TECHNOLOGY MINI-GRANT GRANT MANAGEMENT SESSION NOVEMBER 1, 2023
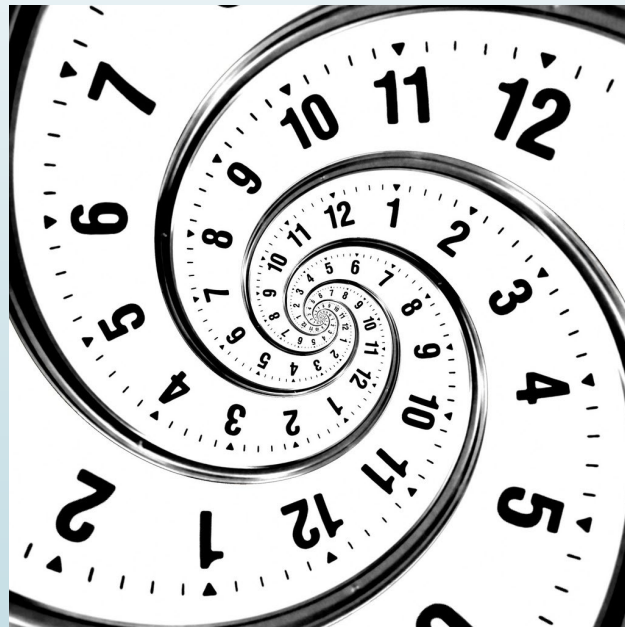
Presented by

Terry Blauvelt

Missouri Secretary of State
State Library

Grant Timeline

- Begins: November 15, 2023

- Ends: May 15, 2024

- Final Report Due: June 15, 2024

Accepting the Grant

- Login to the Online Grant Management System

- A copy of the signed grant acceptance form is retained in the online system

Process: Technology Mini Grant 23-24

| Application | Submitted | 09/28/2023 | View Application |
| Decision | Undecided | | |

Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
LSTA Grant Acceptance		Overall Award		Complete	View
Final Report		Overall Award	06/15/2024 11:59 PM CDT	Assigned	Edit

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

Award and Forms Packets

- The award packet is uploaded into the *Documents uploaded by Administrator section* in the online grant management system.

- It includes:
  - Budget memo
  - Notes about any changes
  - Payment requests

Promotional Efforts

➡️ _**Required**_ **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:

-Facebook: link to www.facebook.com/USIMLS

-Twitter: @US_IMLS

Promotional Efforts-2

➡ **All Tangible Items purchased with LSTA grant funds should have the IMLS acknowledgement on or near the item.**

➡ **Reports will need to state the tangible items have the acknowledgement on or near the items.**

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 or added content (AWE machines)

Survey Guidance:
https://www.sos.mo.gov/CMSImages/LibraryDevelopment/2020SurveyGuidelines.docx

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

Official Communication

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

- Send to LSTA@sos.mo.gov

Unique Entity Identifier

- Required for all LSTA grants (2 CFR.332.a.1(i) and (ii))
- Register at www.SAM.gov
- Must be for your library with your library's name
- Must be discoverable (don't mark as private)
- Must have an active status

Payments

- **Payment Request Forms**
- **Must have an active UEI**
  - ➤ First Payment
    - Enter full first payment amount
    - Must start spending funds within 45 days of receipt
    - **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

Prior Approval

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

The Spreadsheet

LSTA GRANT PAYMENT SUMMARY

| | Library Name: $ - |
| | Project Numbe $ - |

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 inelgible 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 same items that exceeded $3,000 in the aggregate.

SUPPLIES BUDGET CATEGORY	Invoice Number	Vendor/Payee	Date	Quantity	Description of item or service	LSTA Funds	Local Funds	Total
								$ -
								$ -
								$ -
								$ -
								$ -
								$ -
								$ -
								$ -
								$ -
SUPPLIES								$ -
								$ -
								$ -
								$ -
								$ -
								$ -
								$ -
								$ -
								$ -
								$ -
								$ -
								$ -
								$ -
						$ -	$ -	$ -

Instructions | Personnel | **Supplies** | Services | Travel | Equipment | Consultant Fees | Indirect Cost | Budget Chart

The Spreadsheet (cont.)

- ❑ **The Budget Chart Tab**
  - ❑ **Enter LSTA Award amounts in the LSTA Award column**
  - ❑ **Everything else auto-populates**
- ❑ **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
- ➢ **Personnel**
  - ➢ Only for grant related activities
  - ➢ Document time
    - ➢ Have employee sign the timesheet in the grant file
    - ➢ Show regular and grant time separately

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	$0.00

ons | Personnel | Supplies | Services | Travel | Equipment | Consultant Fees | Indirect Cost | Budget Char

Procurement Certification

- **Procurement Certification**

  - Required when the cost of an item or set of the same items is $3,000 or more

  - https://www.sos.mo.gov/CMSImages/LibraryDevelopment/ProcurementCert.docx

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

Grant Changes

- Discretionary moves
  - The lesser of 10% of the grant award or $1,000
  - Cannot be moved to ineligible or denied items
    - Good to get approved by MOSL

Grant Changes

Grant Adjustment Memo

- Smaller changes
- Changes in budget categories
- Changes in grant period dates
- Takes a day or two to complete
- Completed through email
- Must be filed a minimum of three weeks prior to the end of the grant period
- Somewhat common

Amendment

- Change of Scope
- Changes in the amount awarded
- Can take up to six weeks to complete
- Uses the Amendment Request Form https://www.sos.mo.gov/CMSImages/LibraryDevelopment/RequestforAmendment.pdf
- Must be filed a minimum of three weeks prior to the end of the grant period
- Very rare

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

  - Submitted at least 3 weeks before the end of the grant period

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 (cont)

- o Promotional Materials

- o Documentation of Contacts with the State Library staff

- o Evaluation Measures: statistics, surveys, observation reports, etc…

- o Amendment Documentation, if applicable

- o Payroll documentation, if applicable

- o 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

Records Retention

- The grant file must be kept for 10 years following the end of the grant period.

- The disposition date for this specific grant will be no earlier than May 15, 2034.

- Agency Records Disposition Schedule
  https://www.sos.mo.gov/CMSImages/RecordsManagement/schedules/SOS/StateLibrary/LibDev/LibDev.pdf

ON-SITE GRANT SUPPORT VISITS

Best Practices

❑ Create a file folder for <u>all</u> paperwork related to the grant

❑ 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 and timesheets

❑ Keeps copies of all forms you submit

❑ Answer all the questions; fill in all the blanks

❑ File all reports on or before the deadline

❑ Put the IMLS acknowledgement statement on all promotions and tangible items.

Questions

Contact Information

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Missouri Secretary of State
State Library