

IMLS Grants to States

FY 2014 Grant Award Guidance and Communications Webinar

Wednesday, March 5, 2014; 2:00 P.M. Eastern Time





Overview

- Acknowledging IMLS/Communications
- Grant Award and Timeline
- Administering Funds
- Forms, Records, and Reporting
- Summary Table of SLAA Actions
- Questions?

Acknowledging IMLS

- It is required
- Grantee Communication Kit:
<http://www.imls.gov/recipients/grantee.aspx>



Downloadable Logos

The IMLS logo may be used in a variety of ways: on Web sites, multimedia materials, annual reports, newsletters, posters, news releases and press kits, educational materials, signage, banners, invitations to events, and even on your stationery. Please review the [Logo Standards Guide](#) (PDF, 1.03MB) before using the IMLS logo.

Click the link below using the right mouse button, then click "Save Target as" or "Save Link As" in the small pop-up window to save the image to your hard drive.



Logo Standards Guide

(Please do not download and use IMLS logos without first reading the [Standards Guide](#) (PDF - 1026KB))



2-color: PMS 5545 and Black

[JPG - 27KB](#)
[BMP - 715KB](#)
[EPS - 319KB](#)
[GIF - 14KB](#)



Black only

[JPG - 27KB](#)
[BMP - 708KB](#)
[EPS - 310KB](#)
[GIF - 9KB](#)



White on transparent background

[EPS - 305KB](#)

Minimum Acknowledgment

- Required: “Institute of Museum and Library Services”
- Consider: “federal” funds
- Optional: “LSTA” or state library references

Children's use of drugs topic of excerpt
Jan. 23 ec

This free program is a health literacy outreach project of Creek County Literacy Program, the Oklahoma Department of Libraries, with funding provided by the Library Services and Technology Act (LSTA) and the Institute of Museum and Library Services.

Story Comments

Recommend 0 Tweet g+1 0 Share 1

Posted: Tuesday, January 14, 2014 3:27 pm

From the Creek County Literacy Program | 0 comments

SAPULPA -- The Creek County Literacy Program announced the launch of a community education program designed to increase parents' understanding and confidence in preventing and addressing drug and alcohol issues.

Example – statewide project

Footer of every Michigan eLibrary page



This project is made possible by grant funds from the [U.S. Institute of Museum and Library Services \(IMLS\)](#) administered by the State of Michigan through the [Library of Michigan](#).
Additional funding provided by the State of Michigan.


Example – statewide project

Back of Wisconsin brochure

Public Library Development Team
125 S. Webster St.
Madison, WI 53703
pld.dpi.wi.gov

With support from:
The Cooperative Children's Book Center
Reach Out and Read Wisconsin
Wisconsin Chapter of the American Academy of Pediatrics
Wisconsin Model Early Learning Standards

**Growing
Wisconsin
Readers**



This project is made possible by a grant from the
U.S. Institute of Museum and Library Services

