

FINISHED FILE

IMLS
MANAGING YOUR FY2016 IMLS GRANT
INFORMATION SESSION
THURSDAY, OCTOBER 13, 2016
2:00 P.M. CT

Services provided by:
Caption First, Inc.
P.O. Box 3066
Monument, CO 80132
800-825-5234
www.captionfirst.com

This text is being provided in a realtime 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.

>> EMILY REYNOLDS: Hi, everyone. Thanks for joining the webinar today. My name is Emily Reynolds, a program officer in the Office of Library Services. I am here with my colleagues, Ashley Sands, Kim Miller, and Steven Mayeaux. We are going to be talking through some of the essentials for managing your recent IMLS grants.

So, we are delighted you could join us today, and congratulations once again on receiving an IMLS Grant. It's a very competitive process, so you should be proud of yourself. What we are going to be talking about today will be relevant to grants in the National Leadership Grants for Libraries program, the Laura Bush 21st Century Librarian Program, and the Sparks! Grants for Libraries program, but most of these principles apply to other IMLS grants as well. The phone lines are muted, but please use the Chat box in the Blackboard window to let you know if you are having difficulties, and we will do everything we can to help.

Finally, we will be recording this webinar and posting it on our website for general access as well as for grantees who couldn't make it today.

So, this is just a brief outline of the content that we will be going over today. We'll first start with an overview of your responsibilities and obligations as a grantee, followed by some

information about understanding the award documentation that you received from us. We'll give you some instructions for finding information on the IMLS website, as well as information about reporting and performance measurements during the course of your grants. We'll close out with some general advice for managing your grants, and then we'll have time for any questions that you might have.

So, you have five basic responsibilities as an IMLS grantee. The first of these is to carry out the project activities that you described and defended in your proposal. This is basically why you were provided with funding, so there's an assumption that you will undertake the activities in the order that you described according to the work plan that you laid out. You will spend the funds that you requested and that you proposed as cost share. And that you'll achieve the results you intended.

The second responsibility is to adhere to the award terms and conditions. So I am going to spend a few minutes focusing on the terms and conditions most likely to be relevant to your project. There are others, and we will talk in a minute about where to find the complete set of instructions in this area, but for now, I am just going to limit myself to the three that you definitely need to keep in mind that almost every grantee will come up against over the course of their project.

So, first of all, many and probably even most project directors find themselves needing to change some aspect of their work plan or the budget over the course of their project. We understand that proposals are, you know, in some cases sort of best guesses as to how things will go, and we expect issues will arise that necessitate a change. So if you need to extend your end date, adjust some aspect of the project scope or methodology, substitute key personnel, make a new hire with project funds, or reallocate funds in your budget, you are obligated to request approval from us. You need to make a request in writing to your program officer and do it in advance rather than after the fact. And if you do need to request one of these changes, we ask that you please get in touch with us as early as possible so we can help you through the request process.

Secondly, when you applied for the grant and when you accepted it, you agreed to follow a series of specific government-wide requirements for implementing federal grants and expending federal funds. These are referenced in the guidelines for the grant program that you applied to, and they are also listed in the General Terms and Conditions document that we will be talking more about in a little bit. They 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 a federal Department or agency, providing a drug-free workplace, and not conducting political lobbying within your project.

Third, you need to acknowledge IMLS support of your project in materials that publicize or result from your grant activities. Again, we will be going into a little more detail about this later on.

So, some additional responsibilities that you have as a grantee are to submit your financial and narrative performance reports according to the schedule that came with your award notification. You also need to let us know if there are any significant programmatic, administrative, or financial problems that arise during the course of your project. Basically, be in touch with your program officer as frequently as you feel you need to be to keep us in the loop about what's going on with your project so we can head off any issues before they arise.

And fifth, you are required to maintain documentation of all activities and expenditures affecting the award. You should do this in accordance with your institution's accepted business practices, but you don't need to send this to us unless we ask for it, but you are required to maintain it.

