



Accountability for Native American Library Services Enhancement and Native Hawaiian Grants

Dr. Sandy Toro

Overview

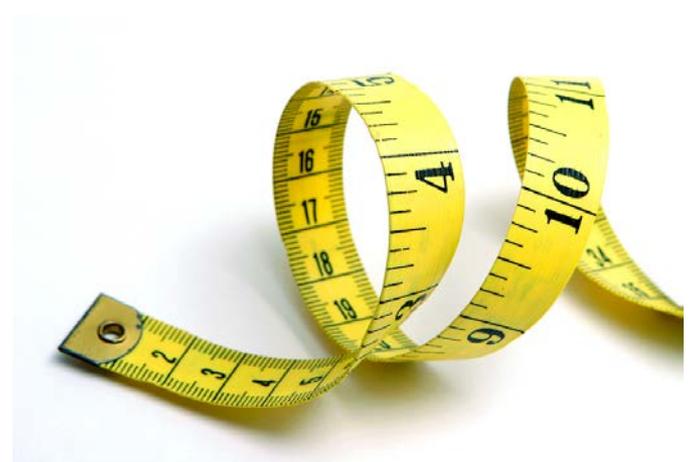
- Performance Measurement, Measures
 - Developing Your Evaluation Plan
 - IMLS Evaluation Resources, Blog Post
- Demonstrable Results
 - Program Information Sheet
 - Performance Measure Statements and Information
- Budgets
- Questions



Performance Measurement, Measures

Performance Measurement

The gathering of information or data that address how well your project meets any goals presented in your proposal for funding



Performance Measures

The tools you use to gather information or data that address how well your project meets any goals presented in your proposal for funding

- Surveys
- Questionnaires
- Pre- and post-tests
- Archival documents (drawings, written feedback)
- Interviews
- Focus groups
- Observations