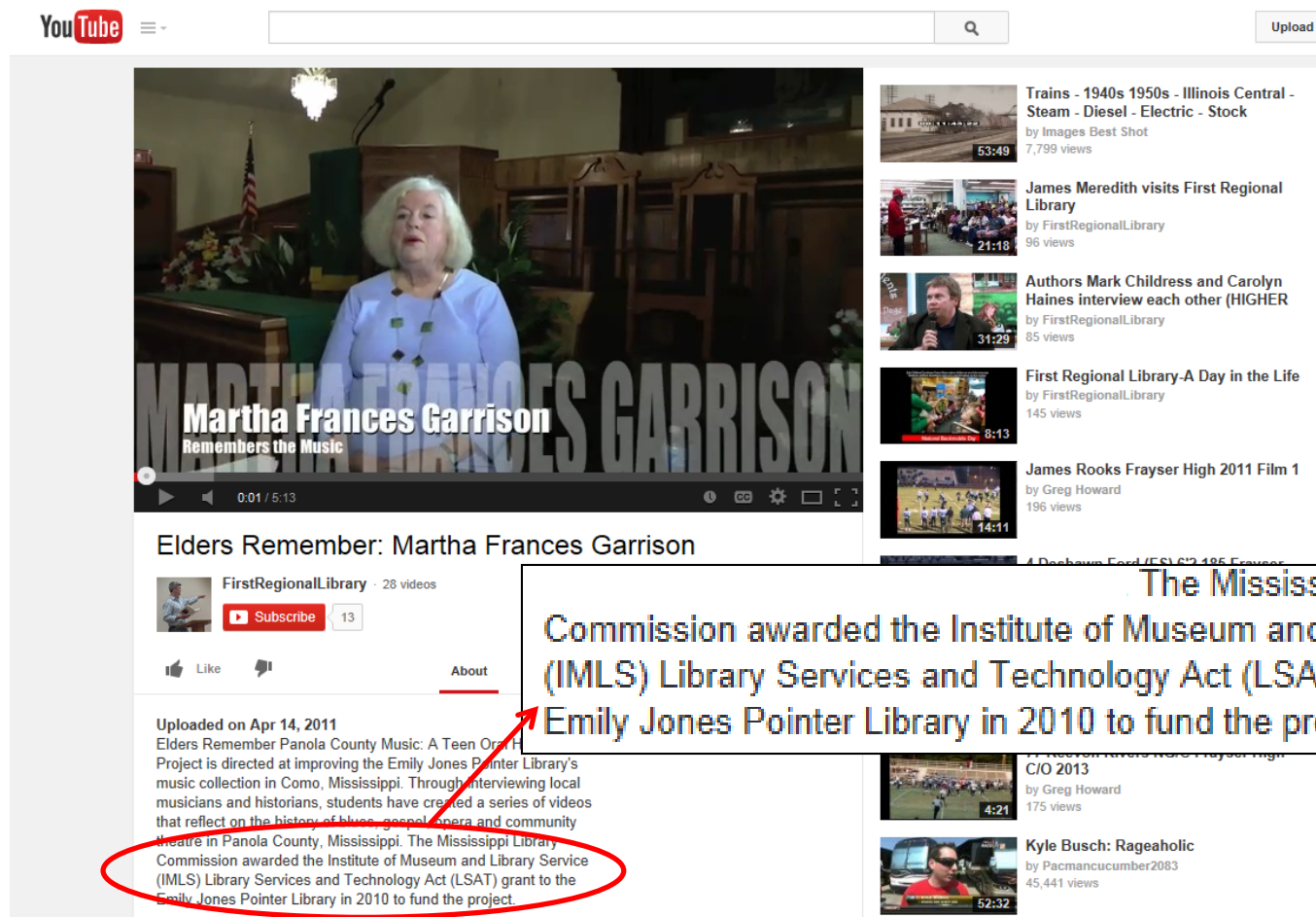
The Wisconsin Department of Public Instruction does not
discriminate on the basis of sex, race, color, religion, creed, age,
national origin, ancestry, pregnancy, marital status or parental status,
sexual orientation, or disability.

How to read effectively
with babies, toddlers, and
young children

This project is made possible by a grant from the
U.S. Institute of Museum and Library Services

Example – subgrantee project

Mississippi YouTube video with text



The image shows a YouTube video player interface. The main video is titled "Martha Frances Garrison Remembers the Music" and features a woman with white hair speaking. Below the video player, the channel name "FirstRegionalLibrary" is visible, along with a "Subscribe" button and a "Like" button. The video description is partially visible, with a red circle highlighting the text: "The Mississippi Library Commission awarded the Institute of Museum and Library Service (IMLS) Library Services and Technology Act (LSAT) grant to the Emily Jones Pointer Library in 2010 to fund the project." A red arrow points from this text to a larger, boxed version of the same text on the right side of the image.

YouTube

Upload

Trains - 1940s 1950s - Illinois Central - Steam - Diesel - Electric - Stock
by Images Best Shot
7,799 views
53:49

James Meredith visits First Regional Library
by FirstRegionalLibrary
96 views
21:18

Authors Mark Childress and Carolyn Haines interview each other (HIGHER)
by FirstRegionalLibrary
85 views
31:29

First Regional Library-A Day in the Life
by FirstRegionalLibrary
145 views
8:13

James Rooks Frayser High 2011 Film 1
by Greg Howard
196 views
14:11

Martha Frances Garrison
Remembers the Music

0:01 / 5:13

Elders Remember: Martha Frances Garrison

FirstRegionalLibrary · 28 videos
Subscribe 13

Like About

Uploaded on Apr 14, 2011
Elders Remember Panola County Music: A Teen Oral History Project is directed at improving the Emily Jones Pointer Library's music collection in Como, Mississippi. Through interviewing local musicians and historians, students have created a series of videos that reflect on the history of blues, gospel, opera and community theatre in Panola County, Mississippi. The Mississippi Library Commission awarded the Institute of Museum and Library Service (IMLS) Library Services and Technology Act (LSAT) grant to the Emily Jones Pointer Library in 2010 to fund the project.

