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>> TREVOR OWENS: Hi everyone. Thank you so much for joining us here. We are about to kick off our webinar for folks who have just been granted to work through the ins and outs of the IMLS grant. We can start off by giving you guys a huge congratulations. And it has been a very competitive process and we are so excited for you guys to get underway and on to your projects. We are going to talk about things that are relevant to both programs. And most of the things are the same but we will point out a few points that are going to be different. You -- we have seen that the phone can work better in terms of being able to follow along with the webinar. So you may also want to call in. And it works just as fine for you to listen if that's working for you. Feel free to call in later if you need to as things go. I should mention we have got three of us here today sort of passing the phone back and forth. I am Trevor Owens, the senior program officer. I am joined by Tim Carrigan and Emily Reynolds. And we are going to walk through this in three chunks here.

So three basic sections, actually four I misspoke, we are going to talk about your responsibilities and obligation as a grantee which are part of the terms and conditions of accepting the award. We will talk about where you

can find information you need in order to fulfill these responsibilities and obligations. We will give you a few suggestions for how to do this efficiently and we hope seamlessly. And we will have a good bit of time at the end for the fourth bit which is to take any questions you may have about the process as well.

So to begin with there are five primary responsibilities you have as an IMLS grantee. The first is to carry out the project activities that describe and are defined in your proposal. In short this is what you have been provided with funding to do and there is an assumption that you will undertake the activities in the order described according to the work plan that you laid out and spend the funds that you requested as proposed. And that you will also meet the cost share requirements and ultimately achieve the results that you intended. The second responsibility is to adhere to the reward terms and conditions.

So we will spend some time talking through the ones that are likely most relevant to your project. We also want you to note there are others. And we will make sure that you all leave here with the understanding of what the complete set of those are. Within that many, if not most project directors find themselves needing to make a change at some point in their project related to work plan or budget. We understand the proposals are really your best guess up front. Expect situations will arise. And if you need to extend your project end date, adjust some aspect of scope or methodology, substitute key personnel or make a hire or reallocate budget funds on the IMLS side, you are obligated to request approval from us. You need to make it in writing to your program officer and do that in advance rather than after the fact.

So we will get in to this in a bit when we look at the award document. The program officer was copied on the e-mail or sent you the e-mail with the award information but also named on that application or the award notification document with their e-mail. So be in touch with them in advance about any of those changes. And they can -- we can all help make sure that you get through the required process.

So with that there's a series of government wide requirements for implementing federal grants. And you are required to follow along with these. They are referenced in the guidelines to the grant also, and also in that term, general terms and conditions document which we mentioned which lives on our website and was linked in the materials that you were sent. These include but are not limited to complying with nondiscrimination laws. Providing a drug free workplace and complying with federal law pertaining to human trafficking and not conducting political lobbying within your project. So to sum up the three most important terms and conditions you should keep in mind, request approval in advance for changes to your project, follow a series of (inaudible) many more which are detailed in the terms (cutting out). And the other thing that you will need to do is you also

need to acknowledge IMLS support in various ways that you identify when you sort of write about the project or share results from it. And in that case you want to use the grantee communications kit which is right off the bottom of the page of this slide here.

We all mentioned the slides. We will share a recording of this for anyone to follow along with later or refer to. And all the information that we are discussing and talking through is available on our website and linked to from the materials that you were sent to begin with. So the third responsibility you have is to submit financial and narrative performance reports that came with the schedule that came with the award. Fourth you must let us know if there are any significant and relevant problems that arise during the course of your project. Feel free to -- probably best to send an e-mail to your program officer. You can also try and call them. Just talk through those.

And then lastly you need to maintain documentation of all activities and expenditures that affect your award. And within that particularly you need to be following your institution's accepted business practices. So you are giving us reports on things, your finances and -- but it is ultimately on you to be maintaining those records for audits.