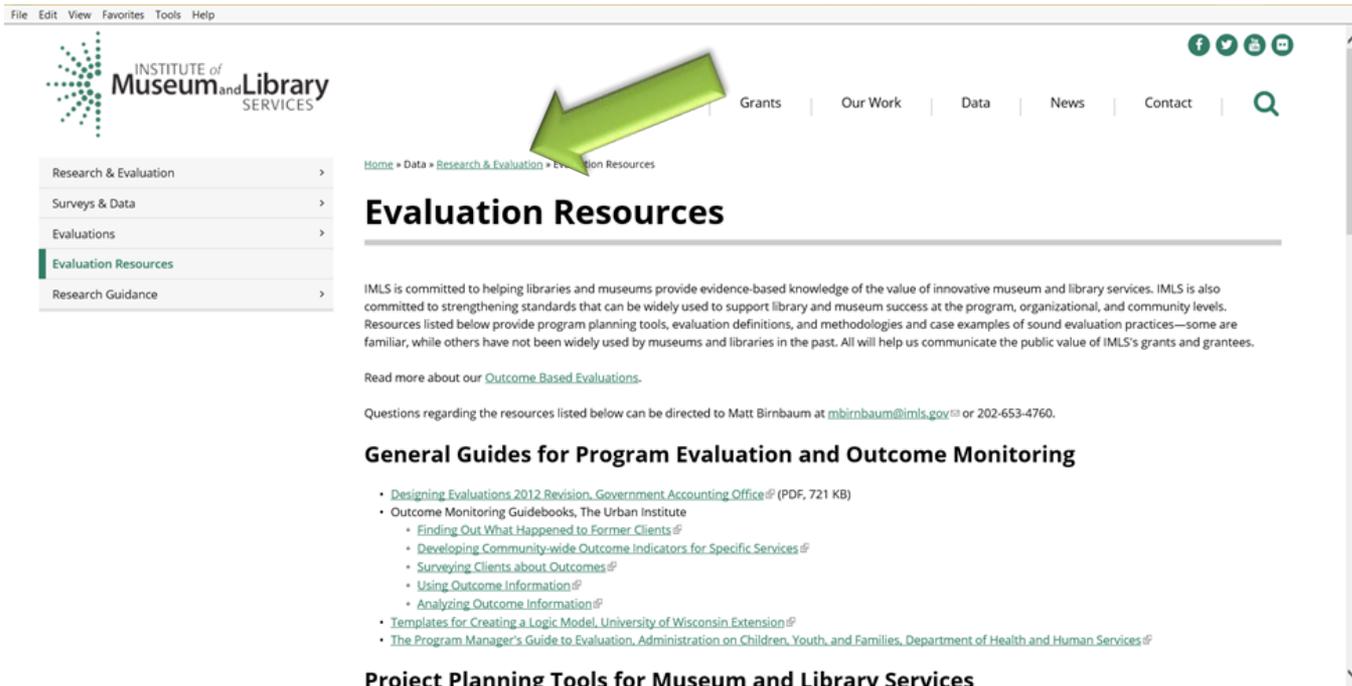


Developing an Evaluation Plan

- Thinking about evaluation, in general:
 - *Consider link to agency level goal; reflect on your performance goal(s)*
 - Identify primary beneficiaries
 - Describe:
 - any changes or consequences that will occur (what data tells you)
 - methods of analyzing data and judging effectiveness
 - staff qualifications
 - plans for monitoring effectiveness and making corrections
 - how you will use results
 - how you will share results
 - \$, Ⓢ



Context: IMLS Evaluation Resources



The screenshot shows the IMLS website interface. At the top left is the logo for the Institute of Museum and Library Services. A navigation menu on the left lists: Research & Evaluation, Surveys & Data, Evaluations, Evaluation Resources (highlighted), and Research Guidance. The top right navigation bar includes: Grants, Our Work, Data, News, Contact, and a search icon. A green arrow points to the 'Evaluation Resources' link in the top navigation bar. Below the navigation is a breadcrumb trail: Home » Data » Research & Evaluation » Evaluation Resources. The main heading is 'Evaluation Resources'. The text below states: 'IMLS is committed to helping libraries and museums provide evidence-based knowledge of the value of innovative museum and library services. IMLS is also committed to strengthening standards that can be widely used to support library and museum success at the program, organizational, and community levels. Resources listed below provide program planning tools, evaluation definitions, and methodologies and case examples of sound evaluation practices—some are familiar, while others have not been widely used by museums and libraries in the past. All will help us communicate the public value of IMLS's grants and grantees.' Below this is a link to 'Outcome Based Evaluations' and contact information for Matt Birnbaum. The section 'General Guides for Program Evaluation and Outcome Monitoring' lists several resources with external links. The section 'Project Planning Tools for Museum and Library Services' is partially visible at the bottom.

File Edit View Favorites Tools Help

INSTITUTE of Museum and Library SERVICES

Grants | Our Work | Data | News | Contact

Home » Data » Research & Evaluation » Evaluation Resources

Evaluation Resources

IMLS is committed to helping libraries and museums provide evidence-based knowledge of the value of innovative museum and library services. IMLS is also committed to strengthening standards that can be widely used to support library and museum success at the program, organizational, and community levels. Resources listed below provide program planning tools, evaluation definitions, and methodologies and case examples of sound evaluation practices—some are familiar, while others have not been widely used by museums and libraries in the past. All will help us communicate the public value of IMLS's grants and grantees.

Read more about our [Outcome Based Evaluations](#).

Questions regarding the resources listed below can be directed to Matt Birnbaum at mbirnbaum@imls.gov or 202-653-4760.

General Guides for Program Evaluation and Outcome Monitoring

- [Designing Evaluations 2012 Revision, Government Accounting Office](#) (PDF, 721 KB)
- [Outcome Monitoring Guidebooks, The Urban Institute](#)
 - [Finding Out What Happened to Former Clients](#)
 - [Developing Community-wide Outcome Indicators for Specific Services](#)
 - [Surveying Clients about Outcomes](#)
 - [Using Outcome Information](#)
 - [Analyzing Outcome Information](#)
- [Templates for Creating a Logic Model, University of Wisconsin Extension](#)
- [The Program Manager's Guide to Evaluation, Administration on Children, Youth, and Families, Department of Health and Human Services](#)

Project Planning Tools for Museum and Library Services

Context: IMLS Performances Measures



New in FY2016 Museum Grant Applications: Performance Measurement

Thursday, October 29, 2015
April 29, 2016

By Dr. Connie Cox Bodner
Supervisory Grants Management Specialist, IMLS

We don't have to look very far to see a reference to performance these days. We have performance goals at work; our kids are asked to complete performance tasks on standardized tests; and we monitor our favorite athlete's performance in the most recent game. So it should come as no surprise that performance measurement has made its way into the language of IMLS guidance for writing an application for funding support. Beginning with FY2016 grant applications, IMLS asks you to take measuring performance into account as you plan your project and to make specific plans to gather and report information to us when your project is finished.



Program Information Sheet



Division of Museum—Library SERVICES

IMLS PROGRAM INFORMATION SHEET

PLEASE NOTE: Information contained within this form may be made publicly available.