>> STEVEN MAYEAUX: Next we are going to go on and talk a little about some of the materials you received in your award announcement email. When you were notified of your grant award, you should have received an email with several documents attached, I believe four in all. Those included the Official Award Notification, sometimes abbreviated as OAN, along with your approved project budget. These are very important documents for managing your grant. In particular, the OAN or Official Award Notification, is really the official IMLS document that represents your award. So let's take a moment to look at that.

This is a two-page document that defines the basics of the relationship between your institution and IMLS. Starting on the left side, you will see the Authorizing Official's name. This is the person who must sign your reports, your change requests, and your requests for payment.

Below that, you will find your award number, which starts with LG if your award is through the National Leadership Grants program, SP is if your award is through the Sparks! Leadership Grant program, or RE if it's through the Laura Bush 21st Century Librarian program. This is the number we use to track everything about your grant, so we ask that you put it in the subject line of your emails to us, as well as on the reports that you submit.

Below that, you will see your award period with start and end dates. We hold you to those. Generally speaking, you can't start your work before the first date and you can't extend beyond a second one: If you are unable to complete the project activities in this period, you may request a one-year no-cost extension. You can refer to the terms and conditions for more information or contact your program officer.

You want to make sure these deadlines don't sneak up on you. And not submitting a report on time can mean that your organization can't draw down funds or be awarded future IMLS grants. And this does happen, so we would hate for your institution to be ineligible for any future awards based on delinquent reports, so please be sure to pay attention to those deadlines.

We require reports once a year, and they are due in pairs -- performance and financial reports. So if your project is one year long, you will have only one performance report and one financial report to submit. If it's two years long, then you will have an interim performance and financial report due at the end of the first year, with final reports due after the completion of the second year, for a total of four reports. And predictably, for a three-year project, then you will have an interim performance and financial report due at the end of each of the first two years and final after the completion of the third year, for a total of six reports.

Moving to the right -- and this is where you are going to see the project director's name -- this is the person who will direct and oversee your grant activities. And beneath that is the money, the total award amount, meaning that the IMLS funds that have been submitted to your project and beneath that your cost share obligation, which spells out the dollar equivalent that you are required to provide for the 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. IMLS assumes 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's important, so we recommend you take a good look.

Below that, you will find the name, phone number, and email address of your program officer, and below that, information about your finance contact here at IMLS. If you can't put your hands on these two pages right now, you should probably work on finding them. They are important. If you can't find them, get in touch with one of us at your earliest convenience, and we will work on getting you copies.

Okay. Moving on to the project budget. You may have been asked to submit a revised budget at some point during the application review process. IMLS budget forms look like the image that you are seeing here on the left. The final approved budget was sent as part of the email that you received when the awards were announced. To make sure you are using the right one, check what your budget says against the IMLS award amount and the cost share listed on page 1 of your Official Award Notification. If anything seems out of order or is not what you expect, then get in touch with us and we'll try to get to the bottom of it.

Just as a side note, the budget you are using should say approved by program officer with the name at the top. If that doesn't appear at the top of the document, chances are you might not be looking at the right document that was sent out when we announced the award.

So moving on away from the award document into another source of information, we want to take you over here to the IMLS website because that's another important source of information about your grant, in particular, managing your grant. When you go to our homepage at imls.gov, you will see at the top a tab marked Grants with a subheading called Manage Your Award. This section is entirely for you.

On the Manage Your Award site here, Manage Your Award page, you will navigate on the right sidebar, and the important thing is the General Terms and Conditions for the IMLS discretionary awards. You will find 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. If you have other active IMLS grants, they may be subject to different terms and conditions based on when they are awarded. But everything after March 1, 2016, should refer to that.

So now we are going to go over to Terms and Conditions.

>> KIM MILLER: Hi. My name is Kim Miller. I am with the Grants Admin Office. Because yours is an FY 16 grant, you should refer to the most recent version of the General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards. These terms and conditions will be in effect for the duration of your award. Native American/Native Hawaiian Enhancement Grants are considered to be IMLS Discretionary Awards, just like the National Leadership Grant, Sparks! Grant, and the Laura Bush 21st Century Librarian Grants.