The Mississippi Library Commission awarded the Institute of Museum and Library Service (IMLS) Library Services and Technology Act (LSAT) grant to the Emily Jones Pointer Library in 2010 to fund the project.

Greg Howard
175 views
4:21

Kyle Busch: Rageaholic
by Pacmancucumber2083
45,441 views
52:32

Example – subgrantee project

California flickr photostream text (and tags!)



Volunteers gathered on Saturday, May 14, 2011, at the Ochoa Middle School Garden for Hayward Public Library's Intergenerational Community Garden Work Day, as part of the Farm City Book-to-Action program.

Hayward Public Library + Follow

This project was supported in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.

students establish a life-long dedication to their communities and the environment.

The Book-to-Action program gathered community members to discuss a timely book, meet the author, then volunteer for a organization that implemented the ideas community members read about.

Farm City is a national best-selling memoir about Novella Carpenter's experience running an urban farm in an abandoned lot in Oakland. On her small plot, Carpenter not only grows a wide variety of vegetables, but also raises bees, goats, rabbits, geese, and farmyard animals.

Novella Carpenter writes about urban farming and sustainable food production for various publications, including her blog, *Oakland Farm*. She studied with Michael Pollan at U.C. Berkeley's Graduate School of Journalism, and has written for *Mother Jones* and *Gate*. *Farm City* was named a best book in 2009 by the *New York Times* and other media.

Book-to-Action was co-sponsored by the Hayward Public Library, Friends of the Hayward Public Library, Chabot College Foundation, the Chabot College Book Club, Project EAT, Alameda County Office of Education, and the AAUW Hayward/Castro Valley Branch. This project was supported in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.

For more information about the Book-to-Action program, contact Sally Thomas at sally.thomas@hayward-ca.gov or call 510-881-7700.



Add a comment

Library Services and Technology Act LSTA
U.S. Institute of Museum and Library Services

Tags

Hayward Public Library Ochoa Middle School
94541 Garden Book-to-Action
Novella Carpenter Farm City
intergenerational community garden work day
volunteers California State Library
Library Services and Technology Act LSTA
U.S. Institute of Museum and Library Services
Alameda County Office of Education



State Library Acknowledgement

- Avoid: “This event is funded by the [state library] under the Library Services and Technology Act (LSTA) through the Institute of Museum and Library Services.”
- Preferred: “This event is supported by the [state library] with federal funds from the Institute of Museum and Library Services”

Your Social Media and IMLS

- Twitter: @US_IMLS
- Facebook: www.facebook.com/USIMLS



Chicago Library @chipublib · Oct 30

Big thanks to @CPLFoundation & @US_IMLS for helping make our Maker Lab Chicago Innovation Award tonight possible #2013CIA



Philbrook Museum of Art

January 8

This Saturday (1/11) is Second Saturday! Free admission, activities, screenings, and much more!

Start 2014 with a Philbrook experience. Bring the whole family!

Presented by ONEOK, Inc. and made possible by a grant from the U.S. Institute of Museum and Library Services.

Like · Comment

42 19



How IMLS Features Your Projects

- Primary Source
- Project Profile
- UpNext blog
 - First person narratives
 - 300-500 words
 - Include pictures
 - (contact your program officer with ideas)

State Profiles on IMLS Website

Including all 50 States, D.C. and U.S. Territories

State Programs


State Profiles

California

State Librarian

Mr. Gerry Maginnity
Acting State Librarian of California
California State Library
P.O. Box 942837
Sacramento, CA 94237-0001
Phone: 916/654-0188
Fax: 916/654-0064
E-mail: gerald.maginnity@library.ca.gov

State library website:
<http://www.library.ca.gov>



"We ask our libraries to match their funding requests to LSTA priorities when submitting their proposals. The next step is to make detailed oral presentations and, if accepted for the next stage, submit a final written application. At the statewide level we also plan to develop library staff's presentation skills to position them as leader-partners with local government agencies in new initiatives."