1. Applicant Information

a. Legal Name as it appears in SAM.gov (if from SF434E):

b. Organizational D-U-N-S-B Number (if from SF-434E):

c. Expiration date of your SAM.gov registration:

d. Organizational Unit Name (if different from Legal Name):

e. Organizational Unit Address (if different from Legal Name address)

Street 1:

Street 2:

City: County:

State: Please Select Your State: Zip+4/Postal Code:

f. Organizational Unit Type (check one):

<input type="radio"/> Academic Library	<input type="radio"/> Historically Black College or University (HBCU)	<input type="radio"/> Research Library/Archives
<input type="radio"/> Aquarium	<input type="radio"/> History Museum	<input type="radio"/> School Library or School District applying on behalf of a School Library or Libraries
<input type="radio"/> Arboretum/Botanical Garden	<input type="radio"/> Library Association	<input type="radio"/> Science/Technology Museum
<input type="radio"/> Art Museum	<input type="radio"/> Library Consortium	<input type="radio"/> Special Library
<input type="radio"/> Children's/Youth Museum	<input type="radio"/> Museum Library	<input type="radio"/> Specialized Museum**
<input type="radio"/> Community College	<input type="radio"/> Museum Services Organization/ Association	<input type="radio"/> State Library
<input type="radio"/> Digital Library	<input type="radio"/> Native American Tribal/Alaska Native/ Native Hawaiian Organization	<input type="radio"/> State Museum Agency
<input type="radio"/> Four-year College	<input type="radio"/> Natural History/Anthropology Museum	<input type="radio"/> State Museum Library
<input type="radio"/> General Museum*	<input type="radio"/> Nature Center	<input type="radio"/> Zoo
<input type="radio"/> Graduate School of Library and Information Science	<input type="radio"/> Planetarium	<input type="radio"/> Institution of higher education other than listed above
<input type="radio"/> Historic House/Site	<input type="radio"/> Public Library	<input type="radio"/> Other

* A museum with collections representing two or more disciplines equally (e.g., art and history)
 ** A museum with collections limited to one narrowly defined discipline (e.g., textiles, maritime, ethnic group)

OMB Control #: 3137-0002, Expiration date: 8/31/2021 OMB-CLRF-0031

IMLS PROGRAM INFORMATION SHEET

2. Organizational Financial Information

3. Please complete the following table for the Organizational Unit for the three most recently completed fiscal years.

Fiscal Year	Total Revenue*	Total Expenses**	Surplus or Deficit
			\$0

* For nonprofit tax filers, Total Revenue can be found on Line 12 of the IRS Form 990.
 ** For nonprofit tax filers, Total Expenses can be found on Line 18 of the IRS Form 990.

b. If you had a budget surplus or deficit greater than 10% of your annual operating budget for two or more of the three fiscal years listed above, please explain the circumstances of this surplus or deficit in the box below.

c. Were there any material weaknesses identified in your prior year's audit report?

Yes No Not applicable

A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

If yes, please explain.

d. Has your organization had an A-133 audit in the past three years?

Yes No

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Program Information Sheet

IMLS PROGRAM INFORMATION SHEET

Refer to the Notice of Funding Opportunity for descriptions of these options and instructions for how to make selections.

3. Grant Program

a. Laura Bush 21st Century Librarian Program

1. Select one:

- Planning
- National Forum
- Project
- Research in Service to Practice

2. Select one:

- Pre-professional
- Masters-level
- Doctoral-level
- Early Career Development
- Continuing Education

3. Select one:

- Lifelong Learning
- Community Catalysts
- National Digital Infrastructures and Initiatives

b. National Leadership Grants for Libraries

1. Select one:

- Planning
- National Forum
- Project
- Research in Service to Practice

2. Select one:

- Lifelong Learning
- Community Catalysts
- National Digital Infrastructures and Initiatives

c. Native American Basic

d. Native American Library Services Enhancement

1. Select one:

- Preservation and Revitalization
- Educational Programming
- Digital Services

e. Native Hawaiian Library Services

1. Select one:

- Preservation and Revitalization
- Educational Programming
- Digital Services

4. Agency Level Goals

Select the IMLS Agency-Level Goal that best aligns with your proposed project.