(Inaudible) we've already noted that your reporting schedule came to you when you received your award notification, and when it comes time to submit your (Inaudible) you will want to visit this page for the form, instructions, guidance. We have arranged the page chronologically so that the instructions and forms for interim reports come first, followed by those for final reports.

Please remember the following reporting essentials. Refer to your award notification for your reporting schedule. All reports must use the IMLS forms available on our website and the cover sheet? No cover sheet. Excuse me. You will need both your DUNS and EIN numbers to complete your reports. You are responsible for retaining financial records related to a grant for three years after submitting the final reports.

To submit your reports, you need to put your grant number on all reports and in the subject line of all emails. Again, starting

with RE for Laura Bush Grants, SP for Sparks! Grants, and LG for National Leadership Grants. You should send completed reports to imlsreporting@imls.gov. Note that you must retain all financial records related to your grant for three years following your submission of the final report.

I am going to quickly walk through the specific forms you need for financial reporting. The federal financial reporting form is downloadable from the webpage on our website, as are instructions. You must submit this by emailing it to imlsreporting@imls.gov.

For grants awarded after October 1, 2015, you will see that the administration page of our website has some new templates. Previously, grantees submitted a cover sheet form in addition to their narrative reports. Now we are requiring the use of the standard form, which asks for specific information about activities, changes to your project plan, and lessons learned. There are slightly different templates for interim and final performance reports, so please make sure you are using the correct one. You must complete the first page of your award information, including the signature of an authorized official of your institution. If your report doesn't follow this format, it will be stopped in its tracks until you resubmit it.

When writing your narrative report, remember that your impact can focus on output examples. Report on the status of your schedules, explaining delays. Describe project successes and challenges. Include a justification of travel with attachments, especially critical for foreign travel. Detail the activities by grant-funded staff. For example, increased time and effort to run a conference. Include equipment purchases. But you need to incorporate your performance measures that were part of your original application. Remember, all reports must be emailed to imlsreporting@imls.gov. Be and include the grant number in the subject line.

Report instructions. In addition to introducing these new templates for performance reports, we've also created new documentation with instructions for completing them. The instructions go through each line of the form and describe what information to include. Please contact your program officer if you have any questions about the new format for instructions.

Performance measures. On your report form, you will also have to provide information about the specific performance measure statements for your category of project. You selected one or more performance goals on your program information sheet, which you should include in your reporting. Please refer to the performance measures statements page on the IMLS website for more information. If you selected a content and collection performance goals, we do not provide standard performance measure statements for your project. We held a webinar about performance measures this summer, which I

highly recommend viewing. It's linked from the webinars page of our website.

Delinquent reports. As a note to underscore the importance of submitting your reports on time, if a grantee has a delinquent report, no reimbursements will be processed. No grants will be made to organizations with a delinquent report. And an organization may become ineligible for future award. Note that these restrictions apply across your organization, so the ramifications can impact other applicants and grantees from your institution.

Purpose of reporting. You may ask yourselves what is the use of reporting? It provides transparency and accountability in the use of federal funds. It meets the needs of elected officials and other stakeholders. It provides grant program evaluation that enables grantees to improve performance and offers lessons learned and best practices. Reporting allows analysis and research by IMLS and others, supporting research across a range of grants. Finally, it informs other grantees or potential applicants.

The SF270 request for advance or reimbursement. There's one more form that you will find on the IMLS website separate from those pertaining to reports. This is the Standard Form 270, which is what you need to have funds transferred to your institution's bank account, either as an advance or as a reimbursement. Both are acceptable, and you can use the same form for each. Also, in both cases you send this complete, signed, and scanned form completed to grantsadmin@imls.gov.

There are some basic instructions for completing the Standard Form 270. To request reimbursements for your project expenses, fill out Section 11. For advances, fill out Section 12. For advances, you must submit the request no earlier than 15 business days prior to the beginning of the period for which the funds are requested. These funds must be fully disbursed within 30 days of receipt. When you have completed the form, you should email it to grantsadmin@imls.gov with the grant number in the subject line. If you have any questions about payments, we have provided the contact information for me, Kim Miller, who can help you out. Thank you.

>> ASHLEY SANDS: Hi, everybody. This is Ashley Sands. I am going to talk a few minutes about communications with your grants.