--Gerry Maginnity, Acting State Librarian of California, California State Library

The Grants to States Program

The Grants to States Program is the largest grant program run by IMLS; it provides funds to State Library Administrative Agencies (SLAAs) using a population-based formula set by the law. SLAAs determine goals and objectives for the funds in their statutorily required five-year plan (see below). For more information, see the [Grants to States program overview](#).

Recent Allotments

2010	2011	2012	2013	2014
\$17,318,599	\$15,497,372	\$15,029,503	\$14,309,664	\$15,030,377

[View allotments for all states.](#)

FY 2014 Allotment

- \$154,848,000 total (\$4,848,000 increase)
- How calculated:
 - Minimum base (\$680,000 states, DC and PR/
\$60,000 other U.S. territories)
 - Additional amount based on population



Grant Award Notification

State of Alabama; Alabama
Public Library Service



**Official Award Notification for Grants and
Cooperative Agreements**

Date of Award February 12, 2014

Awardee Name and Address Alabama Public Library Service 6030 Monticello Drive Montgomery, AL 36130-6000	LSTA State Grants
	Award Number LS-00-14-0001-14
Authorizing Official Rebecca Mitchell 6030 Monticello Drive Montgomery, AL 36130-6000	Award Period From October 01, 2013 To September 30, 2015
Project Director Rebecca Mitchell 6030 Monticello Drive Montgomery, AL 36130-6000	Total Award Amount \$ 2,499,013.00 02/12/2014 \$2,499,013.00 Original Award

Basic Award Information

1. IMLS provides this grant support under the Library Services and Technology Act (LSTA) for the purposes of the Act (P.L. 104-208, as amended) and as identified in the grantee's Five-Year State Plan for FY2013-2017 and any forthcoming amendments approved by IMLS.
2. The grantee must request and receive IMLS's prior approval for amendments, including new or substantial changes to the goals as documented in the State's Five-Year Plan.
3. The administration of this grant and the expenditure of grant funds are subject to the guidance provided at the time of award and the guidance provided in the State Library Program Manual, posted on our Extranet. The latter document incorporates by reference the audit requirements of OMB Circular A-133 and the applicable uniform administrative requirements and cost principles promulgated by the Office of Management and Budget (See Section IV, Statutes, Regulations and IMLS Guidance).
4. The first request for payment will indicate the grantee's acceptance of the award and compliance with the LSTA statutory and regulatory requirements.

IMLS Authorizing Official

Signature

Name and Title

Laurie C. Brooks
Associate Deputy Director

Accounting Code: 59140301P0.2014.LP140.75020.410

CFDA Number: 45.310

59140301P0.2014.LP140.75020.410


TIN No. - 636000619
DUNS No. - 002287113

Grant Award Notification



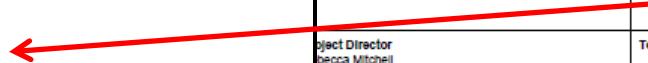
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IMLS Authorizing Official Signature 	Name and Title Laurie C. Brooks Associate Deputy Director
Accounting Code: 59140301P0.2014.LP140.75020.410 CFDA Number: 45.310 59140301P0.2014.LP140.75020.410	TIN No. - 636000619 DUNS No. - 002287113

Award Period

From October 01, 2013
To September 30, 2015



Grant Award Notification



Official Award Notification for Grants and Cooperative Agreements

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Basic Award Information

Award Number LS-00-14-0001-14

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3. The administration of this grant and the expenditure of grant funds are subject to the guidance provided at the time of award and the guidance provided in the State Library Program Manual, posted on our Extranet. The latter document incorporates by reference the audit requirements of OMB Circular A-133 and the applicable uniform administrative requirements and cost principles promulgated by the Office of Management and Budget (See Section IV, Statutes, Regulations and IMLS Guidance).

4. The first request for payment will indicate the grantee's acceptance of the award and compliance with the LSTA statutory and regulatory requirements.

