



**TECHNOLOGY MINI-GRANT GRANT MANAGEMENT SESSION
NOVEMBER 30, 2021**

*Presented by
Terry Blauvelt*

Missouri Secretary of State
State Library



Session Objectives

1. Grant management basics
2. Report requirements
3. Prior approvals and amendments
4. Grant monitoring
5. Best practices






Back to the Basics

GRANT MANAGEMENT BASICS

Accepting the Grant

- ▶ Login to the Online Grant Management System
- ▶ A copy of the signed grant acceptance form is retained in the online system

Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
LSTA Grant Acceptance		Overall Award		Complete	View
Interim Report One		Overall Award		Complete	View
Interim Report Two		Overall Award	01/29/2021 11:45 PM CST	Assigned	Edit
Final Report		Overall Award	06/30/2021 11:45 PM CDT	Assigned	

Documents uploaded by Administrator

DESCRIPTION	FILE
-------------	------

Grant Acceptance or Decline*

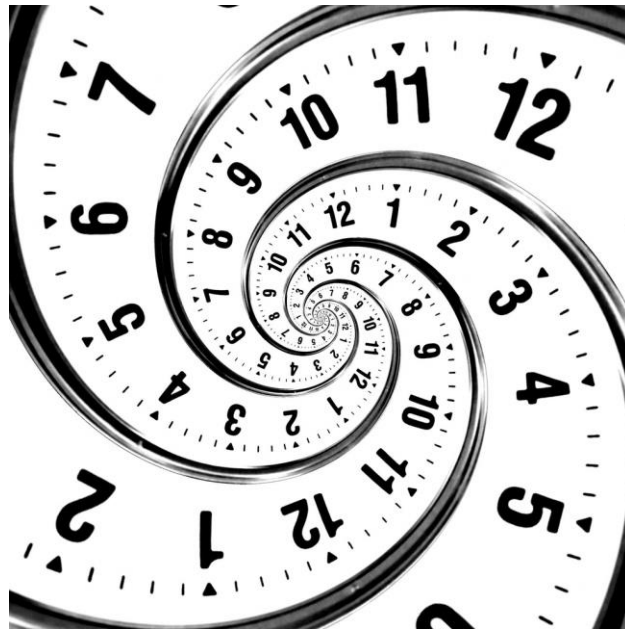
Please indicate if the grant is accepted or declined.

- We accept the grant. We will not begin encumbering funds before the start of the grant period.
- We do not accept the grant. Funds may be reallocated to other projects.

> Administrator Comments

Grant Timeline

- ▶ Begins: December 1, 2021
- ▶ Ends: May 30, 2022
- ▶ Final Report Due: June 30, 2022



Award and Forms Packets

- ▶ The award packet is uploaded into the documents tab in the online grant management system.
- ▶ It includes:
 - Budget memo
 - Payment requests

Promotional Efforts

► Acknowledgement text:

“This project is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State.”

► Social Media Funding Acknowledgement:

-Twitter: use the hashtag #IMLSgrant

-Facebook: @USIMLS and #IMLSGrant

-Instagram: @US_IMLS! #IMLSGrant

► See the IMLS Communications Kit at

<https://www.imls.gov/grants/grant-recipients/grantee-communications-kit>

REQUIRED

When to Survey Participants

▶ Survey Patrons:

- When project has a training component
- When the project involves educational software

▶ Survey Staff:

- When project has a training component
- When the project involves educational software

Survey Guidance:

<https://www.sos.mo.gov/CMSImages/LibraryDevelopment/2020SurveyGuidelines.docx>

Program Vs Presentation

❖ Instructional Program

- Active user engagement
- Typically has hands-on learning experiences
- Patron survey required

❖ Instructional Presentation

- Passive user engagement
- Low/no interactivity beyond Q/A
- Does NOT require a patron survey

Official Communication

- ▶ Any official communication:
 - ▶ Payment requests
 - ▶ Requests for changes
 - ▶ Requests for approval

- ▶ Send to LSTA@sos.mo.gov



GRANT MANAGEMENT

Report Requirements

▶ Payment Request Forms

➤ First Payment

- Enter full first payment amount
- Must need to start using funds within 45 days
- **CANNOT be dated prior to the start of the grant period**

➤ Final Payment

- Enter exact final payment amount
- Submit with final report in the grant system

Indirect Cost Rate

- ▶ Must be requested on the grant application in order to claim
- ▶ Not itemized on the Payment Summary reports
- ▶ Does not appear on the Payment Summary or Narrative reports
- ▶ Claimed on the Financial Report as 10% of the eligible expenses

