



Pacific Workshop: Welcome!





Grants to States Program \$168,803,000

- Every year, each **State Library Administrative Agency** receives a population-based formula grant
- The grant is distributed in accordance with each state's approved five-year plan
- States are required to evaluate success in meeting the goals of their five-year plans



Foundational Principles



US Constitution

Federal Laws

Chapter 72 of Title 20 of the U.S. Code
2 CFR 200, Uniform Grant Guidance

State Laws



Federal Laws and Regulations

- **Museum and Library Services Act**
 - Library Services and Technology Act
- **Uniform Grant Guidance**
 - aka 2 CFR 200
 - aka "Super Circular"





SUBCHAPTER II—LIBRARY SERVICES AND TECHNOLOGY §9121 Purpose

1. Coordinate federal programs related to library services
2. Improve services
3. Increase access to resources
4. Share resources and do so in an efficient manner
5. Build learning partnerships to promote lifelong learning
6. Develop services to meet the needs of many different types of residents – now spelling out caregivers, veterans, military families, etc.
7. Support revitalization efforts including workforce development etc
8. Continue to improve the skills of the library workforce and to diversify it
9. preservation and helping communities during disasters
10. Support the information infrastructure for research, education and innovation
11. Promote services through different types of collaborations and networks
12. share and disseminate information about these great programs!



Legislation Includes Definitions

- Library
- Library consortium
- State
- SLAA (you)
- State plan



§9141. Grants to States

Priorities

1. Expand services for learning and access to all types of materials in all types of libraries to meet many different needs
2. Enhance your electronic services
3. Provide training for all of the workforce AND improve your effort to recruit professionals from underrepresented backgrounds
4. Partner with others
5. Target your services to different groups in your community
6. Target persons having difficulty using a library including the very young and families living in poverty
7. Provide access for everyone through the use of collaborations and networks
8. 8- carry out other activities that are consistent with the purposes I mentioned earlier and as described in your Five Year Plan



2 CFR 200 Uniform Grant Guidance

- Requirements for ALL Federal grants
- Establishes uniform administrative requirements, allowable costs, and audit requirements
- Last updated in the Fall of 2020



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AND
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Library Laws of Texas

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This edition of *Library Laws of Texas* offers an online compilation of Texas statutes relating to libraries and librarians current through the 84th Legislature, Regular Session, 2015.

The annotated references provide links to the full statutes maintained at the Texas Legislative Council website [Texas Legislature Online](#) and to rules contained in the Texas Secretary of State website for the [Texas Administrative Code](#).

[Selected Statutes Frequently Used](#)

State Profiles

- <https://www.imls.gov/grants/grants-state/state-profiles>

[Home](#) > [Grants](#) > [Grants to States: State Profiles](#) > [Northern Marianas](#)

Northern Marianas

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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.

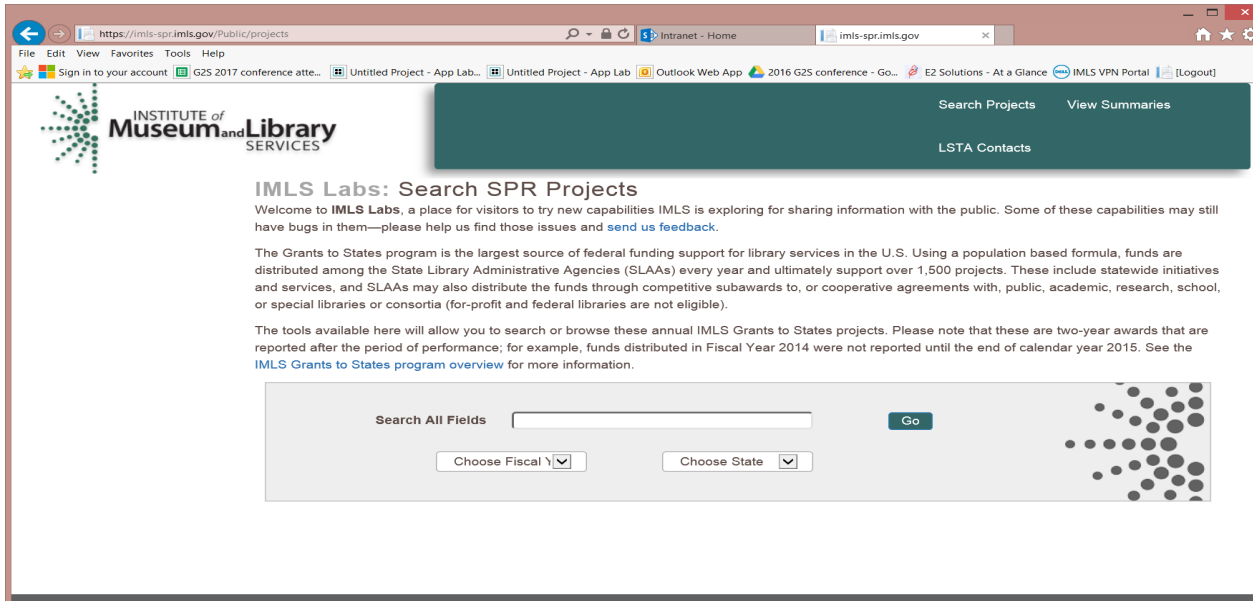
[Allotments](#) | [5 Year Plan](#) | [5 Year Evaluations](#)