So along with that there are a few aspects here we will just gloss over. (Cutting out) several of the folks -- end of their project. In that case here are some guidance on things to include in (cutting out) and also sort of be in touch with your program officer as you work on that. And then with that I will briefly walk through where you can find all this information. Is everyone having trouble with the audio or is this an issue that Victor is facing there? Because if it is -- apologies and if you are -- hopefully that helps. I moved the phone.

I think it is the last slide real quick again, so the last slide was just about this is primarily about the things to include in reports for sort of public output reports that come from either a forum grant or a Sparks grant. If you are working on one of these, I will take you through the aspects to share and these are points that are somewhat familiar that you will include in a final narrative report as well. Okay.

Back on track. So we talked a little bit about where you can find information. And then at that point I will turn things over to Emily to take on the next part of this. And so many of the points I have already discussed here, the obligations that you have all those things are tied up in a set of documents that you have received. So first is the award notification and reporting schedule. These came via e-mail to the project director and the authorizing official for your project. The project director will -- both of you should have also received the reviewer comment. The next part of this is the approved project budget. This may be the one that's the same as what you submitted with your application or might have been revised in the process just before the final award was made. When you do want to make changes to your -- it is good to have this right handy and available. And

the one that you received with that award is the one that's signed off on. So keep tabs on that and make sure you have got that.

Then our website, [imls.gov](http://imls.gov) has all the forms, instructions, terms and conditions documents that we referenced. And then the last one we are mentioning there is the OMB Circular 2 CFR part 200 which is the sort of go-to spot for all the sort of general issues and points and related sort of federal guidance about grants and awards. So that is sort of the ultimate authority beyond our specific requirements and information. Now we pulled up a copy of your award notification here, and we are going to do a quick tour of it. So you know what parts are here and which are particularly important. And we will mention when they show up and will be used by you in the course of your project. So we have called these out there, the authorizing official. This is the person who will be signing your reports, your change request and requests for payment. The important concept there is aside from the project director mentioned on the other side, the person directing the project, the authorizing official is the one who has the authority to sign off on sort of financial matters. And it is important, it is worth underscoring that as you have entered in to a whole series of obligations between your institution and the Federal Government by drawing down this money. And it is important that authorizing this sort of person on the other end, making requests and making changes has the authority to do so for your organization.

Below that you can see the award number which will start with two letters that are based on the program. In this case people will likely have RG or LE numbers and then a series of numerical characters and dashes after that. This is the unique identifier for your award. And so include that on all correspondence with IMLS. (Cutting out)

The phone cut out. It is back now? Okay. Thanks. So going over that again, there is the authorizing official, the project director, the award number which is the unique identifier for your award you should include on all correspondence. The total amount of your award is there. And the -- or actually I will skip down. Below that is the reporting schedule and the award period, right? So you have the actual dates to and from for the award. And do schedule and keep track of those report dates. We would rather not be hounding you to get them. And they are sort of an important part of our ability to keep track of the progress that you are making.

We require annual reports on an annual basis for projects that are longer than a year. When projects are a yearlong they just have a single reporting date.

So the thing we should mention here is the total award amount and the cost share obligation. And the cost share obligation there is not a nice to have. It is a requirement. You have to -- by accepting and drawing down funds you are paying your organization to commit. So be sure that you are (inaudible) and including it on financial reports that you submit to us and

that you have the materials on hand to provide evidence of that for when you'll -- many of us -- many of the folks (cutting out) you are getting audited on a regular basis. It is important to have that documentation around. So that's that page of the award.

The second page has a series of additional information. You have got the legal basis for the award which connects our legislation and gives some links to those elements as well. And below that you will find the name, phone number and e-mail address of your program officer for reference. And this is the central key document that has the sort of basic information about your award. You are going to want to make sure that your hands are on it now and that you have it handy for whenever you need it. Along with that I will briefly mention that budget document. And so we have that budget form which you all filled out when you were applying for the grant. And you got a copy of it back which is signed off by an IMLS staff member. And you want to be sure that the numbers there do indeed match the required cost share and the amount of your award because that is -- the award notification is really the thing that has initiated all the info in our system. So it is good to double check that.

