

FINISHED COPY

FY2016 NATIVE AMERICAN LIBRARY SERVICES
BASIC GRANTEE WEBINAR
MANAGING YOUR FY2016 IMLS GRANT

THURSDAY, SEPTEMBER 22, 2016
2:00 P.M. CDT

Services Provided By:
Caption First, Inc.
P.O. Box 3066
Monument, CO 80132
1-877-825-5234
☎719-481-9835
www.captionfirst.com

This is being provided in a rough draft format. Communication Access Realtime Translation (CART) or captioning are provided in order to facilitate communication accessibility and may not be a totally verbatim record of the proceedings.

>> ALY DES ROCHERS: Hi, everyone. This is Aly at IMLS. We are going to get started in a few minutes. For right now I want to see if the audio is coming through okay. Could you type in the chat box if you are able to hear me?

(Pause.)

(The program will begin momentarily. Please stand by.)

>> SANDRA TORO: Good afternoon and welcome to Managing Your FY2016 IMLS Grant Information Session. We are delighted that you can join us today. Congratulations again on receiving one of this year's IMLS grants.

What we are going to talk about today will be relevant to grants in the national program for Native American Library Services Basic Grants, but this will also apply to the Enhancement Grants. We will hold another webinar relevant to the Enhancement Grants.

The phones are muted but let us know if you have audio difficulties and we will try to help. We will be posting this webinar on our website for general access.

>> OPERATOR: Recording started.

>> SANDRA TORO: So to give you an overview we will first talk about your responsibilities and obligations as a Grantee. Then we will talk about understanding your award packet and finding information on the IMLS website. Then we'll talk a little bit about reporting and performance measurements and giving you some advice for managing your grant. At the end we will have time for questions and answers.

Again you can use your chat box to let us know what your questions are.

You have five basic responsibilities as an IMLS Grantee. The first of these is to carry out the project activities you described in your proposal. In short, this is why you are being provided with funding. There is an also assumption you will undertake the activities in the way you described according to the work plan you sent out and achieve the results you intended.

The second responsibility is to adhere to the awards Terms and Conditions. Let's focus on those most likely to be relevant to your project. Please note that there are others and we'll talk in a minute about where to find the references, but for now we'll limit ourselves to three that you most assuredly need to keep in mind.

Many and indeed probably most project directors find themselves needing to change some aspect of their work plan or budget over the course of the project. We definitely understand that proposals are best guesses and we expect that situations will arise that necessity a shift of some kind.

If you need to extend your project end date, adjust some aspect of the activities, substitute key personnel, make a new hire with project funds or reallocate budget funds, you're obligated to request approval from us. You need to make your request in writing to your program officer -- that's me -- and do it in advance rather than after the fact.

When you applied for the grant and when you accepted it, agreed to follow a series of specific government-wide requirements for implementing federal grants. They are referenced in the guidelines for the grant program to which you applied and they are also listed in the General Terms and Conditions document which resides in our website. Necessity include but are not limited to complying with nondiscrimination laws, not doing business with any organization or person that has been debarred or suspended by any federal department or agency; providing a stress free workplace, complying with federal law pertaining to human trafficking and not conducting political lobbying within your project.

Acknowledge IMLS support of your project in materials publicizing or resulting from your grant activities. There is a

Grantee communication toolkit on our website that will publicize your grant and acknowledge IMLS correctly.

The most important Terms and Conditions you should keep in your mind are: Know that you need to request approval in advance for certain types of changes in your project, know that you need to follow a series of federal laws, and know that you need to acknowledge IMLS support.

The email you received about your award contained several important documents including the Official Award Notification. Let's take a moment to look at your Official Award Notification for grants and cooperative agreements. This is a two-page eight and a half by 11 document that defines the basics of the relationship between your institution and IMLS. Starting from the left side, you will see you're authorizing official's name. This is the person who will be signing your report, your change request, and your request for payment. Below that, this is where you'll find your award number which starts with NG, if your award is through the Native American or Native Hawaiian grant program. This is the number where we track everything about your grant and ask you to put it in the subject line of your emails to us as well as on the reports you submit. Below that you'll see the award period start and end date. We hold you to these. Generally speaking you can't start your work before the first date, and you can't extend beyond the second one. You also can't have two basic grants at the same time.

