Welcome

Managing Your FY2015 IMLS Grant: Information Session

- The webinar will begin at 2:00 pm, Eastern Time
- Call: (866) 299-7945.
- Enter: 5680404#.
Managing Your FY2015 IMLS Grant Information Session
Webinar Goals

Answer these two questions:

- What are my responsibilities and my organization’s obligations as an IMLS Grant recipient?

- Where can I find the information to help me be an exemplary IMLS grantee?
Responsibilities

1. Conduct your project activities.
2. Adhere to the award terms and conditions.
   a. Request approval for changes
   b. Follow government-wide requirements
   c. Acknowledge IMLS support
3. Submit reports.
4. Inform IMLS of any significant problems that arise.
5. Maintain documentation of all activities and expenditures that affect your award.
Finding Information - Award Notification Documents

- Official Award Notification
- Approved Budget
- Reviewer Comment
### Official Award Notification for Grants and Cooperative Agreements

<table>
<thead>
<tr>
<th>Recipient Information</th>
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<tbody>
<tr>
<td>Recipient Name:</td>
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<tr>
<td>Recipient Address:</td>
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<tr>
<td>Recipient Unique Entity Identifier:</td>
</tr>
<tr>
<td>TIN No.:</td>
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<tr>
<td>Recipient Authorizing Official:</td>
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<tr>
<td>Recipient Project Director:</td>
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<table>
<thead>
<tr>
<th>Basic Award Information</th>
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<tbody>
<tr>
<td>CFDA Name:</td>
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<tr>
<td>CFDA Number:</td>
</tr>
<tr>
<td>Federal Award Date:</td>
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<tr>
<td>Amount of Federal Funds Obligated by This Action:</td>
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<tr>
<td>Period of Performance Start Date:</td>
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<td>Period of Performance End Date:</td>
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<tr>
<td>Total Amount of Federal Funds Obligated:</td>
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<tr>
<td>Total Approved Cost Sharing or Matching:</td>
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<td>Indirect Cost Rate:</td>
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**Project Director:** person who directs and oversees your grant activities

**Authorizing Official:** person who signs your reports and change requests

**Award Number:** MG-45-15-0XXX-15

**Award Period:** from/to dates

**Total Award Amount:** funds provided by IMLS

**Total Cost Share Amount:** funds provided by grantee

**Reporting Schedule:** when your reports are due
### Basic Award Information:

- the legal basis for the award

### Financial Office Contact:

- check the IMLS website

### Program Officer:

- name, phone, e-mail
### IMLS Budget Form

a. **Legal name (sa from SF-424s):** IMLS Museum of Fantastic Projects

b. **Requested Grant Period From:** 08/01/2015  
   **Through:** 07/31/2016

Helen’s approval

**1. Salaries and Wages**

<table>
<thead>
<tr>
<th>Name/Title or Position</th>
<th>Year 1 Grant Fund</th>
<th>Year 1 Cost Share</th>
<th>Year 2 Grant Fund</th>
<th>Year 2 Cost Share</th>
<th>Year 3 Grant Fund</th>
<th>Year 3 Cost Share</th>
<th>Total Grant Fund</th>
<th>Total Cost Share</th>
<th>Total Grand Total</th>
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**Subtotal**

**2. Fringe Benefits**

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<thead>
<tr>
<th>Description (% or item)</th>
<th>Year 1 Grant Fund</th>
<th>Year 1 Cost Share</th>
<th>Year 2 Grant Fund</th>
<th>Year 2 Cost Share</th>
<th>Year 3 Grant Fund</th>
<th>Year 3 Cost Share</th>
<th>Total Grant Fund</th>
<th>Total Cost Share</th>
<th>Total Grand Total</th>
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**Subtotal**
General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards

For Awards Made After December 26, 2014

March 30, 2015 edition
Finding Information – IMLS Website

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1. What do the General Terms and Conditions apply to? ........................................ 1
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Glossary of Terms

General Terms and Conditions

Changes
What is 2 CFR 200?

