

School Nonfiction Collection Development Grant Management 2014

Presented by
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Missouri State Library



Please feel free to ask questions throughout this training session. Participant audio will not be muted unless there are noise issues. You can also type your questions into the chat box.

Session Objectives

- * Grant program basics
- * Grant management basics
- * Report requirements
- * Grant monitoring
- * Best practices
- * Grant terminology



During the session we will look at:

1. Grant program basics, like what is eligible.
2. Grant management basics, such as how to accept the grant
3. When the final report is due and what we expect to see on it
4. What grant monitoring is and why and how we do it.
5. Best practices that help bring projects to successful conclusion.
6. Grant terminology – so we make sure we are using the terms in the same way.



Grant Program Basics

Allowable Costs

- * Nonfiction print, audio and eBooks
- * Ordered/purchased during the grant period
- * Available for students to check out **AND**
- * In circulation by April 30, 2015



Allowable Costs

- Nonfiction collection development materials to support the school's STEM curriculum.
- Costs for shipping these items to the library
- Catalog records for items purchased through the grant
- Book covers for print books or cases for audiobooks purchased through the grant
- Materials must be received and in circulation by the end of the grant period, April 30, 2015

Unallowable Costs

- Staff costs to order and process materials
- Subscription-based materials, including magazines and titles purchased through
- E-book subscription services
- Books or other items given as prizes
- eReader or tablet devices
- Multiple copies of the same title for a book discussion group

Grant Acceptance Form

- * Sign **TWO** copies of the grant acceptance form
- * Keep one copy for your files
- * Return one copy to us



Sign **TWO** copies of the Grant Agreement form.
Keep one copy for your files.
Return one copy to us.

By accepting grant funds, recipients agree to be bound by all applicable public policy requirements, many of which are included by reference in the grant agreement. Failure to comply with these requirements may result in suspension or termination of the award and government recovery of funds. Failure to comply could also result in civil or criminal prosecution.

For those schools that must report this grant on the Schedule of Expenditures of Federal Awards (SEFA), the CFDA number for this grant is 45.310. The Federal Grant number is LS-00-14-0026-14. These numbers are listed on the Grant Agreement form in the grant award packet you received from the State.

Accepting the Grant

* Statutes and Regulations

- Museum and Library Services Act of 2003: Public Law 108-81, 117 Stat. 991 (2003)
- Administrative Requirements: 45 CFR 1183
- Cost Principles: 2 CFR 225
- Debarment and Suspension: 45 CFR 1185
- Drug-Free Workplace: 45 CFR 1186
- Non-Discrimination: 45 CFR 1110, 1170, 1181
- Audits: OMB Circular A-133
- Work Authorization Program: Sections 285.525-285.550, RSMo



For more details you can refer to the following parts of the U.S. Code and Statutes for the Museum and Library Services Act of 2003, applicable pieces from the Code of Federation Regulations and Missouri statutes. There are links to these statutes and regulations in the online grant manual – link to follow later in the session.

Grant Period

- * Started September 1, 2014
- * Ends April 30, 2015
- * Final report is due May 29, 2015



The grant period started September 1, 2014 and ends April 30, 2015

Please place orders as soon as possible. All items must be received and in circulation by April 30, 2015.

The final report is due May 29, 2015

IF YOU PLACED ORDERS OR PURCHASED MATERIALS PRIOR TO THE START OF THE GRANT PERIOD, THEY BECOME A LOCAL EXPENSE; LSTA FUNDS CANNOT BE USED FOR THEM.

It is fine to submit the final report early as long as you have adequate data with which to assess project impact.

Forms Packets

- * Award packets contain payment request forms
- * Other forms to submit are available online at <http://www.sos.mo.gov/library/development/grants.asp>

The award packet contains the payment request form customized for your school district. These packets were mailed to the superintendents on August 20th.