You can refer to the Terms and Conditions for more information or contact me.

Listed below that is your reporting schedule. You want to make sure these deadlines don't sneak up on you. Not submitting a report on time means your organization cannot draw down funds or be awarded future IMLS grants. We require one performance and report for the basic grant.

Moving to the right this is where you see the project director's name. This is the person who will direct and oversee your grant activities. Beneath that you'll see the total award amount meaning the IMLS funds that have been committed to your project.

On page 2 of the Award Notification, you will find the basic award information. This points out the legal basis for your award and some of this is by reference. So IMLS assumes that you will read this carefully, including the documents referenced. The good news is that everything referenced is available online. Although it is not exactly light reading, it is important. Below that you'll find the name, phone number, and email address of your program officer. Beneath that, information about your finance contact here at IMLS.

If you can't put your hands on these pages right now, you should work on finding them. They are very important. If you can't find them, get in touch with us at your earliest convenience and we'll work on getting you copies.

The IMLS website, www.imls.gov, is another important source of information about your grant. When you go to our home page at IMLS.gov you'll see at the top a tab marked "grant" with a subheading, manage your award. This section of our website is all for you. When you click on that tab you'll come to this page. Of most relevance here most of the time is likely to be administration.

An important item here is the General Terms and Conditions for IMLS Discretionary Awards. You will see three PDFs. The first is General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards for awards made after March 1, 2016. The other two are General Terms and Conditions for awards made previously. Please make sure you refer to the correct Terms and Conditions.

Because yours is a FY 2016 grant, you should refer to the General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards for awards made after March 31, 2016. These terms will be in effect throughout your award.

The final source of information I want to bring to your attention today is the Code of Federal Regulation. If you have questions about whether a particular expense is allowable or unallowable for your project, this is the best and most thorough resource to consult. Previously cost principles varied according to your type of organization, but that is no longer the case. If you have any questions, call us. Chances are excellent that you will be able to find what you need by going to this office of management and budget circular.

The Office of Communications and Government Affairs is eager to work with Grantees to share the good news of your award. And they have on our website a Grantee Communications Kit to walk you through the process of publicizing your grant. You get to the kit from the manage your grant page on your website.

The kit includes IMLS logos and guidance on how to use them, tips to share your announcement and requirements for crediting IMLS. Note that all Grantees are required to acknowledge IMLS funding. And the language that you need is there in the kit.

We recently updated the kit to provide a more comprehensive suite of tools for Grantees. These include some sample social media messages that you can use on Facebook, Instagram and Twitter. You can customize them to fit your institution and your awards.

There's also a social media badge in case you use social media. You can include the badge in any posts that you have in order to get more attention.

From the Grantee Communications Kit you can download a badge or the logos that you want to use with your posts. There is also a template for press releases and event announcements. We have tips for sharing your news that give helpful information about how to notify the press about your award.

We have a new template press release and event announcement on the site to further guide you as you draft your materials to send to the media.

Finally, we have a IMLS director quote. So one of the frequent, most frequent requests we receive is for a quote from the director to go with the local release. So we've included a quote on the website that is available for use with your materials.

I encourage you to browse through our website and see what is available. And you can contact the communications team or anyone in the program office if you need additional assistance.

Now I'll turn it over to Kim Miller from our office of grants administration who will talk about requesting payment.

>> KIM MILLER: Thank you. Hello, everyone. Congratulations on your award. I'm going to talk a little bit about the SF 270 which you will submit to www.imls.gov to request your payment. Either advancement or reimbursement is acceptable on this form. We ask that you fill out and complete the form and send it to us at this email address.