- Promote Lifelong Learning
- Build Capacity
- Increase Public Access

Please review in the NOFO the specific performance measure statement choices and the information you will be required to collect for each in Promote Lifelong Learning and Build Capacity projects.

f. Accelerating Promising Practice for Small Libraries

1. Select one:

- Planning
- National Forum
- Project
- Research in Service to Practice

g. Museums for America

1. Select one:

- Lifelong Learning
- Community Anchors and Catalysts
- Collections Stewardship and Public Access

h. Museums Empowered

1. Select one:

- Digital Technology
- Diversity and Inclusion
- Evaluation
- Organizational Management

i. Inspire! Grants for Small Museums

1. Select one:

- Lifelong Learning
- Community Anchors and Catalysts
- Collections Stewardship and Public Access

j. National Leadership Grants for Museums

1. Select one:

- Collections Care and Public Access
- Data, Analysis, and Assessment
- Digital Platforms and Applications
- Diversity and Inclusion
- Professional Development

2. Select one:

- Non-research, \$50,000-\$1,000,000
- Research, \$50,000-\$1,000,000
- Rapid prototyping, \$5,000-\$50,000

k. Museum Grants for African American History and Culture

1. Select one:

- \$5,000-\$50,000
- \$50,001-\$250,000

l. Native American/Native Hawaiian Museum Services

4. Agency Level Goals

Select the IMLS Agency-Level Goal that best aligns with your proposed project.

- Promote Lifelong Learning
- Build Capacity
- Increase Public Access

Please review in the NOFO the specific performance measure statement choices and the information you will be required to collect for each in Promote Lifelong Learning and Build Capacity projects.

OMB Control #: 3137-0092, Expiration date: 8/31/2021

OMB-CLR-F-0031



IMLS Strategic Plan

Goal 1, Promote Lifelong Learning: IMLS supports learning and literacy for people of all ages through museums and libraries.

Goal 2, Build Capacity: IMLS strengthens the capacity of museums and libraries to improve the well-being of their communities.

Goal 3, Increase Public Access: IMLS makes strategic investments that increase access to information, ideas, and networks through libraries and museums.



<https://www.imls.gov/about-us/strategic-plan>

Demonstrable Results

Your Responsibilities and Obligations as a Grantee

1. Conduct your project activities.
2. Adhere to the award terms and conditions, including:
 - a. Request approval for changes in activities, personnel, and budget.
 - b. Follow government-wide requirements for implementing federal grants (including **2 CFR Part 200**)
 - c. Acknowledge IMLS support of your project.
3. Submit financial and narrative reports on time, using IMLS-designated templates.
4. Keep in touch with your program officer.
5. Maintain documentation of all activities and expenditures that affect your award. Follow your institution's accepted business practices.

IMLS Website

The screenshot displays the IMLS website header with the logo "INSTITUTE of Museum and Library SERVICES" on the left and "Search | Contact Us" on the right. A navigation bar contains links for "About Us", "Grants", "Issues", "Publications", "Research & Evaluation", "News & Events", and "IMLS At 20". An orange arrow points to the "Grants" dropdown menu, which lists: "Apply for a Grant", "Manage Your Award", "Become a Reviewer", "Grants to States", "Search Awarded Grants", and "Outcome Based Evaluations". Below the navigation is a featured article titled "Detroit Zoo Offers STEM-based Career Exploration Program to..." with a "READ MORE" button. At the bottom of the page are three buttons: "APPLY FOR A GRANT", "MANAGE YOUR AWARD", and "SEARCH AWARDED GRANTS" with a search input field.

ABOUT US

The Institute of Museum and Library Services is the primary source of federal support for the nation's approximately 123,000 libraries and 35,000 museums. Our mission is to inspire libraries and museums to



Final Report for Basic Grants



Native American Library Services Basic Grant Financial and Performance Report

Use this form to submit your interim and final Financial and Performance Reports for the IMLS Native American Library Services Basic Grant. Reports are due according to the Reporting Schedule sent with your Grant Award Notification. If more space is required, continue on a separate piece of paper.

You may submit this report electronically to imlsreporting@imls.gov or mail it to Grants Administration, Institute of Museum and Library Services, 955 L'Enfant Plaza North, SW, Suite 4000, Washington, DC 20024-2135.

Grantee (Name of Tribe):

Grant number:

Amount of grant award:

Name of Project Director:

Telephone number of Project Director:

Library Services

Refer to the Library Services Plan you submitted with your original application and answer the following questions: 1) What did you focus on during the year? 2) Were you able to carry out your plan successfully? Why or why not? 3) Did you achieve your anticipated results? Why or why not? (Discuss Education/Assessment Activities in the next section). The activities described should match those identified in the library services plan approved when the grant was awarded. Please identify any significant differences between your approved spending plan and your actual expenditures of the grant funds.

