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NATIVE AMERICAN LIBRARY SERVICES BASIC GRANTS BUDGET WEBINAR

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>> STEPHEN MAYEAUX: Good afternoon. Thank you for joining us.

If you can hear me right now, type in the chat box. We'll get started in just about 10 minutes. I want to make sure that our audio is fine. If you can hear me, type in the chat box. We'll be with you shortly. Thanks.

Good afternoon. I'm a senior officer here in the library services and I'm joined by Stephen Mayeaux, the program specialist for the Office of Library services and we would like to thank you for joining us for today's Native American Library Services Basic Grants applicant budget webinar.

That's a mouthful!

We will have time for questions at the end. If you have any questions as we go along, feel free to type them into the chat box and we'll do our best to answer them. We're very happy to see so many people joining us today.

Today we'll talk a bit about the Native American Basic Grant program, including the application and required reporting. Our main goal is to help you understand how to fill out the budget forms and answer any budget-related questions that you might have.

The Native American Library Services Basic Grants are non-competitive, one-year grants for between 6 and \$10,000 these can include up to \$3,000 in education and assessment activities and travel to award support towards existing library operations and maintain core library services and these grants are available to all federally recognized Indian tribes and Alaska native villages or corporations. In 2017 we made awards to 195 tribes, and funded projects must begin on August 1st, 2018 and be completed by July 31st, 2019.

There are three places where you must register your organization in order to be able to submit a proposal. That's DUNS and grants.gov. We don't have control over how your materials are put in or processed. You need a DUNS number, register your tribe and go to grants.gov in order to apply. It is important to know that your registration, it is only good for one year only and then it needs to be renewed. Grants.gov is the portal you use for your application and allow two weeks for its registration process.

Everything you need to know about the application is available on our website at imls.gov under the apply for a grant tab. When you click on the Native American Library Services Basic Grants for Fiscal Year 2018 Notice of Funding Opportunity you will find the funding opportunity number that you can enter into grants.gov. That number is NAG-basic-FYET.

Our notice of funding includes a table that has all of the applications and components, what kind of format they need to be submitted as and which file you name to use when submitting your application package. Use this list as a checklist of all of the documents you need to submit on April 2nd. Make sure the application is complete so that it is not rejected because you missed or forgot a component. They have become more strict on making sure each application has the necessary documentation, and we won't be able to make exceptions. Just a note, on this image you see only what was on page 7 there is also a digital product form that's conditionally required at the top of page 8 of the notice of funding opportunity.

In all the Basic Grant applications, they have four required application components, these are the application cover forms or ST-424S which is on grants.gov and the IMLS program information sheet or the PIS, it is available on our website, a library services plan which can be up to three pages and again the IMLS budget form which we'll talk about and the conditionally required digital product form.

The plan can be no longer than three single-spaced pages. The plan should describe in detail what you can't do with the funds and discuss what you're focusing on during the year and why the work is important as well as how to carry out the plan

to make sure it is successful and what the anticipated results are. Make sure to include a budget summary that describes all budget items included in the budget form, and please describe separately any educational or assessment activities. Remember that only up to \$3,000 and be used for the activities as well as all the information you provide here should match what's in the budget.

This is the new budget form, which is actually the standard IMLS budget form. If you received an enhancement grant in the past, you would have to use this specific form. The form accommodates up to three years of project activities and expenses, but for the basic program awards are only one-yearlong. Make sure you put information in the year one column only.

The year one column should include costs for all the activities that begin on the project start date and that date, it should be on 6C of the 424S and the activities should end exactly 12 months later. The budget should include the project costs that will be charged to grant funds, there is no cost share for this program. You can ignore the cost share column.

If you need more lines for specific sections, you can use the information on the information form and explain it later in the library service plan.

The allowable costs are in the cost principles of two code federal regulations, part 200 and 2CFR part 3187. That's the link on the bottom right where you can find the federal cost principle and we just list examples here.

Again to see the full set of the principles refer to 2CFR200 and you can Google that and use the link here. The big thing to note in terms of unallowable costs are we can't provide funds for fundraising, again advertising, construction or social activities. Something that's unique about the Basic Grants is that you can use Basic Grants for general operating support for your library that's different from our other grant programs. If you have any questions tall about the allowability of specific activities you can email or call us and we can help you figure out if something is allowable or not allowable.

Once you determine all the allowable costs that you decide are necessary to accomplish a project objective you need to put them on the budget form. The form must total at least 6,000 and at most \$10,000. You need to add the descriptions for the costs in each section as well as the specific dollar amounts. If there is no dollar amount use 0.