The Office of Communications and Government Affairs is eager to work with our grantees to share the good news of your award. We 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 our website. This kit includes IMLS logos and guidance on how to use them; tips for sharing your announcement; and requirements for crediting IMLS. Note that our grantees are required to acknowledge the IMLS funding. The language you need to use is there in the kit. We have recently updated the kit to provide a more comprehensive suite of tools for our grantees. Some of these

updates include a sample social media message, so we've provided messages that can be used for Facebook, Instagram, and Twitter. You can just customize them to fit your institution and your award. We also have a social media badge. So if you use social media, you know that posts with visuals of any kind often receive way more attention than posts that are just text. So from the Grantee Communications Kit, you can download a badge or logos that you can use with your social media posts about your award.

We also have template press release and event announcement. So our tips for sharing your news link provides some helpful information about how to notify the press of your award. We have a new template press release and event announcement on the site to further guide you as a draft for your materials to send to the media.

And finally, we now also have an IMLS director quotes. One of the most frequent requests we receive is a quote from the director to include with your release. We have included a quote on the website that is available to use with your materials.

I highly encourage you to browse through the site, see what's available, and as always, you can contact the Communications team or your program officer if you need additional assistance.

And the last slide for me, each awarded grant has a webpage on the IMLS website, which can be found via a search box that's on the homepage, and this page will contain a short description of your project and some of the basic information about it. You will or you should have already received an email from your assigned program officer requesting your permission for us to post a selection of your application documents onto this page.

>> Now jumping back to another source of information that we are going to mention here is the 2 CFR Part 200. This is from the Code of Federal Regulations. If you have questions about whether a particular expense is allowable or unallowable for your project, there is really the best and most thorough resource to consult. Previously, cost principles varied according to your type of organization, but now with 2 CFR 200, that's no longer the case. If you have questions about this, you can call us, but chances are that you will be able to find what you are looking for by going to this section of the Code of Federal Regulations. And there should be a link there on the screen. You can also just do a basic search for it.

>> So we are going to wrap up with a list of suggestions for approaching the management of your IMLS grant. Some of these will be a little repetitive of things we already mentioned, but they are the points we really want to drive home as you work on your project over the next few years.

So first up, make sure that you read everything that came to you as part of your Official Award Notification. If you have an important role in the grant project and you don't have these

documents, you can talk to your project director or the Authorizing Official of your institution to request copies.

Second, make sure you know your award number. As we have said over and over and will continue to tell you, it's the unique identifier of how IMLS relates to your grant, and it's how we log things like reports, keep track of our correspondence with you, so again, it will start with LG, RE, NG, or SP. Make sure you know your report due dates. It can take some time to prepare your reports, so make sure you leave time to do that. As we said, there can be consequences within your institution in terms of getting reimbursements or applying for future grants if you are delinquent on reports.

Make sure you know which budget has been approved by IMLS, including the final approved cost share amount. Meeting your cost share is truly a requirement, not optional, and you really do need to know what that number is so you can meet it and report on it. If you encounter difficulties of any kind relating to your cost share, get in touch with your program officer right away. Like many change requests we deal with with grants, it's not something to put off until you are filing your final report. So you want to head that off early.

Make sure that you download, bookmark, and read the General Terms and Conditions document that's on the IMLS website. You will be doing yourself a favor to become really familiar with that document so that when issues come up or you have questions about your grant you will know where to look for the answers. Make sure you have your program officer's contact information available so you can contact us easily if you have any questions relating to your grants. Also make sure you know the emails you need for submitting materials to IMLS. Again, for performance and financial reports, that's imlsreporting@imls.gov, and for SF270 requests for payment, it's grantsadmin@imls.gov.

Our next set of suggestions has to do with getting funds transferred to you. There are several things you can do to make sure this goes smoothly. First, make sure your SAM.gov registration is 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. So make sure you know the expiration date and be absolutely sure that the information for the bank account into which funds should be transferred is and correct.