What IMLS looks at on the form. In section 1, please mark whether this is an advance or reimbursement or both, depending on the type of request. Section 4, federal grants. This is the IMLS grant number that you received on the Award Notification document. It begins with NG for Native Americans. Section 6 is the employer identification number. This is the EIN of the recipient organization that you submitted to Sam.gov. And the period cover date, reimbursement dates or past dates, advance dates are future dates.

In Section 9 is the recipient organization. This is the information also submitted in Sam.gov. The reimbursements, fill out Section 11. Advancements can also be placed in Section 11. This line would be 11(D.) Or you can use Section 12 only for advances. If you have any questions about the payments, you can contact myself, Kim Miller, at KMiller@IMLS.gov or grantsadmin@IMLS.gov. Now I'll hand it over to Madison Bolls, Grants Office.

>> MADISON BOLLS: Thank you, Kim. I congratulate everyone on your award. Next we are going to be talking about reporting. You can find the reporting forms a bit further down on that

administration page on the IMLS website. We've already noted that your reporting schedule came to you when you received your Award Notification. And come time to create the report you will want to visit the page for the guidance for submitting both just the Native American basic reporting form.

Reporting essentials. Please remember the following reporting essentials. Put your grant number on all reports and in all the subject lines of your emails. Include the abstract from your original proposal. All reports must use the IMLS cover sheet available on our website. And they also must be signed by the authorizing official on the grant.

All report components must be submitted together. You'll need both your DUNS number and your EIN number. Again the reporting schedule was included in the original award packet. Please pay attention to those dates.

Submitting reports. Submit your reports annually for your Native American basic grant. The two-page grant form is both the financial and the performance report. You can fill that out in a Word document or PDF document found on our website. Please submit with the accompanying cover sheets and email to IMLSreporting@IMLS.gov. Again, please include the grant number in the subject line of your email.

This is the top part of the Native American library services basic grant reporting form. It is a two-page form. The top portion includes basic information about your grant, such as your tribal name, your grant number, the amount of your award and your project director, and contact information.

Part A describes how grant funds were used to support the library and information services portion of your grant. This includes equipment purchases. The activities described should follow the categories identified in the spending plan approved when your grant was awarded. Please identify any significant differences between your approved spending plan and your actual expenditures of the grant funds in this section.

Was there a change in personnel? Did you modify your budget or get a no cost extension? Please indicate those here.

For Part B, you only need to fill this portion out if you received the education/assessment option along with your basic award. In Part B, describe how the grant funds were used to support the following activities. Attendance at continuing education courses or training workshops on or off site, attendances at conferences that are related to library services and this includes the ATOM conference. It also includes hiring a consultant for on-site professional library assessment. The activities should follow the categories identified in the grant when it was awarded as well. Identify any significant

differences between the approved spending plan and the actual expenditures of the grant funds.

As mentioned before with grants, the reporting is due annually. If a Grantee is delinquent on your report, no reimbursements will be processed on that grant or any other additional grants the tribe may have with IMLS. In addition, no new grants to the organization will be made for any institutions with delinquent reports. And an organization may even become ineligible for future awards.

Now, you may ask yourself: What is the use of this reporting? We use it for many things. It provides transparency and accountability for you in the use of federal funds. It meets the informational needs of elected officials and other stakeholders. It supports grant program evaluation that enables Grantees to improve their performance and offers lessons learned and best practices on future grants.

Reporting allows analysis and research by IMLS and others, supporting research across a range of grants. Finally, it informs other Grantees or potential applicants on the type of activities these grants are for.

>> SANDRA TORO: I'll just add a note that you are required to talk about performance measures in your original proposal, but because this year is our first time ever working with the performance measures, we are going to provide some guidance about that in the future. And you don't have to worry about it too much right now. But if you have specific questions feel free to give me an email or give me a call.

>> MADISON BOLLS: Thank you. Now back to you, Sandy.