IMLS Authorizing Official Signature <i>Laurie C. Brooks</i>	Name and Title Laurie C. Brooks Associate Deputy Director
Accounting Code: 59140301P0.2014.LP140.75020.410 CFDA Number: 45.310 59140301P0.2014.LP140.75020.410	TIN No. - 636000619 DUNS No. - 002287113

Grant Award Notification



Official Award Notification for Grants and Cooperative Agreements

Date of Award February 12, 2014

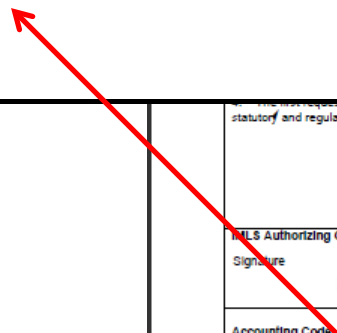
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	Award Number LS-00-14-0001-14
Authorizing Official Rebecca Mitchell 6030 Monticello Drive Montgomery, AL 36130-6000	Award Period From October 01, 2013 To September 30, 2015
Project Director Barbara Librali	Total Award Amount \$ 2,499,013.00 02/12/2014 \$2,499,013.00 Original Award

Support under the Library Services and Technology Act (LSTA) for the purposes of the Act as identified in the grantee's Five-Year State Plan for FY2013-2017 and approved by IMLS. The grantee will receive IMLS's prior approval for amendments, including new or substantial changes to the State's Five-Year Plan. The receipt and expenditure of grant funds are subject to the guidance provided at the time of award in the State Library Program Manual, posted on our Extranet. The latter document contains the requirements of OMB Circular A-133 and the applicable uniform administrative requirements promulgated by the Office of Management and Budget (See Section IV, Statutes, and Regulations).

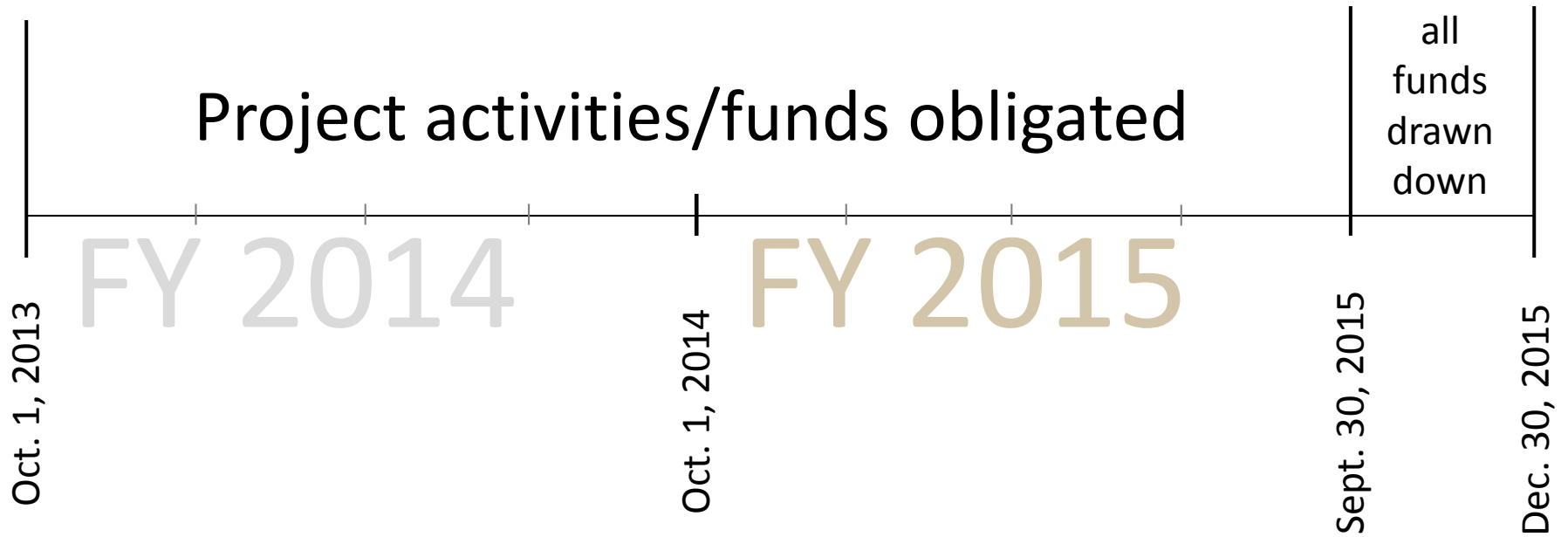
The signature of the grantee's representative will indicate the grantee's acceptance of the award and compliance with the LSTA statutory and regulatory requirements.