Other forms to submit are available online at <http://www.sos.mo.gov/library/development/grants.asp> in the LSTA Grant Report Forms section, titled School Nonfiction Collection Development Grant Final Report.

Promotional Efforts

“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.”

* See the IMLS Communications Kit at <http://www.imls.gov/assets/1/AssetManager/GCK.pdf>



In your grant agreement, there is language to use in promotional efforts. The full text is

“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.”

There should be funding acknowledgement attached to all promotional efforts, including press releases, newsletter articles, flyers, brochures, etc. It is permissible to shorten the statement somewhat due to space constraints. The Institute of Museum and Library Services in their Communications Kit indicates priority should be given to using the phrase “Institute of Museum and Library Services” over “Library Services and Technology Act”.

The IMLS Communications Kit has recently been revised and covers:

- IMLS acknowledgement requirements
- The grant announcement process and how to benefit
- Tips for sharing your news with the public
- And IMLS logos, including their appropriate use.

Frequently for collection grants, libraries will include a sticker in the front of each book acknowledging the grant funds. Often the MARC record will also indicate grant funding. This can help pull circulation statistics from your automation system for the final report.



Report Requirements

Final Report Forms

- * Financial Report
 - * List only LSTA funds in the columns
 - * Use exact figures

****Use exact costs. Do NOT round.****

Budget Category	LSTA Amount Approved	LSTA Amount Spent	LSTA Unspent Balance <i>(To be subtracted from final payment amount)</i>
Library Materials	\$1,380	\$1,278.52	\$101.48

Use exact costs. Do NOT round.

LSTA Amount Approved

LSTA Amount Spent = total amount of LSTA funds spent

LSTA Unspent Balance = Subtract the LSTA Amount Spent from the LSTA Amount Approved

REMEMBER: Online NONFICTION items, and their shipping, MARC records, book covers and cases are eligible for funding in this grant program.

Final Report Forms

- **Final Payment Request Form**

- Full final payment amount or actual expenditures whichever is less
- Send in with the completed final report

Payment plan:

	Amount
Total award	\$1,380.00

Payment is requested in the amount of \$1,278.52 as **FINAL** payment for project number:

This grant is paid on a reimbursement basis only. Your final payment request should be submitted with your final report. Be sure your payment request is based on to-the-penny costs. **Do NOT round.**

If you did not spend all of the funds you were awarded for the School Nonfiction Collection Development grant, please adjust the final payment total by subtracting the amount not spent. (It is also the LSTA Amount Spent from the financial report.)

To be eligible for grant funding, all materials must be ordered on or after September 1, 2014 and in circulation by April 30, 2015.

Final report forms

- * Payment Summary

- * List invoices separately

- * Include both local and LSTA eligible expenditure

Budget Category	Description of item or service	Invoice Number	Invoice Date	Vendor	LSTA Funds	Local Funds	Total
Library Materials	15 science books in print including shipping and MARC records	123456	10/24/2014	Books Galore	\$334.62	\$0	\$334.62

We recommend that you place your orders for this grant separate from your regular material orders. If at all possible, do NOT have vendors mix grant-funded items with non-grant funded items This will make it easier for you to complete the payment summary.

See line item sample.

Program Narrative

- * Fill-in-the-blank items
- * Activities
- * Outputs
- * Outcomes
- * Project promotion
- * Other



Fill in Blanks:

Name of Person Making This Report:

Phone Number with Area Code:

Email Address:

Total grant funds spent as indicated on the Final Financial Report:

Total local funds spent during the grant period on the project as documented on the payment summary:

Total items weeded from the collection during the pre-award and grant award periods:

Total number of items added to the collection as part of this grant project:

Total number of people impacted by the project during the grant period:

Total circulation statistics during the grant period for the materials purchased as part of the project:

Was the grantee subject to a Single Audit during the project grant period (i.e. received \$750,000 or more in federal funds?)

Narrative Questions – Note: Sample answers were provided in the award packet.

ACTIVITIES: List the major activities carried out during this project.

