Drive
Montgomery, AL 36104-0600

**Grant Award Notification**

1. The grantee must provide a detailed report of the grant funds spent under the Library Services and Technology Act (LSTA) for the purposes of the Act as identified in the grantee's Five-Year Plan for FY2013-2017 and accounted for in the grantee's Five-Year Plan. The report must include financial and programmatic information, as required by the State Library Program Manual and local LSTA policies.

2. The grantee must provide a detailed report of the grant funds spent under the Library Services and Technology Act (LSTA) for the purposes of the Act as identified in the grantee's Five-Year Plan for FY2013-2017 and accounted for in the State Library Program Manual and local LSTA policies.

3. The grantee must provide a detailed report of the grant funds spent under the Library Services and Technology Act (LSTA) for the purposes of the Act as identified in the grantee's Five-Year Plan for FY2013-2017 and accounted for in the State Library Program Manual and local LSTA policies.

4. The grantee must provide a detailed report of the grant funds spent under the Library Services and Technology Act (LSTA) for the purposes of the Act as identified in the grantee's Five-Year Plan for FY2013-2017 and accounted for in the State Library Program Manual and local LSTA policies.

**IMLS Authorizing Official**

Laurie O. Brooks
Associate Deputy Director

**Grant Data**

- **Accounting Code**: 25800301P9, 2914.LP140.73020.410
- **CPD Number**: 163.310
- **SAM Number**: E914030102014.LP140.76020.410
- **SAM Number**: E914030102014.LP140.76020.410
FY 2014 Award Timeline

Project activities/funds obligated

FY 2014

FY 2015

Oct. 1, 2013

Oct. 1, 2014

Sept. 30, 2015

Dec. 30, 2015

all funds drawn down
Award Timeline Resources

- See calendar and allotment lifecycle

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### Grant Cycle Calendar for FY 2014 State Grant

States must notify IMLS and electronically submit a new Information Update form whenever any details of the LSTA Contacts have changed.

*Please note: pilot states have a different submission schedule.*

<table>
<thead>
<tr>
<th>DATE</th>
<th>CALENDAR YEAR</th>
<th>ACTIVITY</th>
</tr>
</thead>
</table>
| 10-01 | 2013          | • FY 2014 Federal Fiscal Year Begins  
• FY 2014 Two-Year Grant Award Period Begins  
• FY 2014 Grant Awards will be issued after the President signs the Budget  
• 90-day Liquidation Period Begins for Obligated FY 2012 Funds |
| 12-30 | 2013          | • FY 2012 SPR, Certification (non-pilot states only), and FSR due to IMLS  
• 90-day Liquidation Period Ends for Obligated FY 2012 Funds |
| 1-07  | 2014          | • Quarterly Grant Accrual Report due for FY 2013 & FY 2014 Awards |
| 4-01  | 2014          | • If Needed – Revision of Current Five-Year Plan Due to IMLS for FY 2015 |
| 4-04  | 2014          | • Quarterly Grant Accrual Report due for FY 2013 & FY 2014 Awards |
| 7-07  | 2014          | • Quarterly Grant Accrual Report due for FY 2013 & FY 2014 Awards |
| 9-23  | 2014          | • One-Week Drawdown Suspension for End of Federal Fiscal Year Closeout |
| 9-30  | 2014          | • FY 2013 Two-Year Grant Award Period Ends  
• FY 2014 Federal Fiscal Year Ends |
| 10-01 | 2014          | • FY 2015 Federal Fiscal Year Begins  
• FY 2015 Two-Year Grant Award Period Begins  
• FY 2015 Grant Awards will be issued after the President signs the Budget  
• 90-day Liquidation Period Begins for Obligated FY 2013 Funds |
How to Request Funds

• Send to grantsadmin@imls.gov
  • Request for Advance or Reimbursement SF-270 (II. E. 1.2)
What Can We Purchase?