IMLS Authorizing Official Signature <i>Laurie C. Brooks</i>	Name and Title Laurie C. Brooks Associate Deputy Director
Accounting Code 59140301P0.2014.LP140.75020.410 CFDA Number 45.310 59140301P0.2014.LP140.75020.410	TIN No. - 636000619 DUNS No. - 002287113

Accounting Code: 59140301P0.2014.LP140.75020.410
CFDA Number: 45.310
 59140301P0.2014.LP140.75020.410



FY 2014 Award Timeline



Award Timeline Resources

- See calendar and allotment lifecycle

Grant Cycle Calendar for FY 2014 State Grant

States must notify IMLS and [electronically](#) submit a new [Information Update](#) form whenever any details of the LSTA Contacts have changed.

Please note: pilot states have a different submission schedule.

DATE	CALENDAR YEAR	ACTIVITY
10-01	2013	<ul style="list-style-type: none">• FY 2014 Federal Fiscal Year Begins• FY 2014 Two-Year Grant Award Period Begins• FY 2014 Grant Awards will be issued after the President signs the Budget• 90-day Liquidation Period Begins for Obligated FY 2012 Funds
12-30	2013	<ul style="list-style-type: none">• FY 2012 SPR, Certification (non-pilot states only), and FSR due to IMLS• 90-day Liquidation Period Ends for Obligated FY 2012 Funds
1-07	2014	<ul style="list-style-type: none">• Quarterly Grant Accrual Report due for FY 2013 & FY 2014 Awards
4-01	2014	<ul style="list-style-type: none">• If Needed – Revision of Current Five-Year Plan Due to IMLS for FY 2015
4-04	2014	<ul style="list-style-type: none">• Quarterly Grant Accrual Report due for FY 2013 & FY 2014 Awards
7-07	2014	<ul style="list-style-type: none">• Quarterly Grant Accrual Report due for FY 2013 & FY 2014 Awards
9-23	2014	<ul style="list-style-type: none">• One-Week Drawdown Suspension for End of Federal Fiscal Year Closeout
9-30	2014	<ul style="list-style-type: none">• FY 2013 Two-Year Grant Award Period Ends• FY 2014 Federal Fiscal Year Ends
10-01	2014	<ul style="list-style-type: none">• FY 2015 Federal Fiscal Year Begins• FY 2015 Two-Year Grant Award Period Begins• FY 2015 Grant Awards will be issued after the President signs the Budget• 90-day Liquidation Period Begins for Obligated FY 2013 Funds

How to Request Funds

- Send to grantsadmin@imls.gov
 - Request for Advance or Reimbursement SF-270 (II. E. 1.2)





What Can We Purchase?

- Consistent with award (20 U.S.C. Subchapter II, 45 CFR Part 1183)
- Consistent with approved LSTA Five Year Plan
- Allowable under Cost Principles 2 CFR 225, 2 CFR 220, 2 CFR 230
- Equipment purchase of \$5,000 or more per unit requires prior approval from Program Officer (45 CFR Part 1183.32)

Allowable Costs Resources

- Tip Sheet for Allowable Costs
- Advertising, PR, and Promotional Materials
- Fundraising and Proposal Writing

Tip Sheet	
2 CFR 225 Cost Principles for State, Local, and Indian Tribal Governments	
Generally Allowed	
Advertising & public relations* 1	Memberships, subscriptions, and professional activity costs* 28
Advisory councils 2	Patent costs* 29
Audit costs and related services 4	Pre-award costs* 31
Bonding costs 6	Proposal costs 33
Communication costs 7	Publication and printing costs 34
Compensation for personal services* 8	Rearrangements and alternations* 35
	Reconversion costs 36
Depreciation and use allowances* 11	Rental costs of building and equipment* 37
Employee morale, health, and welfare costs 13	Taxes* 40
Equipment and other capital expenditures 15	Training 42
Insurance and indemnification* 22	Travel costs* 43
Maintenance, operations, and repairs* 25	Plant and homeland security costs* 30
Materials and supplies 26	Royalties and other costs for the use of patents*38
Meetings and conferences 27	Termination costs applicable to sponsored agreements* 41
Generally Not Allowed	
	Gains and losses on disposition of