OUTPUTS: How many items were purchased through the grant and how frequently did they circulate during the grant period? What other statistics have been recorded for the district's School Nonfiction Collection Development project?

OUTCOMES: What outcomes can be identified in the students served by this project? This includes changes in behavior, skills, knowledge, attitudes, status, and life condition. Identify the overall impact the project had on the school library, the students, and faculty served, as applicable. Please share a story that illustrates project impact. If a survey was used, provide a summary of responses received. (Attach a blank copy of any pre- and post-surveys used to this report.) If you use a survey, it should be reviewed and approved by the State Library prior to implementation.

PROJECT PROMOTION: In general, how did you promote the project within the school and community? How effective were each of the efforts? Attach copies of support materials: flyers, brochures, announcements, press releases, etc. Also indicate how the community was informed that this project was funded through an IMLS-LSTA grant.

OTHER: Other comments as appropriate



Grant Monitoring

Grant Monitoring

- * A routine part of the grant process
 - * Report reviews
 - * Phone calls
 - * Emails
 - * Onsite visits
- * Project progress and compliance
- * Findings



PULSE OF THE PROJECT'S PROGRESS

Grant monitoring is a routine part of the grant process. It takes place through report reviews, phone calls, emails and onsite visits. Given the number of School Nonfiction Collection Development grants that were awarded, we will probably go onsite to 2 or 3 schools for onsite grant monitoring.

Contents of grant file:

1. Original application
2. Grant Agreement Standard Terms and Conditions
3. Signed copy of the Grant Acceptance Form
4. Signed copies of the Certifications and Assurances
5. Payment request form
6. Final report form
7. Invoices (initialed and marked paid, with date and check number)
8. Promotional materials
9. Evaluation measures: statistics, surveys, etc.
10. Documentation of contacts with the State Library staff

This file should give insight into your library's grant management style or effectiveness

Findings: If there are any irregularities found during grant monitoring you will be notified and we will work together to bring the project back into LSTA rules and regulation compliance.



Best Practices

Best Practices

- Create a file folder for all paperwork related to the grant
- Keep track of your budget on an ongoing basis
 - Order and track materials in a timely fashion
- Keep track of performance measures throughout the grant period
 - Items added
 - Items weeded
 - Circulation statistics
- Monitor changes in your students regarding knowledge, skills, attitude, etc.

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Best Practices

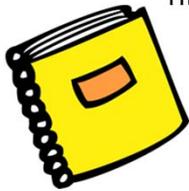
- Keep all original invoices
- Make copies of all forms you send to the State Library
- Answer all the questions, fill in all the blanks
- File all reports on or before the deadline

- Keep all original invoices, reports etc. Legally, you must retain all records of this grant for not less than five years from the termination date of the grant period.
- Make copies of all forms you send to the State Library
- Answer all the questions, fill in all the blanks
- File all reports on or before the deadline

Yes, you may submit the final report early if project is complete and all evaluation measures have been gathered and analyzed.

Best Practices

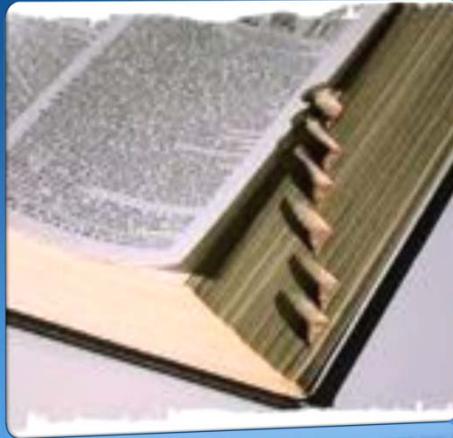
Grant Writing and Management Manual



[http://www.sos.mo.gov/library/development/
grants/GrantsManual.pdf](http://www.sos.mo.gov/library/development/grants/GrantsManual.pdf)

This manual was recently updated and is online at the address listed on the screen. However, if you cannot find an answer to a question in the manual, feel free to contact me or Lisa Peters.

