

Tuesday, April 18, 2017

SPR Reporting: New Observations and Discussion

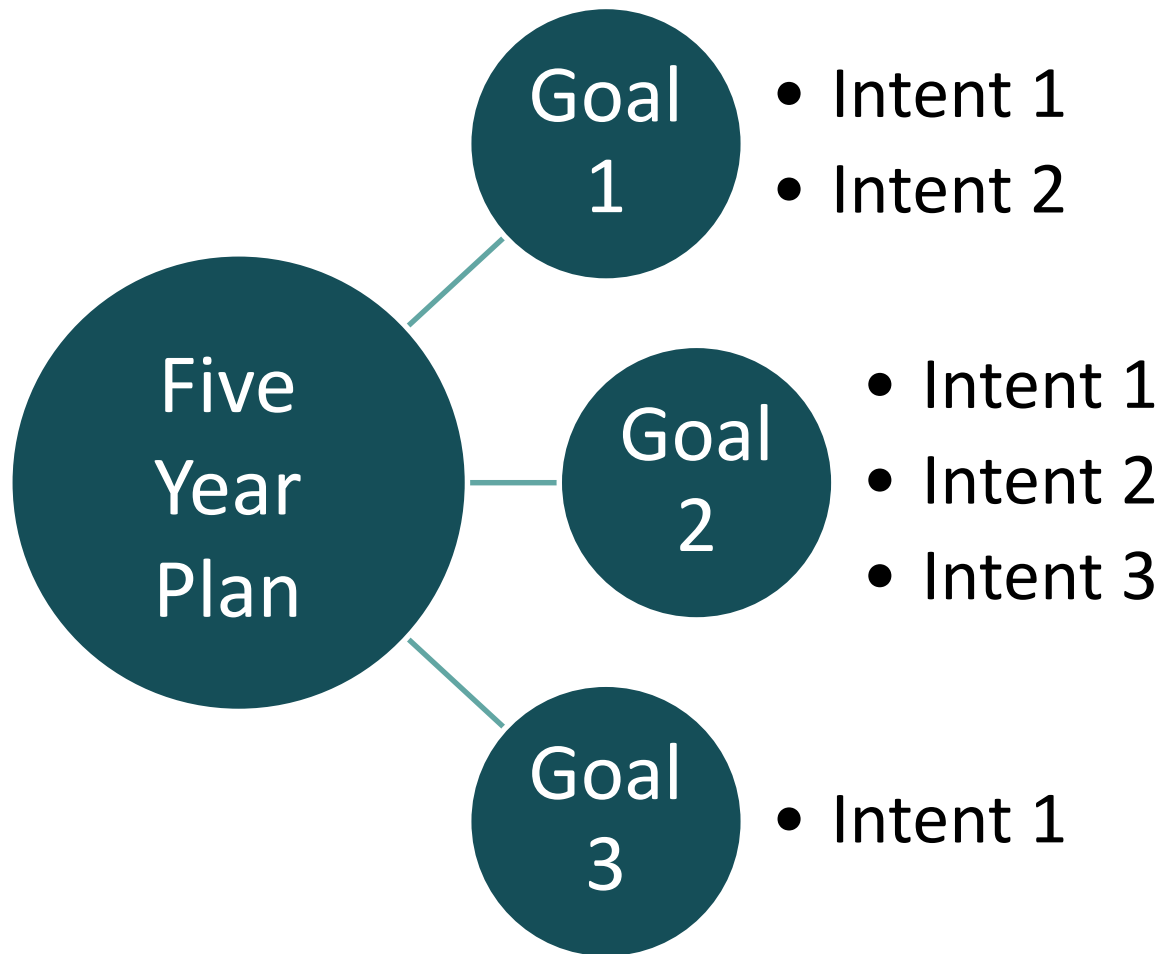


A Tale of Two SPR Reports...

West
Dakota

East
Dakota

A Tale of Two SPR Reports...