- Title 2 - Grants and Agreements
- Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- A link to the 2 CFR 200 may be found in the managing your award section of the IMLS website under legal references.

http://tinyurl.com/nxawgds
Finding Information – IMLS Website

GRANTEE COMMUNICATIONS KIT

Congratulations on your award! Your grant from the Institute of Museum and Library Services is an outstanding achievement that should be shared with your community. The Grantee Communications Kit -- also available as a single downloadable file -- provides guidance for fulfilling your requirements and spreading the word about your grant project. It covers:

- IMLS Acknowledgement Requirements
- The IMLS Grant Announcement Process and How to Benefit
- Tips for Sharing Your News with the Public

In addition to the guidelines that follow, please make the most of your connection with IMLS by staying in touch:

- Subscribe to our free e-mail newsletter, Primary Source
- Follow us on Twitter @US-IMLS
- Like us on Facebook at www.facebook.com/USIMLS
- Read, subscribe, and contribute to our blog, UpNext: http://blog.imls.gov
- Visit and subscribe to our YouTube Channel: www.youtube.com/USIMLS
- Subscribe to our RSS feed

If you have any questions, please contact our Office of Communications and Government Affairs:

- Ellen Arnold Losey, Senior Graphic Designer and Webmaster: earnold-losey@imls.gov
- Giuliana Bullard, Public Affairs Specialist: gbullard@imls.gov
- Melissa Hetz, Public Affairs Specialist: mhetz@imls.gov
- Gladstone Payton, Congressional Affairs Officer: gpayton@imls.gov

Office of Communications and Government Affairs (OCGA)
Finding Information – IMLS Website

Also available online at www.imls.gov/GCK.
Finding Information – IMLS Website

ADMINISTRATION

All the documents and forms you will need to administer your awards are accessible below. Be certain to read the General Terms and Conditions for IMLS Discretionary Awards, it is your responsibility to be familiar with this document and to comply with its requirements. All forms are provided as PDF files or Microsoft Word documents.

Getting Started

- General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards (for awards made after December 30, 2014) [PDF 269KB]
- General Terms and Conditions for awards made before December 30, 2014 (PDF 75 KB)

Interim Reporting

Performance Reports
For Awards made in FY15 and earlier
- Cover Sheet for Performance Reports [PDF 11KB] [Word 7KB]
- Guidance for Preparing and Submitting an Interim Performance Report Package [PDF 14KB]

For awards made in FY16 and later
- Interim Performance Forms [PDF 10KB]
- Instructions for Preparing and Submitting an Interim Performance Report Package [PDF 122KB]

Financial Reports

- Federal Financial Report Form (SF-425) [PDF 10KB]
- Instructions for Federal Financial Report Form (SF-425) [PDF 15KB]

Final Reporting

Performance Reports
For Awards made in FY15 and earlier
- Cover Sheet for Performance Reports [PDF 123KB] [Word 7KB]
- Guidance for Preparing and Submitting a Final Performance Report Package [PDF 51KB]

For Awards made in FY16 and later
- Final Performance Form [PDF 11KB]
- Instructions for Preparing and Submitting a Final Performance Report Package [PDF 129KB]

Financial Reports

- Federal Financial Report Form (SF-425) [PDF 10KB]
- Federal Financial Report Instructions (SF-425) [PDF 15KB]
-
E-mail performance reports to imlsreporting@imls.gov.

Authorized Official signs here

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**FINAL PERFORMANCE REPORT**

1. Federal agency and organization to which report is submitted: Institute of Museum and Library Services

2. Federal award or other identifying number assigned by federal agency: Enter your Federal Award Identification Number (IMLS Log Number).