And make sure that you are looking at the correct and final budget documents when you are working from them. So if anything is out of order with those, please get in touch with us and we will help figure it out. So at this point I will now hand things over.

>> EMILY REYNOLDS: So I am going to be walking through some additional places to find information about your award. And probably other than your award documentation the place that you will get to know the best is the IMLS website. So when you go to our home page at [imls.gov](http://imls.gov) you will see a tab at the top that's marked grants and has a subheading called Managing Your Award. And this section of our website is for all grantees and the resources that you will have over the course of your grant. If you click on this tab, most relevant here most of the time is likely to be administration. You can see the orange arrow pointing to right there. So on the administration page there are a few different things of note that you'll want to reference over the course of your grant. Up top is the general terms and conditions for IMLS discretionary awards, and you will see that there is a table that we have that has three different versions of terms and conditions. So if you have multiple IMLS grants you will need to be referring to different versions of terms and conditions. But all of the awards that we -- that I think are in this webinar were all made after March 1st, 2016. So that's the version that you should be referring to.

And this is what the terms and conditions look like. Again just double check that you have the right version. So this is again for awards made after March 1st, 2016. And these terms and conditions apply to all our grants including Native American, native alliance, Sparks, et cetera.

And the document is bookmarked and has a table of contents so you can

find sections easily. And you can also certainly search the PDF to find words you are interested in.

So a little bit further down the administration page on our website are the materials I am reporting. We have already noted that your reporting schedule was included in your official award notification. So when it comes time to actually complete those awards you will want to visit this page for the forms and instructions for submitting them. We have arranged the page chronologically so you will see the interim reports followed by final reports. For grants awarded after October 1st, 2015 you will see that the administration page of our website has the new templates. Make sure to allow some extra time to use these forms and, you know, figure out what information you are going to have to put in them. Previously we had grantees submit a cover sheet in addition to a narrative report. And we are now requiring the use of this standard form which asks for specific information about activities, changes to your project plan, lessons learned and some other information. Slightly different templates for interim and final performance reports. Make sure you use the right ones. And it has to be completed on the first page with all of your award information including the signature of an authorized official.

So if your report doesn't follow this format we are going to have to ask you to resubmit it. Please make sure you are using the right template and as the slide says there all your performance and financial reports should be sent to [imlsreporting@imls.gov](mailto:imlsreporting@imls.gov).

In addition to introducing the new templates for performance reports, we have made new documentation and the instructions are to go through each line of the form and describe what information to include. Hopefully that will be helpful as we transition to these new forms. Contact your program officer if you have any questions about what information we are looking for and how it should be formatted and/or anything else about the reporting form. Right now our website has PDF versions of the form that are not fill-outable, but we are hoping to upload new templates where you can input new text more easily. And the federal financial report form or the SF425 remains the same as it has been. And that's another PDF form that's downloadable from that same page on our website and also has detailed instructions for how to complete it. And this is also sent by e-mail at [imlsreporting@imls.gov](mailto:imlsreporting@imls.gov).

The other form that you will find in the IMLS website that's important for you to know about is that SF270 which is what you need to have funds transferred from your -- to your institution's bank account either as an advance or as a reimbursement. Both are acceptable and you can read sort of more about the rules for doing each and the difference in your terms and conditions. But either way you use this form, and you send it signed to [grantsadmin@imls.gov](mailto:grantsadmin@imls.gov).

>> TIM CARRIGAN: Thanks, Emily. The next resource we want to

refer you to is the grantee communications kit which is found on the manager grants page of the IMLS website. One requirement for your project is you acknowledge IMLS support in your communications about the grant. And this page provides you with resources to help with that. It includes IMLS acknowledgement requirements, tips for sharing news about your grant with the public, information about the IMLS grant making process and downloadable IMLS logos for your use. It also includes social media links as well as contact information for our office of communications and government affairs. And they are happy to help you with any communications with regard to publicizing your award. And the final place, is CFR 200. If you have questions about whether a particular expense is allowable or not allowable, this is the most thorough resource to consult.