>> SANDRA TORO: Thank you, Madison. The final section is our list of suggestions for approaching the management of your grant. The suggestions are based on our collective experience over the years and we share them here because we believe they will help you manage your project more smoothly and give you the maximum amount of time to spend on your work.

The first is, read everything that came to you as part of your Official Award Notification. If you have an important role in the project and you don't have these documents, talk to your project director or authorizing official to request copies.

Know your award number. That is the NG dash something, something, something, something. It is the unique identifier through which we relate to you. Know your report due dates. Remember, it takes a little time to prepare the reports. So give yourselves a few days to do that.

Download, bookmark and read the General Terms and Conditions document on our website. You will be doing yourself a favor to become familiar enough with this document now that you know how and when to use it in the future. And have our contact

information available so you can contact us easily. The best way to get in touch with us quickly is to just give me a call.

Jot down the emails that you need for submitting materials to IMLS. For performance and financial reports, that's IMLSreporting@IMLS.gov. For the SF 270 request for money, it is grantsadmin@IMLS.gov. If you send your reports or requests for money to me, I can't help you.

(Chuckles.)

>> SANDRA TORO: All right. So our next set of suggestions has to do with getting money transferred to you. There are several specific things you can do to make sure this goes smoothly. We list them here.

First, keep your Sam.gov registration up to date and active. It will expire at some point in the next 12 months. If you don't renew it, we won't be able to transfer money to you. Sam.gov is integral to transferring payments. It has replaced the need to fill out ACH forms. Enter the bank account information to which you want the funds transferred, make sure the information is current and correct.

Get your reports sent in on time. As Madison said if you are delinquent, we can not process your request for payment.

Make sure the signer of the SF 270 request for advance or reimbursement is the project director, or PD, or the administrative official, or the AO in our database or has been designated by the PD or AO through an email that you send to me.

Email the correctly completed SF 270 in PDF format to grantsadmin@IMLS.gov and include the award number in the subject line. If you need help with the PDF version of the form, you can also give me a call and I will try to walk you through it.

Our final set of suggestions relates to making it easy for us to receive, review and credit you for submitting your reports. Using the required forms helps ensure that all the various offices of IMLS can extract what they need easily. Submitting on time keeps you from getting delinquency notices. If there are too many of those your institution could be barred from receiving not just IMLS funds but potentially all federal funds.

Be succinct, writing well and answering the questions we ask you to address is the right and smart thing to do. Sending electronically saves paper, is quicker and makes your reports easier to track.

And yes, cite your award number in the subject line of your emails to us when submitting reports. Again, that is the NG number.

Finally, as your program officer, I will be your primary IMLSreporting@IMLS.gov point of contact. We may touch base with you throughout the course of your project to request more

information about a report or to make sure that things are running smoothly. We are always eager to hear about your project successes and development. And we do like to share some of this information on our social media and other channels.

Finally, don't hesitate to come to us with questions that you can't answer with the Terms and Conditions or the cost bullets. They have been behind the scenes, but Aly and Stephen are here and they are also very helpful.

Closing our presentation today, we want to make sure you have our names, email addresses and our direct phone numbers. Those program officers and program specialists will be working on your project. We will be happy to field questions or help you with whatever you might need.

Sometimes it takes a few days. Sometimes it can take a few weeks, depending on what your request is. Again, don't hesitate to call us if you have any questions or concerns or simply need to confirm what you think you already know.

So thank you for your time today. We congratulate you once again. We wish you the absolute best of everything in your project. And we very much look forward to working with you.

Now we will open up the chat box to questions. So if you want to take a moment and just type your question into the chat box, we'll try to answer your question.

(Pausing.)

>> MADISON BOLLS: I think there's a question about sending your final report in, if you should send it by hard copy or email. We prefer it in email so you submit it to reporting@IMLS.gov. That's an email box exclusive to reporting.

If for some reason you cannot submit it through email, you can submit it through the mail.

>> SANDRA TORO: There is a question about the recording of this webinar. The recording and the recording of the same webinar we gave Tuesday will be posted to the website by next week at the latest. Once those are online I will also email all of you the link so that you can find them easily.