Paying SLAA Staff with Grant Funds

- Staff may be paid based on the percentage of their involvement in LSTA activities
- Document personnel costs



Required Forms

- 2014 Assurances and Information Update
- Additional forms if change in Chief/Authorized Certifying Official (exception: interim chief)
- 2014 = streamlining of forms
- PDF versions acceptable
- Send all forms to program officer



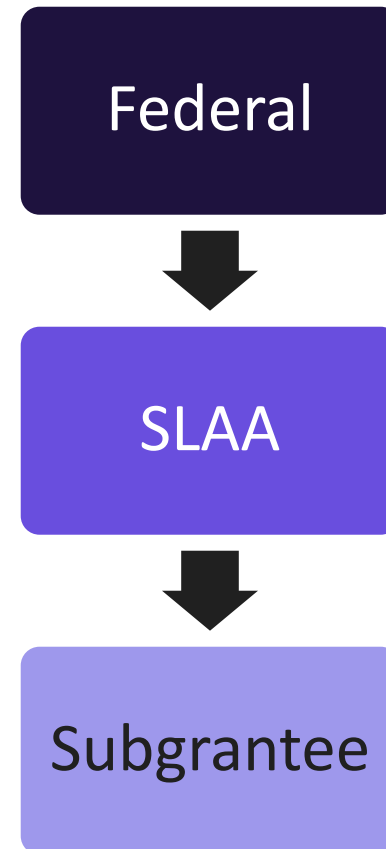
Five-Year Plan Revisions

- Only a change in goal(s) is considered substantive
- Need IMLS approval *before* implementing substantive changes
- Send request by April 1, 2014 to Program Officer for changes to be effective after October 1, 2014



Subgrantee Certifications

- Civil rights/nondiscrimination
- Debarment and suspension
- Lobbying
- Internet safety certification
- Trafficking in persons



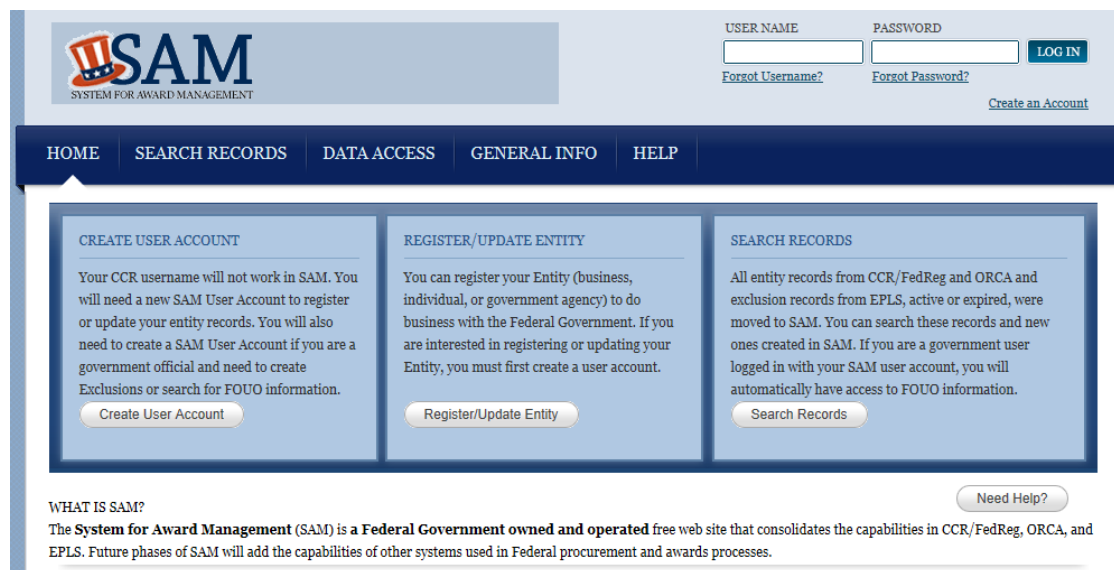
Records

- Treat the whole plan as a single application
- Five-Year Plan 2008-12 keep until 2016/2017*
- Five-Year Plan 2013-17 keep until 2021*
- See Records Retention document



Reporting: SAM.gov

- Formerly CCR website
- Your registration must be active to receive an award
- Must update at least annually