Grant Terminology



Common Grant Terminology

1. Reimbursement – requesting payment from LSTA grant, for a service or item for which you have already paid
2. Encumbrance – an obligation has been made, but not yet paid
3. Balance – available funds



A Reimbursement payment is when you request funds for a service or item for which you have already paid. This grant is on a reimbursement basis. Your request for payment should be submitted in conjunction with your final report.

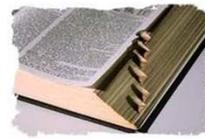
An encumbrance or obligation means you have signed an agreement to make a purchase—placed orders; contracts--services that require payment in the future

Balance – available, unobligated funds.

Common Grant Terminology

4. Certification – assurance that what is stated is true
5. Results based management – changing the project based on results
6. Output – evidence of service delivery
7. Outcome – changes in attitude, behaviors, knowledge, skills, status, life condition

Shaping Outcomes at www.shapingoutcomes.org



Certification is confirming the accuracy of the report. **Certifying Authority:** At your library, who can sign official paperwork to acknowledge that the reports that are submitted are accurate? We typically see the library director's signature when a certifying authority's signature is required. But, your library's bylaws may allow someone else to sign.

Results based management: Current terminology used by IMLS. It recognizes that a project is always a work in progress and that major or minor adjustments might be needed as the project unfolds to have a greater impact on the community.

DETERMINING THE IMPACT YOUR GRANT PROJECT HAS HAD ON YOUR CUSTOMERS IS VITAL. USE A SOLID OUTCOME BASED EVALUATION TOOL SO YOU HAVE SOUND DATA ON WHICH TO BASE YOUR ANALYSIS.

Outcome based evaluation: Outcome-based evaluation is a systematic way to assess the extent to which a program has achieved its intended results. It is an attempt to determine how the program or project has made a difference to the individuals and community the library serves. Outcome evaluation can examine these changes in the short-term, intermediate term and long-term. Generally, you will want to have quantitative and qualitative data to aid in your evaluation.

Outputs: These are the statistics. The things you can count that will show evidence of service delivery. They are just numbers which require an interpretation to become meaningful. It can be the number of books weeded, added, book circulations, etc.

Outcomes: These are the changes in the attitude, behavior, knowledge, skills, status or life condition of the target audience. Look for the expected and the unexpected results of the project. Did students do better on test scores or in writing reports? This can show increased knowledge.

For both outputs and outcomes, it is important to have baseline data so you know what the starting point is for the project. For example, what is the average age of materials in your collection in the area of life sciences? How does the average age change after you have finished weeding out and adding new materials into the section? This can show that students have more up to date resources available to them – changing a condition.

Shaping Outcomes: <http://www.shapingoutcomes.org/>
Shaping Outcomes is an online course on outcomes-based planning and evaluation, which will help participants improve program designs and evaluations. It was developed through a cooperative agreement between IMLS and Indiana University-Purdue University, Indianapolis (IUPUI).

Evaluation Measures: Beyond the Numbers

- * Observation
- * Interviews
- * Questionnaires or Surveys
- * Test Results
- * Focus Groups
- * Case Studies



- Observation – What do you SEE has changed
- Interview students and/or teachers – a good way collection stories that illustrate project impact and hear about unexpected benefits.
 - How you can HEAR about changes
- Questionnaires or Surveys – guided input sought from teachers, students or library staff in evaluating the project. Surveys do need to be reviewed and approved by the State Library before they are implemented. Send your surveys to either Lisa Peters or myself. We will review it and get back to you within a day or two. Let me know if you would like a sample survey. Our email addresses will be available on the last slide of today's presentation.
 - How you can READ about changes
- Test Results
- Focus Groups or Case Studies – can be especially helpful if you have a specific target audience, such as a grade or group, in mind.

Questions



Contact Information



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