>> MADISON BOLLS: I think someone had a question about getting confirmation when you submit reports electronically. We don't unfortunately have a confirmation. We get a lot of reports coming in every day. We unfortunately don't have the manpower to submit confirmations.

If you submit it and don't hear back from us and you would like a confirmation, feel free to email me, Madison, at MBolls@IMLS.gov. Submit your question and we can help you.

>> SANDRA TORO: If you don't submit your report, you get an automatic notice of delinquency. I think it's 30 days.

>> MADISON BOLLS: Once a month you will receive an email about your delinquent report. If there's something about your

report that is insufficient, if we have questions we contact you. We sort of operate on no news is good news, but if you have a question, please feel free to contact us.

We would like to let everybody know that Aly, Madison, and Sandy will all be at the ATOM conference in October. We would love to meet everybody and get in touch there.

Someone had a question about who is authorized to sign off on forms such as reports and SF 270s. Anyone who is an authorized contact on the grant, and you can also work with any financial officials at your tribe.

The SF 270 should be sent to grantsadmin.

Jessica had a question about information about finding out when reports are due. That is on your award document. Your Official Award Notification. Your reporting schedule is on that document.

>> SANDRA TORO: And it is just one, we have just one report that is due for both performance and financials. There is just one date.

>> MADISON BOLLS: Typically due 90 days after the end of your grant.

>> ALY DES ROCHERS: There is another question about updating the contact person on your grant. That is ID related. If anyone doesn't have their Official Award Notification or hasn't seen it yet, it might be because we only sent it to the official contacts who are on your application. If you need to update those contacts, you need to submit a formal written and signed request to do so to Sandy or me -- this is Aly -- and instructions for doing that can be found in the terms and conditions document on our website.

>> SANDRA TORO: And this is Sandy. I will add that I received a request yesterday from someone to change the authorizing official, but they didn't give me any contact information. So when you make a request to change any people, we need their names, address, email, phone number. That way we can send notices to them.

>> KIM MILLER: Hi, this is Kim. You can request as many reimbursements or advances as you want, up to the amount of the grant. A lot of times for the awards of the Native American grants that are six or \$7,000, people have been giving us a one-time advance amount which we are allowing for up to the period to date. This is for the NG basics only.

Often times they have been requesting it for the entire year, and that is fine right now. Or you can wait until the end of when your grant is finished and submit for the entire 7,000, or 6,000, however much you were given. That is fine too.

If you do get an advance we do need to know that the funds have been expended 30 days after the advance date. Did I answer your question?

>> MADISON BOLLS: For those who came in late, yes, we will be sending around a link to the recording of this webinar. And there is a question about who can we contact to revise the contents of your work plan? Contact Sandy Toro. And her email should be on the screen now.

>> KIM MILLER: Hi. This is Kim again. The draw-down, you can request as many times as you like up to the amount of your grant. And as I noted before, we are allowing an advance for up to the period to date. That is probably July 31st, 2017.

Okay. So that is fine for this grant for the Native American basic. And we -- sorry.

A little discussion here.

(Laughter.)

>> KIM MILLER: But you can draw down as many times -- some people send in monthly. It just depends on how you handle your financials in your agency. We have seen it all different ways. If you want to submit after you spend your money, after July 31, you have 90 days to do that.

Any time that you request an advance we do ask that you let us know the funds have been expended up to 30 days after the award is over. Or the funds have been expended and you can do that by email.

>> SANDRA TORO: If there are no more questions we'll end the webinar now. We will post the recording on our website and if you have any questions, feel free to contact us.

>> OPERATOR: Recording stopped.

(The session concluded at 2:38 p.m. CDT.)

(CART provider signing off.)

This text is being provided in a rough draft format. Communication Access Realtime Translation (CART) is provided in order to facilitate communication accessibility and may not be a totally verbatim record of the proceedings.