The screenshot displays the SAM.gov website interface. At the top left is the SAM logo with the text "SYSTEM FOR AWARD MANAGEMENT". To the right of the logo is a login section with fields for "USER NAME" and "PASSWORD", a "LOG IN" button, and links for "Forgot Username?" and "Forgot Password?". Below the login section is a "Create an Account" link. A dark blue navigation bar contains the following menu items: HOME, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. Below the navigation bar are three main content boxes:

- CREATE USER ACCOUNT:** Text states "Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information." A "Create User Account" button is at the bottom.
- REGISTER/UPDATE ENTITY:** Text states "You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account." A "Register/Update Entity" button is at the bottom.
- SEARCH RECORDS:** Text states "All entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information." A "Search Records" button is at the bottom.

At the bottom of the page, there is a "Need Help?" button and a section titled "WHAT IS SAM?" with the following text: "The **System for Award Management (SAM)** is a **Federal Government owned and operated** free web site that consolidates the capabilities in CCR/FedReg, ORCA, and EPLS. Future phases of SAM will add the capabilities of other systems used in Federal procurement and awards processes."

Reporting: fsrs.gov

- SLAAs must report subawards \geq \$25,000
- Report in fsrs.gov by the end of the month following the month you gave the award
 - e.g. gave award in March; report in fsrs.gov by end of April
- FFATA and SAM Guidance



The screenshot shows the top portion of the fsrs.gov website. At the top left is the FFATA logo, which includes the text 'FFATA' and 'FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT'. To the right of the logo is the full name of the system: 'Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)'. Further right are the 'egov' and 'USA.gov' logos. Below the header is a yellow box with the text 'Log-In or Register Now:' and two buttons: 'FEDERAL GOVERNMENT' and 'AWARDEES'. Below this box is a small note: 'Please use Internet Explorer 6.0+, Mozilla Firefox 2.0+, or Apple Safari 3.0+ to access FSRS.' Below that are two buttons: 'About FSRS' and 'FAQs'. On the right side of the page, there are sections for 'Documents' (with links for 'User Guides' and 'Training Materials') and 'News' (with a 'Question of the Month' section).

Reporting: Quarterly and Final

- Quarterly Grant Accrual Report Guidance
- Closing out the Grant Cycle
- State Program Report and Financial Status Report

FY 2011 Allotment		State	
FINANCIAL STATUS REPORT IMLS State Programs			
1. Federal Agency and Organizational Element to which Report is submitted. IMLS - State Program	2. Federal Grant or Other Identifying Number Assigned By Federal Agency EXAMPLE: 00-00-0000-00 LS - 00-11-XXXX-11	OMB Approval No. 3137-0071 Exp. Date: 8-31-2013	Page 1 of 1 Pages
3. Recipient Organization (Name and complete address, including ZIP codes)			
4. Employer Identification Number	5. Recipient Account Number or Identifying Number	6. Final Report __ Yes __ No	7. Basis __ Cash __ Accrual
8. Funding Grant Period (See instructions) From: (Month, Day, Year) October 1, 2010 To: (Month, Day, Year) September 30, 2012		9. Period Covered by This Report From: (Month, Day, Year) October 1, 2010 To: (Month, Day, Year) September 30, 2012	
10. STATE MOE			
a. Total SLAA funds expended to meet the purposes of LSTA, including the Five-Year Plan (MOE)			
10. STATE, LOCAL and PRIVATE MATCH			
b. (1) SLAA funds expended specifically on the Five-Year Plan			
(2) All local or private funds expended on the Five-Year Plan			
(3) Total of b(1) and b(2) (Match)			\$ 0.00
10. OTHER SPECIAL FUNDS			
c. All other recipient outlays not shown on lines a and b (1-3)			
10. TOTAL			
d. Total recipient share of net outlays (sum of lines a, b(2) and c)			\$ 0.00



Contact Information

- Michele Farrell, Senior Program Officer
 - mfarrell@imls.gov; 202-653-4656
- James Lonergan, Senior Program Officer
 - jlonergan@imls.gov; 202-653-4653
- Timothy Owens, Senior Program Officer
 - towens@imls.gov; 202-653-4776
- Giuliana Bullard, Office of Communications and Government Affairs
 - gbullard@imls.gov; 202-653-4799