A Tale of Two SPR Reports...

Project		
Timeline	Additional Materials	Budget

A Tale of Two SPR Reports...

4%
Admin
Project

VS.

Projects

A Tale of Two SPR Reports...

- Takeaways
 - Think holistically about your report
 - Relation to the Five-Year Plan
 - Dialog with finance staff to clarify admin costs
 - Think about the various audiences that will read it
 - Fellow librarians
 - General public
 - Congress

Interactive Questions

- Discuss scenarios at your table
- Large-group discussion

Question: Bundling/Unbundling

1. 20 Continuing Education projects of \$2,500 each to different subrecipients, with the same state goal, intent, subjects, and target audience.

- 1A. Log as 20 separate projects in the SPR OR
 - 1B. Log as a single project in the SPR
-

2. SLAA funds that address a one-book program, family literacy initiatives, and financial literacy partnerships at the state level.

- 2A. Log as a single project in the SPR with a single intent OR
 - 2B. Log as multiple projects in the SPR each with a single intent
-

3. A project with 7 different training sessions for similar target audiences.

- 3A. Log as 1 or 2 activities - Instruction (Program or Presentation) OR
- 3B. Log as 7 separate activities - Instruction (Program or Presentation)

Answer: Bundling/Unbundling

1. 20 Continuing Education projects of \$2,500 each to different subrecipients, with the same state goal, intent, subjects, and target audience.

~~1A.~~

Log as 20 separate projects in the SPR OR

★ 1B.

Log as a single project in the SPR

2. SLAA funds that address a one-book program, family literacy initiatives, and financial literacy partnerships at the state level.

~~2A.~~

Log as a single project in the SPR with a single intent OR

★ 2B.

Log as multiple projects in the SPR each with a single intent

3. A project with 7 different training sessions for similar target audiences.

★ 3A.

Log as 1 or 2 activities - Instruction (Program or Presentation) OR

~~3B.~~

Log as 7 separate activities - Instruction (Program or Presentation)

Bundling/Unbundling



SUMMARY



- When a series of low cost projects are very similar, they can be bundled together
- Activities of a similar nature and audience can be bundled together
- When a large project has many parts that correspond to several different intents, it should probably be unbundled into multiple projects



Question: Personnel in abstracts

- 1A. ■ “Grant funds paid for a cataloger’s salary and benefits.” OR
 - 1B. ■ “The project addressed a cataloging backlog to make books accessible to the public.”
-
- 2A. ■ “The Library Development Bureau provides support for librarians across the state in meeting their CE needs.” OR
 - 2B. ■ “The Director of Library Development oversees three SLAA staff.”
-
- 3A. ■ “I ran 14 storytime sessions for early learners.” OR
 - 3B. ■ “The project reached early learners through 14 storytime sessions.”

Answer: Personnel in abstracts

-  1A. ■ “Grant funds paid for a cataloger’s salary and benefits.” OR
 -  1B. ■ “The project addressed a cataloging backlog to make books accessible to the public.”
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-  2A. ■ “The Library Development Bureau provides support for librarians across the state in meeting their continuing education needs.” OR
 -  2B. ■ “The Director of Library Development oversees three SLAA staff.”
-

-  3A. ■ “I ran 14 storytime sessions for early learners.” OR
-  3B. ■ “The project reached early learners through 14 storytime sessions.”

Personnel in abstracts

SUMMARY

- Frame the project as more than a single individual or job function
- Relate the abstract to a goal in the state plan
- Avoid first person pronouns in abstracts (e.g., “I managed...”)