Make sure you get your reports turned in on time because if they are delinquent, we can't process your request for payments. Make sure that the signer of the SF270 is the authorized official listed on your award notice or has been designated as an Authorizing Official, which you can do via an email to your program officer. Again, you are going to email your completed form to imlsreporting@imls.gov.

Our final set of suggestions make it easy for us to receive,

review, and credit you for submitting your reports. Make sure you use the required forms so all the different departments at IMLS can extract the information they need from your reports. Make sure you submit your reports on time so you won't receive delinquency notices because, again, if there are too many of those, your institution could be barred for receiving IMLS funds or federal funds generally. Make sure you are succinct, you write clearly and answer the questions we ask you to address so we can really understand what's going on with your project each year. Send your reports electronically to save paper, expedite the processing of your report, and make it easier for us and you to track over time. And one last time, make sure you cite your award number in the subject line of your emails to us.

The last thing I will emphasize is the program officer assigned to your award is really the primary IMLS point of contact. We may touch base with you throughout the project to make sure things are running smoothly. We are always eager to hear about project successes and developments as IMLS often likes to share information about our grants on our social media, our blog, 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 principles because we are always very happy to help.

In closing our presentation today, we want to make sure that you have our name, email addresses because we are all happy to help with any questions, both program officers and specialists. So again, don't hesitate to call us with questions or concerns that you have about your project.

So I think we are going to open it up for any questions that folks have now. We have the phone line muted, I believe, so if you have questions you want to type in the chat box, we will keep an eye on that for the next couple of minutes and see what comes in.

So we've got a couple of questions that have come in. The first one is what's the usual turnaround time on budget change requests. I would say it depends on the complexity of the request. If it's something that we need to go going over a full, revised budget for versus sort of minor changes. You should hear back from your program officer certainly within a week of contacting us, ideally within a couple of days, and we should be able to go back and forth to resolve the request. It's hard for me to give an exact turnaround time because it does depend on how complex it is. The simple things we can usually resolve within a couple of days.

And the next question is can the authorized official request someone else sign the SF425 and SF270?

I know we have a process for assigning additional contact people to grants and listing additional folks with signing authority. So yes, you can either submit a request to change the Authorizing Official or to add additional folks with that authority, so you should just contact your program officer if that's the case, and we can give

you instructions for what that letter should look like and how that works.

There's a question from Lee. If grant manager salary is part of the award, can you request more than one month at a time for the salary? I am not sure I understand the question exactly. I think that would likely be the same as other requirements about requesting funds, so you can either request reimbursement after the fact or you can request an advance, but you do have to expend those funds within the required shorter amount of time so you are not hanging on to the funds for a long time. So hopefully that was helpful, but please feel free to jump back in if it wasn't.

Ann asks: How do we determine if we request an advance or a reimbursement? IMLS allows both approaches, so I think it's just up to your organization, whatever makes the most sense with your financial practices or the project in particular. Can we get a copy of the slides? Yes, the slides will be posted with the webinar recording on our website, so they will be there to download.

>> Usually about 24 hours to 48 hours following the webinar. Hopefully by the end of the week.

>> Yes, if you go to the webinar page on the IMLS website, this will all be there within some amount of time.

And John asks can we authorize person -- can the authorized person be the same as the project director or no? The answer is no. We require that the project Director be different than the Authorizing Official to prevent conflict of interest issues and to have various people accountable on the project. It does have to be two different people. If you received a grant you already have those two people as different because we would have rejected your application if it listed the same person as both.

Julie asks: Can the payee be an outside vendor or contractor?

So in terms of the payments that IMLS makes -- Kim will be able to correct me if I'm wrong about this, but I believe when IMLS makes payments, it's based on the SAM registration and the bank account of the grantee organization. And so you -- it's up to you to determine sort of how you pay through to the vendors or contractors that are working on the project, but IMLS only distributes payments directly to the grantee organization itself.

It looks like maybe that's all the questions we have. We are going to stay in the room for the next couple minutes in case folks want to jump in with anything else, but otherwise, we can let you go about your day. So thank you very much for joining us on the webinar, and as we said, please feel free to get in touch with us at any point throughout the project if you have more questions that we can help you out with.

This text is being provided in a realtime 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.