Report Requirements

LSTA GRANT PAYMENT SUMMARY								
1								
2								
3	Library Name: \$	-						
4	Project Number \$	-						
5								
6	For each invoice, list the invoice number, vendor/payee, date, quantity, and a brief description of the items ordered and received during the grant period. Breakout the cost share by LSTA and Local funds. When finished, upload this form as an attachment in the grant management system. Do NOT include costs that are ineligible for LSTA funding, such as prizes, incentives, decor, etc. even if they are funded locally. Remember to submit a Procurement Certification form if you purchased an item or set of the <u>same</u> items that exceeded \$3,000 in the aggregate.							
7								
SUPPLIES BUDGET CATEGORY	Invoice Number	Vendor/Payee	Date	Quantity	Description of item or service	LSTA Funds	Local Funds	Total
8								\$ -
9								\$ -
10								\$ -
11								\$ -
12								\$ -
13								\$ -
14								\$ -
15								\$ -
16								\$ -
17								\$ -
18								\$ -
19								\$ -
20	SUPPLIES							\$ -
21								\$ -
22								\$ -
23								\$ -
24								\$ -
25								\$ -
26								\$ -
27								\$ -
28								\$ -
29								\$ -
30								\$ -
31								\$ -
32						\$ -	\$ -	\$ -

Report Requirements

❑ The Budget Chart Tab

- ❑ Enter LSTA Award amounts in the LSTA Award column
- ❑ Everything else auto-populates

INSTRUCTIONS
LSTA BUDGET CHART

Please complete the chart below. Use only LSTA funds. Use exact figures. Do not round.

LSTA Amount Approved— This is the LSTA amount approved as listed in the budget memo in the grant award packet. Do not change any of these figures. Changes can only be made after an amendment has been fully executed.

Total LSTA Amount Spent to Date—List total amount of funds spent to date in each category. For this report, the amount spent this period should equal the amount spent to date.

LSTA Unspent Balance— This is the LSTA Amount Approved minus the LSTA Amount Spent to Date. If this is a final report, you will subtract this amount from the final payment request.

Name of Library: \$ -

Name of Project:

Budget Category	LSTA Amount Approved	LSTA Amount Spent to Date	LSTA Unspent Balance
Personnel		\$0.00	\$0.00
Supplies		\$0.00	\$0.00
Services		\$0.00	\$0.00
Travel		\$0.00	\$0.00
Equipment		\$0.00	\$0.00
Consultant Fees		\$0.00	\$0.00
Indirect Cost		\$0.00	\$0.00
TOTAL		\$0.00	\$0.00

ons Personnel Supplies Services Travel Equipment Consultant Fees Indirect Cost [Budget Chart](#)

❑ Remember:

- List invoices separately
- Retain all original invoices for your grant files
- Include both local and LSTA expenditures on the Budget tab
- Enter by budget category

Report Requirements

► Procurement Certification

- Needed when the cost of an item or set of items meets your institution's large purchase criteria
- **State Guidelines:** Over \$3,000 in the aggregate

Report Requirements

▶ Narrative Report

- Activities
- Project changes and additions
- Project Promotion
- Project Partners
- Outputs

Report Requirements Continued

▶ Narrative Report

- ▶ Outcomes
- ▶ Importance of Findings
- ▶ Lesson Learned
- ▶ Project Continuance
- ▶ Effort Level
- ▶ Project Scope
- ▶ Other

How to Report Programs of a Similar Nature

Group into a single entry

Name of Program	Enjoying Microsoft Office!
Program Location	In Library
Program Length	Average of 50 minutes
Number of Programs	2: Adults and Seniors
Number of Sessions	6 (three of each)
Total Attendance	57
Brief Description	A Microsoft Office certified instructor presented courses on Excel, PowerPoint, and Word (Microsoft Office 2016).

Aggregate Survey Results

Total the Responses Received
into a Single Chart

		Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Total Number of Responses
1.	I learned something by participating in this library activity.	0	7	27	33	52	119

Prior Approvals

▶ If you did not have complete estimated costs for project expenses, be sure you have these items reviewed and approved before committing LSTA funds to pay for the item(s).



Request for Amendment

► An amendment is needed for:

➤ Budget changes

- Moving over \$1,000 between existing budget categories
- Moving any funds into a budget category not in the grant award
- Needing to use LSTA funds for items not specifically listed in your grant application
- Needing additional funds

Request for Amendment

- ❑ Extension of the grant period

- ❑ A formal amendment may also be needed for:
 - Programmatic changes

- ❑ No amendment needed, but do let us know about:
 - Changes in key personnel
 - Changes in subcontractor