Education/Assessment Activities or Travel (if applicable)

Describe how the grant funds were used to support the following activities: attendance at continuing education courses and/or training workshops on- or off-site; attendance at conferences related to library services; and/or hiring of a consultant for an on-site professional library assessment. The activities described should match those identified in the library services plan approved when the grant was awarded. Please identify any significant differences between your approved spending plan and your actual expenditures of the grant funds.

Total Funds expended:

Total Funds remaining (if any):

Name and title of person submitting this report:

Telephone number:

Email:

By signing below, I certify that the information provided is true and correct and that all funds were used in accordance with the grant guidelines or returned to the Institute of Museum and Library Services.

Signature of person submitting this report: _____ Date: _____

Number estimates and request for public comments: Public reporting burden for this collection of information is estimated to average two hours per response, including the time for reviewing instructions, searching existing data sources, gathering and reviewing the data needed, and completing and reviewing the collection of information. Send comment regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Institute of Museum and Library Services, 955 L'Enfant Plaza, North, SW, Suite 4000, Washington DC 20024-2135, and to the Office of Management and Budget, Paperwork Reduction Project (21-127) 02711, Washington DC 20503.

<https://www.imls.gov/grants/manage-your-award/grant-administration>

Final Performance Report

18. Changes

Type of Change	Description	Date of Approval (if applicable)

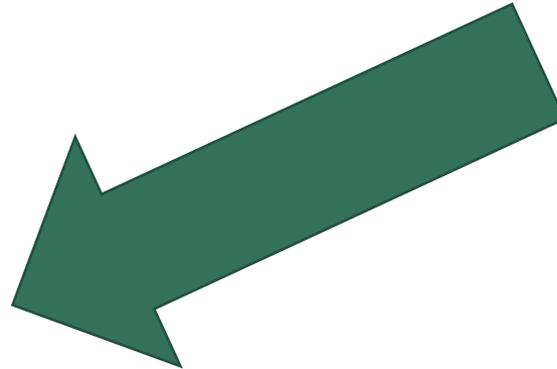
19. Results

- a. Agency-Level Goals
- Promote Lifelong Learning
 - Build Capacity
 - Increase Public Access

For Promote Lifelong Learning and Build Capacity projects:

Performance Measure Statement	Survey Respondent	No. of Participants	No. Total Responses	No. Responses Per Answer Option					No. Non Responses
				Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	

For Increase Access projects, proceed directly to Question 19b.



Performance Measure Statements



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[Home](#) | [Performance Measure Statements and Information for Learning and Community Projects](#)

Performance Measure Statements and Information for Learning and Community Projects

Performance Measure Statements and Information to be Collected and Reported for Learning and Community Projects

On the Program Information Sheet, you selected an [IMLS agency-level goal](#) of Learning or Community with which your project best aligns, and you selected at least one performance goal that reflects a measurable change or outcome that you intend for your project to achieve.

Below is a list of pre-determined performance measure statements that will help IMLS document the collective achievements of the Learning and Community projects we fund.

IMPORTANT: You will be required to provide specific information directly relating to these performance measure statement(s) in your Final Performance Report. You may design and administer a more elaborate survey than what will be required to gather this specific information. These information-gathering activities must be incorporated into your application narrative, your work plan, your schedule of completion, and your budget, as necessary.

IMLS Agency-Level Goal 1: Learning

Performance Goal	Performance Measure Statement	Information You Will Be Expected to Report
	<i>Survey Respondent: Program/Project Participants</i>	<i>Data to be Collected</i>
Train and develop museum and library professionals.	My understanding has increased as a result of this program/training: Strongly Agree Agree Neither Agree, nor Disagree Disagree Strongly Disagree	<ul style="list-style-type: none"> • Number of participants • Number of total responses • Number of responses per answer option • Number of non-responses
	My interest in this subject has increased as a result of this program/training: Strongly Agree Agree Neither Agree, nor Disagree Disagree Strongly Disagree	<ul style="list-style-type: none"> • Number of participants • Number of total responses • Number of responses per answer option • Number of non-responses
	I am confident I can apply what I learned in this program/training: Strongly Agree Agree Neither Agree, nor Disagree Disagree Strongly Disagree	<ul style="list-style-type: none"> • Number of participants • Number of total responses • Number of responses per answer option • Number of non-responses
Support communities of practice	My understanding has increased as a result of this program/training: Strongly Agree	<ul style="list-style-type: none"> • Number of participants

