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:

Children's use of drugs topic of Jan. 23 event

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.
Example – statewide project

Back of Wisconsin brochure

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!)
• 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.

Like · Comment
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 942637
Sacramento, CA 94237-0001
Phone: 916/654-0183
Fax: 916/654-0064
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 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 (SLAs) using a population-based formula set by the law. SLAs 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>
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<td>$17,318,599</td>
<td>$15,497,372</td>
<td>$15,029,503</td>
<td>$14,399,854</td>
<td>$15,030,377</td>
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</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
State of Alabama; Alabama Public Library Service
<table>
<thead>
<tr>
<th>Awardee Name and Address</th>
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<tbody>
<tr>
<td>Alabama State Library Services</td>
</tr>
<tr>
<td>6030 Monticello Drive</td>
</tr>
<tr>
<td>Montgomery, AL 36106-4000</td>
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<table>
<thead>
<tr>
<th>Award Period</th>
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<tbody>
<tr>
<td>From: October 01, 2013</td>
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<tr>
<td>To: September 30, 2015</td>
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<table>
<thead>
<tr>
<th>Library Services and Technology Act (LSTA) Grants</th>
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<tr>
<td>Award Date: February 13, 2014</td>
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<table>
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<td>LG-00-14-0001-14</td>
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<tr>
<td>From: October 01, 2013</td>
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<tr>
<td>To: September 30, 2015</td>
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<thead>
<tr>
<th>Total Award Amount</th>
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<th>Award Information</th>
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<tbody>
<tr>
<td>Awardee must request and receive IMLS’s prior approval for amendments, including new or substantial changes to goals as documented in the State’s Five-Year Plan.</td>
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<th>Signature</th>
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<tr>
<th>Administering Official</th>
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<tr>
<td>[Name]</td>
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<tr>
<td>2013003101P9, 2014.11.1030, 2015.1030, 20610</td>
</tr>
<tr>
<td>CPD Number</td>
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<tr>
<td>EIN</td>
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<tr>
<td>DUNS</td>
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Grant Award Notification

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

Official Award Notification for Grants and Cooperative Agreements
Date of Award: February 12, 2016

Award Number: LS-00-14-0001-14
Award Period: From October 01, 2013 To September 30, 2015
Total Award Amount: $2,495,012.00
Original Award: $2,495,012.00

Institution:
Institute of Museum and Library Services

Accounting Code: 2584030198.2914 LP140.73626.410
CPD Number: 45.314

Granting Agency:
Library Services and Technology Act (LSTA) for the purposes of the Act as identified in the grantee's Five-Year State Plan for FY2010-2017 and subject to the guidelines provided in the State Library Program Manual, dated 2017. The statement of work (SOW) must be submitted to the prior approval of amendments, including new or substantial changes (2000) Five-Year Plan.

1. The administration of this grant and the expenditure of grant funds are subject to the guidance provided in the grant agreement, the Final Grant Agreement, the State Library Program Manual, dated 2017, and the guidelines for single audit requirements of OMB Circular A-133 and the applicable uniform administrative requirements.

2. The award is subject to the conditions and restrictions contained in the Final Grant Agreement, the State Library Program Manual, dated 2017, and the guidelines for single audit requirements of OMB Circular A-133 and the applicable uniform administrative requirements.

3. The grantee is responsible for all costs associated with the grant, including personnel costs, travel, and other indirect costs.

4. The grantee is responsible for all costs associated with the grant, including personnel costs, travel, and other indirect costs.

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Grant Award Notification

Accounting Code: 59140301P0.2014.LP140.75020.410

**CFDA Number:** 45.310
FY 2014 Award Timeline

- Project activities/funds obligated

All funds drawn down
Award Timeline Resources

- See calendar and allotment lifecycle

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Grant Cycle Calendar for FY 2014 State Grant

<table>
<thead>
<tr>
<th>DATE</th>
<th>CALENDAR YEAR</th>
<th>ACTIVITY</th>
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</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)

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

Diagram:

1. Federal
2. SLAA
3. Subgrantee
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
Reporting: SAM.gov

• Formerly CCR website
• Your registration must be active to receive an award
• Must update at least annually
Reporting: fsrs.gov

• SLAAs must report subawards ≥ $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

<table>
<thead>
<tr>
<th>FY 2011 Allotment</th>
<th>Financial Status Report</th>
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<tbody>
<tr>
<td>IMLS State Programs</td>
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### State

- LS – 00-11-XXXX-11

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<th>Funding Grant Period (See instructions)</th>
<th>Period Covered by This Report</th>
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<tr>
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<td>To: (Month, Day, Year)</td>
</tr>
<tr>
<td>October 1, 2010</td>
<td>September 30, 2012</td>
</tr>
<tr>
<td>October 1, 2010</td>
<td>To: (Month, Day, Year)</td>
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<tr>
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<tr>
<th>STATE FII</th>
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<tbody>
<tr>
<td>a. Total SLAA funds expended to meet the purposes of LSTA, including the Five-Year Plan (MOE)</td>
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<tr>
<td>b. (1) SLAA funds expended specifically on the Five-Year Plan</td>
</tr>
<tr>
<td>(2) All local or private funds expended on the Five-Year Plan</td>
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<tr>
<td>(3) Total of b(1) and b(2) (Match)</td>
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<tr>
<td>Other Special Funds</td>
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<tr>
<td>c. All other recipient outlays not shown on lines a and b (1-3)</td>
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<td>TOTAL</td>
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$ 0.00
Contact Information

• 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