Year	Allotment Value
2018	\$79,735.00
2019	\$79,904.00
2020	\$79,580.00
2021	\$79,539.00
2022	\$79,539.00

Grants to States Database

- Grants to States database

<https://imls-spr.imls.gov/Public/projects>



The screenshot shows a web browser window displaying the IMLS Grants to States Database. The browser's address bar shows the URL <https://imls-spr.imls.gov/Public/projects>. The page header features the IMLS logo (a stylized starburst) and the text "INSTITUTE of Museum and Library SERVICES". To the right of the logo, there are navigation links: "Search Projects", "View Summaries", and "LSTA Contacts". Below the header, the main content area is titled "IMLS Labs: Search SPR Projects". The text below the title reads: "Welcome to IMLS Labs, a place for visitors to try new capabilities IMLS is exploring for sharing information with the public. Some of these capabilities may still have bugs in them—please help us find those issues and [send us feedback](#)." The next paragraph states: "The Grants to States program is the largest source of federal funding support for library services in the U.S. Using a population based formula, funds are distributed among the State Library Administrative Agencies (SLAAs) every year and ultimately support over 1,500 projects. These include statewide initiatives and services, and SLAAs may also distribute the funds through competitive subawards to, or cooperative agreements with, public, academic, research, school, or special libraries or consortia (for-profit and federal libraries are not eligible)." The final paragraph says: "The tools available here will allow you to search or browse these annual IMLS Grants to States projects. Please note that these are two-year awards that are reported after the period of performance; for example, funds distributed in Fiscal Year 2014 were not reported until the end of calendar year 2015. See the [IMLS Grants to States program overview](#) for more information." At the bottom of the page, there is a search form with a text input field labeled "Search All Fields", a "Go" button, and two dropdown menus labeled "Choose Fiscal" and "Choose State".



Research and Statistics

- Data Catalog
- Public Library Survey
- State Library Administrative Agency Survey
- <https://www.ims.gov/research-tools/data-collection>




Grants to States Manual

▼ Statutes and Regulations

[Statutory and Regulatory Overview Narrative \(PDF 63KB\)](#)

[Legislation and Regulations](#)

[New Uniform Guidance/2 CFR 200 Highlights Presentation \(PDF 354KB\)](#)

New Uniform Guidance Webinar - [Recorded Playback of 12/18/14](#) 



Allowable Costs:

2 CFR 200, Subpart E: Cost Principles



2 CFR 200 Subpart E: Cost Principles

- Is it reasonable and necessary?
- Allowable and Unallowable costs apply to both SLAA funds and Match
- Refer to the IMLS Tip sheet:
https://www.imls.gov/sites/default/files/tipsheetforallowablecosts_dec2015.pdf