• Consistent with award (20 U.S.C. Subchapter II, 45 CFR Part 1183)
• Consistent with approved LSTA Five Year Plan
• Allowable under Cost Principles 2 CFR 225, 2 CFR 220, 2 CFR 230
• Equipment purchase of $5,000 or more per unit requires prior approval from Program Officer (45 CFR Part 1183.32)
Allowable Costs Resources

- Tip Sheet for Allowable Costs
- Advertising, PR, and Promotional Materials
- Fundraising and Proposal Writing

### Tip Sheet

2 CFR 225 Cost Principles for State, Local, and Indian Tribal Governments

<table>
<thead>
<tr>
<th>Generally Allowed</th>
<th>Generally Not Allowed</th>
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<tbody>
<tr>
<td>Advertising &amp; public relations* 1</td>
<td>Gains and losses on disposition of</td>
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<tr>
<td>Advisory councils 2</td>
<td></td>
</tr>
<tr>
<td>Audit costs and related services 4</td>
<td></td>
</tr>
<tr>
<td>Bonding costs 6</td>
<td></td>
</tr>
<tr>
<td>Communication costs 7</td>
<td></td>
</tr>
<tr>
<td>Compensation for personal services* 8</td>
<td></td>
</tr>
<tr>
<td>Depreciation and use allowances* 11</td>
<td></td>
</tr>
<tr>
<td>Employee morale, health, and welfare costs 13</td>
<td></td>
</tr>
<tr>
<td>Equipment and other capital expenditures 15</td>
<td></td>
</tr>
<tr>
<td>Insurance and indemnification* 22</td>
<td></td>
</tr>
<tr>
<td>Maintenance, operations, and repairs* 25</td>
<td></td>
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<tr>
<td>Materials and supplies 26</td>
<td></td>
</tr>
<tr>
<td>Meetings and conferences 27</td>
<td></td>
</tr>
<tr>
<td>Memberships, subscriptions, and professional activity costs* 28</td>
<td></td>
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<tr>
<td>Patent costs 29</td>
<td></td>
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<tr>
<td>Pre-award costs 31</td>
<td></td>
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<tr>
<td>Proposal costs 33</td>
<td></td>
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<tr>
<td>Publication and printing costs 34</td>
<td></td>
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<tr>
<td>Reassignments and alternations* 35</td>
<td></td>
</tr>
<tr>
<td>Recoupment costs 36</td>
<td></td>
</tr>
<tr>
<td>Rental costs of building and equipment* 37</td>
<td></td>
</tr>
<tr>
<td>Taxes* 40</td>
<td></td>
</tr>
<tr>
<td>Training 42</td>
<td></td>
</tr>
<tr>
<td>Travel costs* 43</td>
<td></td>
</tr>
<tr>
<td>Plant and homeland security costs* 30</td>
<td></td>
</tr>
<tr>
<td>Royalties and other costs for the use of patents* 58</td>
<td></td>
</tr>
<tr>
<td>Termination costs applicable to sponsored agreements* 41</td>
<td></td>
</tr>
</tbody>
</table>
Paying SLAA Staff with Grant Funds

- Staff may be paid based on the percentage of their involvement in LSTA activities
- Document personnel costs
Required Forms

• 2014 Assurances and Information Update
• Additional forms if change in Chief/Authorized Certifying Official (exception: interim chief)
• 2014 = streamlining of forms
• PDF versions acceptable
• Send all forms to program officer
Five-Year Plan Revisions

• Only a change in goal(s) is considered substantive
• Need IMLS approval *before* implementing substantive changes
• Send request by April 1, 2014 to Program Officer for changes to be effective after October 1, 2014
Subgrantee Certifications

- Civil rights/nondiscrimination
- Debarment and suspension
- Lobbying
- Internet safety certification
- Trafficking in persons
Records

• Treat the whole plan as a single application
• Five-Year Plan 2008-12 keep until 2016/2017*
• Five-Year Plan 2013-17 keep until 2021*
• See Records Retention document
• Formerly CCR website
• Your registration must be active to receive an award
• Must update at least annually
• SLAAs must report subawards $\geq$ $25,000$

• Report in fsrs.gov by the end of the month following the month you gave the award
  • e.g. gave award in March; report in fsrs.gov by end of April

• FFATA and SAM Guidance
Reporting: Quarterly and Final

- Quarterly Grant Accrual Report Guidance
- Closing out the Grant Cycle
- State Program Report and Financial Status Report
• Michele Farrell, Senior Program Officer
  • mfarrell@imls.gov; 202-653-4656
• James Lonergan, Senior Program Officer
  • jlonergan@imls.gov; 202-653-4653
• Timothy Owens, Senior Program Officer
  • towens@imls.gov; 202-653-4776

• Giuliana Bullard, Office of Communications and Government Affairs
  • gbullard@imls.gov; 202-653-4799