

Reporting Requirements for FY 2016 Pacific Competitive Grants

Federal Requirements

The purpose of the final performance report is to provide a record of grant-funded project accomplishments. IMLS uses these narratives to report to Congress and the Office of Management and Budget about the agency's progress on addressing its strategic goals, which focus on achieving positive public outcomes for communities and individuals; supporting the unique role of museums and libraries in preserving and providing access to collections and content; and promoting library, museum, and information service policies that ensure access to information.

IMLS Requirements

Final performance and final financial reports are due to IMLS ninety days after the end of the grant period of performance shown on your grant award notification document. For the 2016 Pacific Competitive Grants, the grant period of performance end date is September 30, 2017 and final reports are **due at IMLS by December 29, 2017**. Both performance and financial reports must be signed by the authorized certifying official for the grant.

Final Performance Report

IMLS does not require interim performance reports for these awards, only a final performance report. A one-page summary of grant activities is due for each grant. Grantees may submit longer reports if they choose. There is no official form for this part of the final report. The report should include basic information concerning the grant such as grant number, dates of grant period of performance, description of the grant project and name of person submitting report. The authorized certifying official should sign and date the report. The description of the grant project should answer these questions:

- What community needs were addressed?
- What were the performance goals and any other goals of the grant project?
- Who was the targeted audience of the project?
- What activities were implemented to address the goals?
- How was the grant project evaluated?
- What were the results of the grant project?
- What was the impact on the people in the community?

Final Financial Report

IMLS does not require interim financial reports for these awards, only a final financial report. **Grantees must use the financial status report form provided by IMLS, not the standard form SF 425.** The financial status report indicates whether all grant funds or only partial grant funds for a particular grant were expended and if any funds should be deobligated. The report form also indicates the amount of cash match provided by the grantee and the amount of administrative costs attributed to the grant. The Territories are not required to provide matching funds, but the Freely Associated States (Federated States of Micronesia, Palau, and Republic of the Marshall Islands) are required to fund at least 34% of the **total** project costs (not just 34% of

the IMLS costs). All grantees must report the amount of administrative costs, whether indirect or direct costs, charged to the grant, which must not exceed 4% of the grant award amount. The financial report must be signed by the authorized certifying official for the grant.

Obligation and Liquidation of Funds

The grantee may charge to the award only costs resulting from obligations of the funding period of performance (August 1, 2016 through September 30, 2017). **Grant funds may not be obligated after the funding period of performance end date.** Obligated funds are funds that are committed by a contract or purchase order.

The grantee must liquidate all obligations incurred under the award not later than ninety days after the end of the funding period of performance (December 29, 2017). If any funds remain ninety days after the grant period of performance end date, the grantee must indicate on the financial status report form that grant funds were not obligated by the grantee by the end of the grant period of performance (September 30, 2017) and now must be deobligated. The grantee should indicate the amount of unobligated Federal funds to be deobligated. Deobligated funds are returned to the U.S. Treasury Department.

Please be aware that sometimes financial reports are submitted to IMLS indicating that all or some of the grant funds were expended and yet IMLS drawdown records indicate that the funds were not drawn down but remain at IMLS. In this instance, IMLS will contact the grantee to discuss the situation since IMLS must either transfer funds to the grantee through reimbursement or return the funds to the U.S. Treasury Department.

Submitting Reports

Grantees have the option of sending the draft financial and performance reports to the Program Officer (Teri DeVoe; tdevoe@imls.gov) prior to the report deadline. She will review the reports and suggest corrections if needed. The reports will then be correct when they are given to your authorized certifying official for signature. Send the completed reports with signatures to the Program Officer, preferably as scanned PDF documents.

Requests for payment will not be processed if either financial or performance reports are overdue. Failure to submit these reports as required may result in withholding of grant funds, the suspension or termination of the grant, the return of Federal funds, and may jeopardize eligibility for any pending or future grants from IMLS.

If you have questions about reporting requirements contact:

Teri DeVoe, Program Officer
Telephone: 202-653-4778
tdevoe@imls.gov