Cost principles varied to your type of organization but that is largely no longer the case. If you have questions you can call us, but chances are excellent that you will be able to find what you need by referring to this OMB Circular.

So to recap the five places where you will find important information related to managing your grant include your official award notification, reporting schedule, your approved project budget, the IMLS website, and OMB Circular 2 CFR part 200.

So we also want to share before we get to your questions some helpful suggestions for approaching the management of your IMLS grant. These are based on our collective experience over the years as program officers, and we share them here because we think they will make managing your award more smoothly and give you the maximum time to spend on the work of your project rather than having to manage it.

The first suggestion is to read everything that we sent to you as part of our official award notification. If you have an important role in the project and you don't have access to these documents, please talk to your grants project director or authorizing official to request copies. It is important to know your award number as Trevor mentioned. This will be -- this will start with two letters followed by a series of numbers. So in this case either LG or RE. And this is the unique identifier through which we as IMLS relates to you as the directors of this particular grant, this is especially important if you are at a large institution that might have multiple awards given at a time. It helps us to know which project you are talking about.

And also it is important as Trevor emphasized to know the due dates for your reports and that it can take some time to pull together the necessary information. So it is important to allow yourself time to do that. And additionally keep in mind that you need to know which budget has been approved by IMLS. We have sent you a copy of your currently approved budget. And in keeping track of your cost share as an actual dollar amount as we have emphasized previously but we will underscore again, it is important that know it, need it and report on it accurately the cost share. If

at some point you are having difficulties related to cost share please get in touch with your program officer right away. This is not the sort of thing to put off until you are filing your final financial reports.

Additionally we recommend that you download, bookmark and make yourself familiar with the general terms and conditions document that Emily referenced. You will be doing yourself a favor by being familiar enough with it so that you know when and how to use it in the future. Also be sure to keep your program officer's contact information available so you can easily reach out to us. We are glad to answer questions you might have and keep in mind that there are two other important contacts at IMLS that you should maintain for submitting your performance and financial reports. You will want to send those to [imlsreporting@imls.gov](mailto:imlsreporting@imls.gov). And for requests for advancement of reimbursement with SF270s you will want to send them to [grantsadmin@imls.gov](mailto:grantsadmin@imls.gov).

So this next set of suggestions is geared towards helping us to ensure that we are able to easily transfer funds to you. And there are things that you can do, recommendations from our grant administration and finance colleagues to ensure this process goes smoothly. The first thing that's important to keep in mind is that your sam.gov registration needs to be active and up to date. This is an annual registration which will expire at some point over the next 12 months. And if you do not renew it, until it has been renewed, IMLS will be unable to transfer funds to you.

SAM was integral to transferring payments and replace the need to please ACH forms. If this is your first IMLS grant since 2013 or 2014, this is a different process. Take note of that. Be sure to keep track of when your sam.gov registration expires and be sure that the information that the agency has about transferring funds to you is current and correct.

Also please be sure again to make sure that your financial and narrative reports are submitted on time. If they are delinquent we can't process your requests for payment until such time they have been submitted and be sure that the person that signs that SF270 is either the project director or another authorized official in our grants database that has been designated to submit that paperwork.

And again be sure to send those to [grantsadmin@imls.gov](mailto:grantsadmin@imls.gov) and not your program officer and include your grant log number in the subject line.