Charges to the project for items such as salaries, fringe benefits, travel, contractual services must conform to the written policies and established practices of your tribe. No indirect costs are allowed. Again, you can download the form

from the notice of funding opportunity on our website and it must be submitted as a PDF as part of your application that you submit in grants.gov.

These are the kinds of costs we usually see in Basic Grants and remember that all of the allowable costs are in 2CFR federal regulations and the \$10,000 Basic Grant is often used for permanent staff and salary as well as benefits, temporary, project staff, it collection development, equipment like computers, eReaders, library software, library furnishing and shelving and other supplies as well as special programming, Internet services, digitalization and other costs. These examples are all in the notice of funding opportunity but they're not exhaustive. Again, if you're wondering if a specific cost is allowed please contact us and we can help you figure it out.

In the past you could only budget up to \$1,000 for education and assessment activities. That's changed with this fiscal year. Now since the total award is up to \$10,000 you can use up to \$3,000 of that for education and assessment.

You put these costs on the one budget form. There is no separate form for education and assessment.

The education and assessment cost can include travel to present or attend conferences or continuing education courses as well as any other kind of training your library staff might need and the related travel. You can also pay for temporary staff to help run the library when the regular staff are attending courses or you can hire consultants for onsite professional library assessments, including those that have to do with technology and digitalizing. Remember that your plan must be a PDF, just like your budget.

Keep in mind that later you will have to report all revenues generated with project funds during the award period of performing income.

Once you have received your award, you will have five basic responsibilities. The first is to carry out the activities you describe in your plan.

The second, to adhere to the award terms and conditions. If you need to adjust some aspect of the activities, substitute key personnel, allocate budget funds, you have to request approval from us and I'll give you more specifics about that.

You have to agree to follow a series of specific government-wide requirements for implementing federal grants when you accept your award. These are in the notice of opportunity and the general terms and conditions which are on the website.

You have to acknowledge and support the project and any materials that publicize your activities or the results of the

activities and there is a grantee communications toolkit on the website that can help you with this.

You will also have to submit both financial and narrative performance reports as part of your final report.

You have to let us know if there are any significant or relevant programmatic or other problems that come up during the course of the project and you can always call or email us.

Finally, you should maintain documentation like time sheets which are subject to audits of all activities and expenditures that affect your award. You should do this in accordance with your institutions accepted business practices, you don't need to send these kinds of documents to us unless we ask for it. You do need to maintain them. Your budget form can help you to keep track of what's happened.

So you can find all of this information on our website at imls.gov. When you go to the home page, you see at the top a tab that's marked grants with a subheading called manage your award. That section of the website has all of the information that's been shared.

An important item in this section is the general terms and conditions that I referenced earlier. Here you'll find three PDFs, the first is general terms and conditions for discretionary grants and cooperative agreement awards for awards made after March 1st, 2016. The other two are general terms and conditions for awards made previously. Make sure that you refer to the correct terms and conditions for your awards.

To make sure that you're looking at the terms and conditions according to the year your award is made which is on the award document that you will receive and it is not the same date as when your project starts, it is a different date.

When you get the award documents you will receive a copy of the budget that you put together as part of your application, and that is the officially approved budget that you need to hold on to. This along with your library plan will be kind of a blueprint for your project. Any changes to the budget that exceeds 10% of the total amount need to be approved by your program officer in advance. Your authorized official for the award, you have to send an email to request changes, explaining why the changes are needed and attach the budget so that you can review it and compare the new budget to the old budget.

In addition to budget changes, a common change we see after awards were made have to do with program personnel. These are the people that you're listing as contacts on the grant application that you will submit in a few months. These are really important when it comes to communication about the grant so if someone leaves or there's a change, please make sure you let us know. You will see my information listed on the award

document and you can always email or call. Each of your grants will have three required contacts and you can have up to five contacts. Keep this information updated especially when new people join the organization and want to get in touch with us about the award.

Also because of events and changes that may happen during the grant period we understand you may need an extension, but we can't offer extensions for Basic Grants. Essentially you can't have two active Basic Grants at the same time.

There are other changes that require preapproval. We mentioned two CFRs, the regulations, we mentioned those earlier, within the regulations there are changes that need preapproval by an IMLS program officer and these have to do with the change in scope or objectives of the project even if there is no associated budget revisions.

Adding new costs that do require approval, participant costs or buying equipment, transferring funds budgeted for participant support cost to other categories, even if it is as small as \$5 when it comes to participant support, you must receive prior approval for any changes you want to make.

Any plans for sub awarding or contracting not in the original approved budget, changes in cost sharing if you want to add that, again we don't typically allow cost sharing for budget, for Basic Grants, and any transfer of funds that exceeds 10% of the total budget as last approved by IMLS.