Budget

Generally Allowable Costs

Examples of allowable costs

- personnel salaries, wages, and fringe benefits
- travel expenses for key project staff and consultants
- materials, supplies, software, and equipment related directly to project activities
- equipment to improve collections storage and exhibit environments
- third-party costs
- publication design and printing
- staff and volunteer training
- internships/fellowships
- indirect or overhead costs



<https://www.ecfr.gov/>

Unallowable Costs

Examples of unallowable costs

- general fundraising costs, such as development office staff or time devoted to general fundraising
- contributions to endowments
- general advertising or public relations costs designed solely for promotional activities other than those related to the specific project
- construction expenses
- reconstruction or renovation of historic sites
- social activities, ceremonies, receptions, or entertainment
- pre-award costs



<https://www.ecfr.gov/>

Common Budget changes

- Changing personnel
 - Email program office with new contact information
- Extension on grant period to finish project
 - Email program office with written request and reason for the extension

Getting pre-approval for changes

Changing your budget needs prior written approval for:

- A change in the project scope
- Adding new costs
- Changes with participant support
- New plans for sub-awarding or contracting
- Changes in cost-sharing
- A change in budget that is over 10% of the total budget

When requesting approval for budget revisions, use the same format for budget information that was used in the application. All requests for budget revisions must be dated and signed by an Authorized Official. IMLS has 30 days to review.

Requesting payment

OMB Number: 4040-0012
Expiration Date: 01/03/2019

REQUEST FOR ADVANCE OR REIMBURSEMENT		1. TYPE OF PAYMENT REQUESTED <input type="checkbox"/> ADVANCE <input checked="" type="checkbox"/> REIMBURSEMENT b. "X" the applicable box <input type="checkbox"/> FINAL <input type="checkbox"/> PARTIAL		2. BASIS OF REQUEST <input type="checkbox"/> CASH <input checked="" type="checkbox"/> ACCRUAL	
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED			4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY		
5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST		6. EMPLOYER IDENTIFICATION NUMBER		7. FINANCIAL ASSISTANCE IDENTIFICATION NUMBER	
8. PERIOD COVERED BY THIS REQUEST From: _____ To: _____					
9. RECIPIENT ORGANIZATION Name: _____ Street1: _____ Street2: _____ City: _____ County: _____ State: _____ Province: _____ Country: _____ ZIP / Postal Code: _____					
10. PAYEE (Where check is to be sent if different than item 9) Name: _____ Street1: _____ Street2: _____ City: _____ County: _____ State: _____ Province: _____ Country: _____ ZIP / Postal Code: _____					

11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED				
PROGRAMS/FUNCTIONS/ACTIVITIES	(A)	(B)	(C)	TOTAL
a. Total program outlays to date (As of date)	\$	\$	\$	\$
b. Less: Cumulative program income				
c. Net program outlays (Line a minus line b)				
d. Estimated net cash outlays for advance period				
e. Total (Sum of lines c & d)				
f. Non-federal share of amount on line e				
g. Federal share of amount on line e				
h. Federal payments previously requested				
i. Federal share now requested (Line g minus line h)				
j. Advances required by month when requested by Federal grantor agency for use in monthly pre-negotiated advances	1st month			
	2nd month			
	3rd month			

12. ALTERNATE COMPUTATION FOR ADVANCES ONLY	
a. Estimated Federal cash outlays that will be made during period covered by the advance	\$
b. Less: Estimated balance of Federal cash on hand as of beginning of advance period	
c. Amount requested (Line a minus line b)	\$

13. CERTIFICATION

I certify that to the best of my knowledge and belief the data on the reverse are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL: _____ DATE REQUEST SUBMITTED: _____

TYPED OR PRINTED NAME AND TITLE
 Prefix: _____ First Name: _____ Middle Name: _____
 Last Name: _____ Suffix: _____
 Title: _____

TELEPHONE (AREA CODE, NUMBER, EXTENSION)

This space for agency use

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (3040-0004), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

E-mail completed SF270s to:
grantsadmin@imls.gov

Tip on requesting payment

- Reimbursements
 - Fill out section 11
- Advances
 - Fill out section 12
 - For immediate cash needs
 - Requests must be submitted no earlier than 15 business days prior to the beginning of the period for which funds are requested
 - Must be fully disbursed within 30 days of receipt
- Put grant # in subject line
 - Email completed form to Grantsadmin@imls.gov
- Keep copies!
- You must draw down all funds within 90 days after the grant period



Contact Us

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Questions?