Question: Budget/activities

- A. ■ Project describes Humanities Council work (\$3,000)
 - Activity 1: author programs
 - Activity 2: strategic planning effort
 - Activity 3: website
 - Activity 4: outreach
 - Budget describes book purchases
- B. ■ Project describes local literacy program (\$24K)
 - Activity 1: literacy program
 - Activity 2: book acquisition
 - Budget describes salaries (Match) and books

Answer: Budget/activities



- Project describes Humanities Council work (\$3,000)
 - Activity 1: author programs
 - Activity 2: strategic planning effort
 - Activity 3: website
 - Activity 4: outreach
 - Budget describes book purchases



- Project describes local literacy program (\$24K)
 - Activity 1: literacy program
 - Activity 2: book acquisition
 - Budget describes salaries (Match) and books

Budgets/activities




SUMMARY

- Avoid “scope creep”
- Only describe activities that were funded through LSTA or Match
- Remember that budget details will not be visible in the Public View (they are FOIA-able)

Question: Budget narrative pt. 1

	LSTA	MATCH-State	MATCH-Other
A. Salaries/Wages/Benefits	\$3,008.00	\$0.00	\$2,810.00
Description	LSTA: 0.04 FTE Librarian I, Substitute; IN-KIND: 0.04 FTE Librarian II		
B. Consultant Fees	\$6,239.00	\$0.00	\$360.00
Description	LSTA: Jennifer Kagawa -- GED instructor for 10 sessions, Nelson Miranda -- GED instructor for 39 sessions; LSTA & IN-KIND: The Exploratory -- STEAM workshops for 3 sessions; IN-KIND: REI -- How to Survive a Zombie Apocalypse workshop		
C. Travel	\$10,131.64	\$0.00	\$0.00
Description	In-state outreach, conference travel		

Answer: Budget narrative pt. 1

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 Travel	\$10,131.64	\$0.00	\$0.00
Description	In-state outreach, conference travel		

Question: Budget narrative pt. 2

	LSTA	MATCH-State	MATCH-Other
D. Supplies/Materials	\$13,591.80	\$0.00	\$1,510.20
Description	Dell OptiPlex 3020 Processers Dell Monitors Barcode Scanners		
E. Services	\$560,259.00	\$0.00	\$0.00
Description	Databases for statewide ILL/cataloging and resource access.		
F. Other Operational Expenses	\$6,250.00	\$0.00	\$0.00
Description	The indirect cost were calculated at twenty-five percent (25%) of the modified total direct cost, which are equivalent to consultant fees less any amount in excess of \$25,000. This calculation is made in accordance with CPCC's federally negotiated Indirect Cost Rate proposal.		

Answer: Budget narrative pt. 2



Supplies/Materials

LSTA

\$13,591.80

MATCH-State

\$0.00

MATCH-Other

\$1,510.20

Description

Dell OptiPlex 3020 Processers
Dell Monitors
Barcode Scanners



Services

\$560,259.00

\$0.00

\$0.00

Description

Databases for statewide ILL/cataloging and resource access.



Other Operational Expenses

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Description

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Budget narrative

SUMMARY

- Budget details should help grant monitors and program officers determine that costs were “reasonable”
- Delineate LSTA-funded vs. Match-funded in budget
- Bigger budgets might warrant more detail
- “Other Operational Expenses” should only be used for non-SLAA indirect costs*

*exception is Admin Project, where SLAA indirect is allowable

Question: Project costs vs. 4%

- Cleaning contract for a building
- State advisory council
- Copies that are allocable to a project
- Travel related to continuing education
- Travel related to grant oversight
- Five-year evaluation activities

Answer: Project costs vs. 4%

- Cleaning contract for a building (4%)
- State advisory council (4%)
- Copies that are allocable to a project (project)
- Travel related to continuing education (project)
- Travel related to grant oversight (4%)
- Five-year evaluation activities (4%/project)

Project costs vs. 4%

SUMMARY

- Overhead or administrative costs incurred by the SLAA need to go in the administrative project
- The 4% cap applies to LSTA funds, not Match funds

Questions



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SPR Discussion

- Current state of the SPR contract
 - From development to maintenance
 - No major infrastructure changes; possibly interface issues
- Your perspective
 - What went well?
 - Are there continuing areas of concern?
 - What are you looking forward to doing with the new system?