4. Recipient organization's name and complete address, including state or postal code: Enter organization name.

5. Award period of performance start date (mm/dd/yyyy): Enter a date.

6. Award period of performance end date (mm/dd/yyyy): Enter a date.

7. Reporting period end date (mm/dd/yyyy): Enter a date.


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**Authorized and Certifying Official**

15a. Signature of Authorized and Certifying Official

15b. Date report submitted (mm/dd/yyyy): Enter a date

16. Telephone (area code, number, extension): Enter telephone number.

16a. Email address: Enter email address.
Finding Information – IMLS Website

E-mail financial reports to imlsreporting@imls.gov.
Finding Information – IMLS Website

Financial Reports
- Federal Financial Report Form (SF 425) (PDF-109KB)
- Federal Financial Report Instructions (SF 425) (PDF-83KB)

Final Performance and Financial Reporting for Native American Library Services Basic Grants
- Final Financial and Performance Report: Word-70KB, PDF-60KB

Requesting Payment
SF270 - Request for Advance or Reimbursement (PDF-156KB)

You will request payments with form SF270 - Request for Advance or Reimbursement and e-mail it in PDF format to IMLS Grants Administration at grantsadmin@imls.gov.

If you do not have the capability to email PDF documents, forms may be mailed to:

Institute of Museum and Library Services
Attn: Grants Administration
1800 M Street, NW
9th Floor
Washington, DC 20036-5802

If your SF270 form is incomplete or inaccurate, your payment will be delayed.

Helpful Resource
- Glossary to Support Grant Reporting (PDF-56KB)

Contact information for questions concerning the SF425 and SF270

LaShawn Person, Financial Specialist
Phone: 202-653-4651
E-mail: personla@imls.gov

Andrea Wood, Financial Specialist
Phone: 202-653-4762
E-mail: wooda4@imls.gov
Finding Information – IMLS Website

E-mail payment requests to: grantsadmin@imls.gov.
Suggestions

- Keep and be familiar with your award documents and the General Terms and Conditions document on the IMLS website.

- Record my contact information somewhere (hwechsler@imls.gov, 202.653.4779) so you can call or e-mail easily.

- Jot down the e-mails that you need for submitting materials to IMLS:
  - For performance and financial reports: imlsreporting@imls.gov
  - For SF270 requests for money: grantsadmin@imls.gov
Suggestions: Payments

Make it easy for us to transfer funds to you.

- Keep your SAM.gov registration current and active with correct bank account information.
- Make sure your performance and financial reports are turned in on time and are not delinquent.
- Make sure the signer of the SF270 request for funds is an authorized official designated by your organization and in our system.
- E-mail the correctly completed SF270 in PDF format to grantsadmin@imls.gov, and include the award number in the subject line.
Suggestions: Cost Share

- If it is in your budget, track it and report it

- If it will change, contact IMLS (Helen) about a budget change
Tips for Success

Managing Your IMLS Grant

Requesting Funds: How to Get Paid in Ten Business Days

So, are you ready to request the transfer of funds from IMLS to your organization to pay for your approved project expenses? Well, here are some tips on how to get this done quickly and easily:

- Make sure that your financial and banking information in SAM.gov is current and correct.
- Make sure you are up to date in filing both your performance and financial reports with IMLS. If a report is delinquent, we can’t process your request for payment.
- Follow the instructions for completing an SF270 form correctly.
- Make sure the person who signs the SF270 form is an authorized official designated by your organization.
- E-mail the completed SF270 in PDF format to GrantsAdmin@imls.gov, and include your grant’s log number in the subject line of your e-mail message.

For more about receiving payment from IMLS, see Section 12 of the General Terms and Conditions for Discretionary Awards.

You are welcome to send questions regarding requests for reimbursement or advance payment to GrantsAdmin@imls.gov. You can also contact the Program Officer assigned to your grant(s) if you have any questions about this topic. We are happy to help.

You are receiving this email because you are an IMLS grantee. This information will help you manage your grant. To ensure future delivery of emails, please add IMLS-MuseumGrants@imls.gov to your safe sender list or address book.
Questions

Contact

Helen Wechsler
hwechsler@imls.gov
202.653.4636
Thank you!