The last section of suggestions relates to how to submit your reports. So as Emily mentioned there are new forms and templates that help us to extract the information we need easily. So please use those. And we will have to ask you to resubmit your reports. Please be sure to submit your reports on time according to your reporting schedule to avoid getting delinquent notices. If you receive too many delinquent notices your institution might be barred from receiving not just grants from IMLS but also other federal agencies in the future. When drafting your reports it is important to be succinct and writing clearly and answering all the questions

that we ask of you. Ideally we would request that you send your reports electronically via e-mail to grantsadmin@imls.gov, but if you must you are able to send them and I sound like a broken record. When you are submitting your report also always reference your grants log numbers which is that series of numbers that begins with two letters, either LG or RE. And the last thing to do is to stay in touch with your program officer. We will be the primary contact at the agency and we will be touching base with you throughout the project to find out what's happening with the project or to talk about your reports. And just generally make sure that things are running smoothly as outlined in your original proposal, hear about your project successes and development. And sometimes we like to share this information about your projects. And also if things aren't going well for some reason please don't hesitate to come to us for questions that you can't answer easily with the help of terms and conditions or the cost principles outlined in 2 CFR 200. We are here and our job is to help you.

So in closing before we get to your questions we want to make sure that you have our names, e-mail addresses and direct phone numbers and our program officers and program specialists will be working with you over the next two or three years. And we will be happy to help you with whatever you need or answer your questions. Don't hesitate to contact us. Some of you have Mary Alice Ball listed as a program officer on your grant award notification. Mary Alice has just recently left IMLS for a new position. And we will be reaching out to you personally to let you know who your contact should be for the interim period. But otherwise Sara and Emily and Aly and Trevor and Cindy and myself are here and happy to help you with whatever you need. Thanks for your time today. And if you have any questions, you know, we are happy to take them now. And if not, we congratulate you once again and we wish you the best of luck with your project and look forward to working with you. Thanks.

So yes, we have a question about will the slides be available. Your program officer will send you an e-mail after the presentation to give you a clean copy of the slides. And they are also available as -- through the whiteboard if you can't wait. Are there other specific questions? Kendra has just shared a copy of 2 CFR 200 as a link which is great. Thank you.

I will just add, typing questions, one of the big changes is we referenced the passing of 2 CFR 200. There used to be different rules for allowable and unallowable cost depending if you were a non-profit organization or a unit or state or local government or a tribe or a hospital even, and for the most part those different sets of rules have been condensed in to a single set of rules for all institutions with a few exceptions. So again if this is your first grant in some time, it would be good to familiarize yourself with the allowable and unallowable costs which have possibly changed somewhat for your type of organization from your last grant. Those went in to effect at the end of 2014. I am going to pass the phone to Trevor.

>> TREVOR OWENS: Thanks. So I wanted to jump in and mention when you submitted your proposal you checked some boxes on the program information sheet which is sort of the common application form that everyone has to use about the agency level goals that you are focused on. And I just wanted to underscore the folks who picked agency level goals that have to do with learning or community do go back and check that and look at some of the information we have about performance goals and measurement because there are some common questions you are required to ask of participants and stakeholders to sort of report in those forms and you will also see that information reflected in the final report form. So if you go and take a look at it you will see some of the info that you need to work from. This is also in the original notification of funding opportunities. Those are all places that you can go back to see that information, but I just wanted to underscore particularly for everyone at the track performance in their projects, and report on that in your reports, but the folks who we have some specific things that are to be measured about participants and stakeholders for the community and learning project. So if you have ones, if you didn't check those boxes be sure that you are doing that because you really need to be able to travel back in time to collect that data if you are not doing it proactively at the time when you are writing your project.

So with that if there is any other -- yes. This is something you had put in your original proposal on the program information sheet. And so go back and check that. And if you are having trouble finding that be in touch with your program officer again and we can help make sure that it is completely clear what you are going to track and measure related to your project.

Are there any other questions? I don't see anyone else chiming in. Then in that case thank you all so much. And again a huge congratulations on making it through what has been a very competitive process resulting in really I think a slate of awards that we are all proud of. We are thrilled to be able to support such fantastic work. Thank you for sitting through our, you know, run-through of the finalities of forms and process but it is really important. So we are thrilled to, you know, go and have fun. Do great projects and then talk to us about the projects, too, not just for the paperwork. We are here for both of it.

Have a good day.

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