Remember that IMLS will generally not provide any more funds to your grant than what was originally approved. When requesting approval for budget revisions please use the same format that you're submitting. Sometimes we get requests with excel spreadsheets or other kinds of documents and we won't be able to approve them. All the requests for budget revisions must be dated and signed by your authorized official and submitted to the IMLS and typically IMLS can take up to 30 days to approve the requested changes.

Just some additional information, once you receive your award you can either request an advance or request reimbursement so the funds are not automatically disbursed to you. You have to use the SSG70 form which can look a little scary but it is not actually that hard to fill out and we did have guidelines for filling out that on our website.

You can submit that form for payments in advance or reimbursement and you can do this at any time during your grant period and as many times as you need to do so. The reimbursements may be submitted at any time after you spent the money and you fill out section 11 to get an advance on funds that you need, you fill out section 12 and you have to submit less than 15 business days prior to when you need the funds and

you have 30 days after you receive the funds to spend them. In the event you don't spend the funds, you have to return them back to IMLS.

All the forms should be sent to grants admin at imls.gov with your grant number in the subject line and putting the grant number in the subject line is very important because it keeps messages from going into a spam box that we have.

If you don't put the grant number in the subject line we can't guarantee it was received.

Payments will be sent to you via electronic transfer around 10 business days after you submit and will be sent to the account on the account.

I see a question, are we allowed to include cost of snacks during activities planned? You can include cost for food. If the food is given out during activities. Your company give out food or refreshments during social events, they actually have to be -- there has to be some kind of work happening and that can be during small group activities or a presentation someone is giving or if you have specific questions you can email me or call me and I'll see if the activity sounds like it is appropriate. Let me know in the chat box if that answered your question or not.

With reporting, all of the budget, other changes will be documented when you submit your final report for your Basic Grant. This is after the grant period has ended.

In general, we like to let applicants and awardees know that reporting provides transparency and accountability and can help keep you on track. It informs us and elected officials about how the funds are being used and what's successful. Your reports inform us about how funds are being used and what is and what is not working.

We take that information and try to evaluate for effectiveness and make any necessary changes to the grant programs so that we can focus more on what's needed and reporting provides project examples to other grantees and potential applicants on projects that can be done on potential programs.

So you can find the required reporting forms on the grants administration page, and we have arranged the page chronologically so that the forms for the interim reports come first followed by final reports. We can use the link at the top to click on the type that you're looking for.

Reports are submitted annually with final reports due 90 days after the end of the award.

You will have the reporting schedule on your award notification document.

Something to keep in mind, that if a grantee has a

delinquent report, no reimbursements will be processed, no grant will be made to the organization and the organization may become ineligible for future federal awards. Remember Basic Grants have their own reporting form that includes both the narrative information and financial information. Please remember to submit that appropriate form to IMLSreporting@imls.gov and put the grant number in the subject line.

The final report should focus on outcomes and performance measures. We'll have a webinar focused specifically on this Thursday at 3:00 p.m. Eastern. We hope you'll join us for that webinar and learn more about outputs and outcomes and how to describe them in your application and your reports.

So the applications must be submitted by April 2nd and you should hear back from us in July when you receive your official award notification along with your approved budget and your award period will begin on August 1st.

We'll open up the chat for questions so feel free to type in any questions that you might have and we'll do our best to answer them.

Thank you.

I sigh some people typing. We'll give them a chance to get their questions in.

We have the first question. On the final report, is the two-page report consisting of one-page for the financial and one-page for the performance report for a total of two pages?

There is the financial reporting part and text box for the narrative. It is two pages -- -- it is two pages but the narrative piece kind of goes across the two pages.

I will put that up on -- when we have the webinar on Thursday so people can see what it looks like.

The next question, when calculating a person going to full time along with tribe's funding can we put the cost of the fringe benefits on the Basic Grant. Yes, you can include benefits as part of the funds that you get from IMLS.

We'll wait for some more questions.

We're not seeing any more questions and we'll put up the contact information. If you want to give us a call, here are the phone numbers or you can send us an email and we can either correspond by email or set up a time to talk and we are happy that we are still a few months left before the application deadline. If you need any help with your budget or with your library plan, please let us know and we're happy to help.

Thank you.

>> STEPHEN MAYEAUX: For those of you who joined us late in the webinar, please know that this is being recorded and will be posted on the IMLS website under the events and webinar section. If you missed part of this, no problem, it should be posted

within about 24 hours.

If you it need a link to that, feel free to get in touch with me or Sandy Toro and we'll send you a direct link.

Thank you.

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