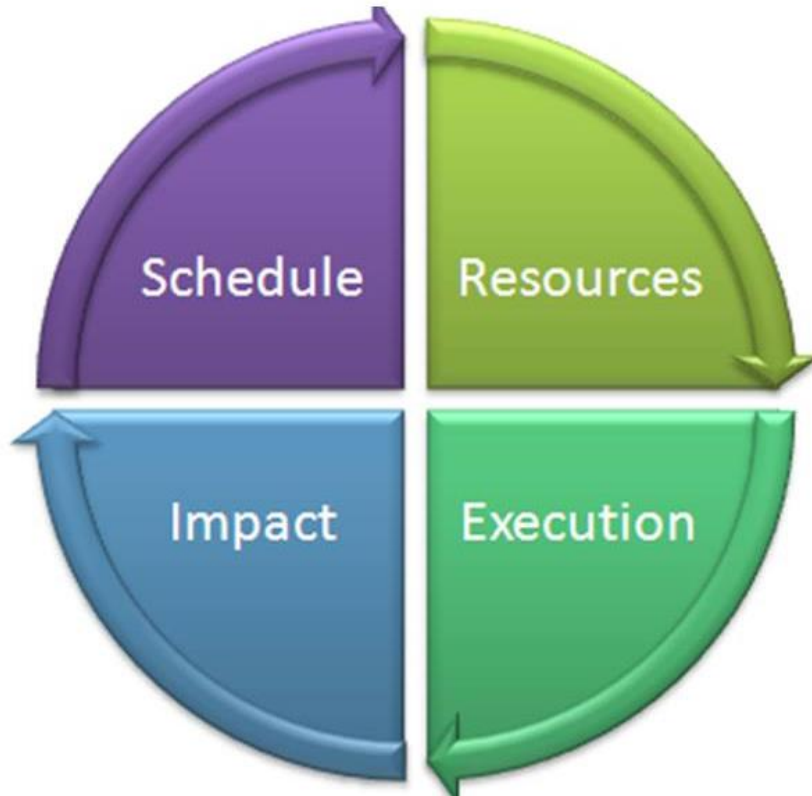
Request for Amendment

▶ Remember

- Changes must be approved before committing LSTA funds
- Do not assume you will receive reimbursement of local funds if you pay for something before the amendment is fully in place

Request for Amendment

- Submitted at least 3 weeks before the end of the grant period
- Filled out completely including reasons for the change
- Must be fully executed before placing any orders, etc.
- Online on the Library Development Grant Programs site
<https://www.sos.mo.gov/CMSImages/LibraryDevelopment/RequestforAmendmentformMay2016.pdf>



GRANT MONITORING

Contents of Grant File

- Original Application
- Signed Grant Agreement Form
- Signed Grant Acceptance Form
- Payment Requests
- Interim and Final reports
- Outstanding Report and Payment Forms
- Invoices
- Market Analysis Documentation
- Bid Process Documentation

Contents of Grant File

- Promotional Materials
- Documentation of Contacts with the State Library staff
- Evaluation Measures: statistics, surveys, observation reports, etc...
- Amendment Documentation, if applicable
- Payroll documentation, if applicable
- Travel documentation, if applicable

Property Standards

- ▶ You must maintain property records that include:
 - ▶ the description of the property;
 - ▶ the serial number or other identification number;
 - ▶ the source of funding for the property;
 - ▶ the title holder;
 - ▶ the acquisition date and cost of the property;
 - ▶ percentage of Federal participation in the project costs for the Federal award under which the property was acquired;
 - ▶ the location, use, and condition of the property; and
 - ▶ any ultimate disposition data including the date of disposal and the sale price of the property.

You must make a physical inventory of the equipment and reconcile the results with the property records at least once every two years. You must also develop a control system to ensure adequate safeguards

TEMPLATES DEVELOPMENT DOMAIN EXPECTATIONS
BUSINESS FEATURE
APPLY ORGANIZATION TECHNIQUE
PRACTICE
BENCHMARK DOCUMENTATION
BEST
IMPROVEMENT STRATEGIC PROFESSIONAL SELF-ASSESSMENT
METHODOLOGY QUALITY
NEEDS SUPERIOR
STANDARD MANAGEMENT ANALYSIS

BEST PRACTICES

Best Practices

- ❑ Create a file folder for all paperwork related to the grant
- ❑ Keep track of your budget on an ongoing basis
- ❑ Know what you need to count and why
- ❑ Monitor changes in your technology users
- ❑ Periodically review your application
- ❑ Use the assigned grant number in all correspondence with the State Library

Best Practices

- ❑ Watch for project changes
- ❑ Keep all original invoices, timesheets and travel logs
- ❑ Make copies of all forms you send
- ❑ Answer all the questions; fill in all the blanks
- ❑ File all reports on or before the deadline



Questions

Contact Information

Terry V. Blauvelt
Grants Officer
Telephone: 417-895-6670
Email: terry.blauvelt@sos.mo.gov



Janet Caruthers
Technology and Resource Sharing Consultant
Telephone: 573-526-1087
Email: janet.caruthers@sos.mo.gov



LSTA@sos.mo.gov



Missouri Secretary of State
State Library