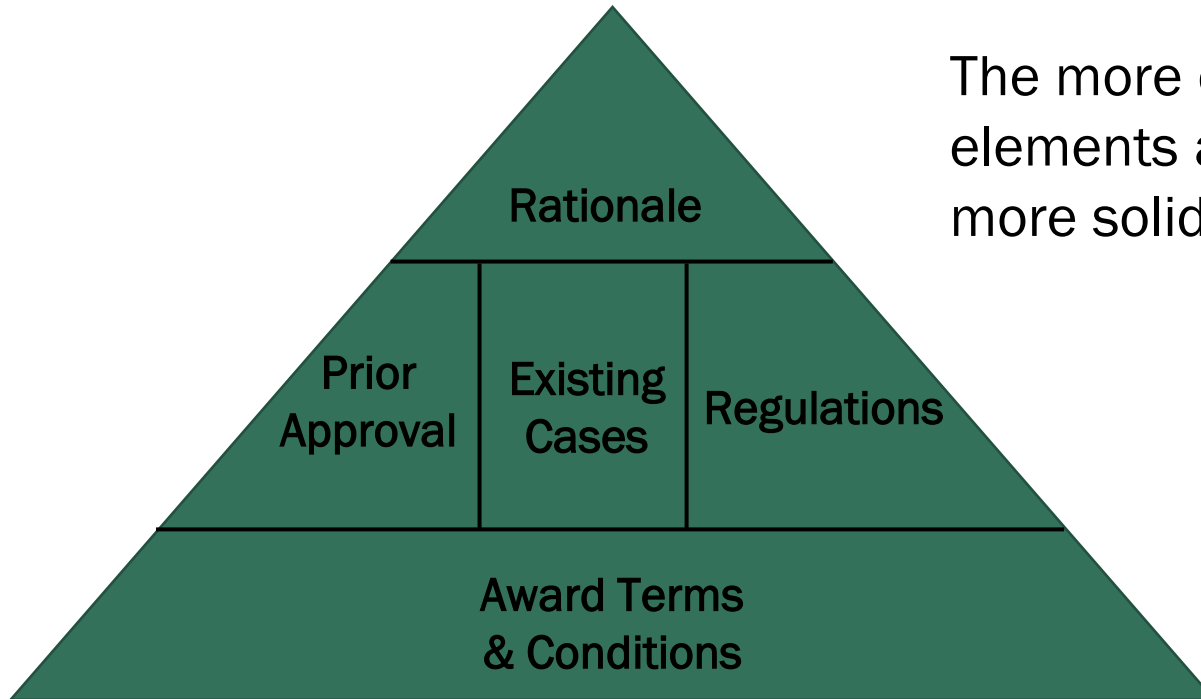


2 CFR 200.403 - Allowability

Costs must be Necessary, Reasonable and Allocable, as well as:

- Be consistent with policies for both federal and non-federal activities
- Be treated consistently as direct or indirect costs
- Follow generally accepted accounting principles (GAAP)
- Be consistent with Match funding costs
- Be adequately documented

Framework for Building justifying a certain cost



The more of these elements are present, the more solid your case is!



Common Allowable Costs

- Salaries and wages for a funded project
- Supplies and materials
- Books, and access to electronic collections
- Training, education, and associated travel
- Marketing for an LSTA funded project
- Group memberships and subscriptions



Common Unallowable Costs

- No construction
- No entertainment or celebrations
- No cash awards
- No endowments
- No fundraising or advocacy
- No general advertising or marketing
- No general office furniture



Scenario 1

A new Director of Springfield, West Dakota Library just came on board, and would like to allocate funds for their individual ALA membership.

Is this allowable?



Scenario 1- Answer

Generally unallowable.

Based on **2CFR 200.454 (Memberships, subscriptions, and professional activity costs)**, costs of the non-federal entity's institutional membership in professional organizations are allowable, but an individual's membership is not allowable. It also must be necessary to a project.



Scenario 2

The Springfield, West Dakota Library is planning for a Makerspace. In their LSTA project, they're planning on purchasing a soundproof recording booth.

Is this allowable?



Scenario 2- Answer

Generally allowable. There are construction related implications.

If the sound room is movable and can be constructed easily, then it might be allowable.

Note: All single items over \$5,000 must be pre-approved by your IMLS Program Officer.



Scenario 3

The State Library will provide a full day trustee workshop discussing the role of trustees, library administration, fundraising, and developing partnerships. Meals will be included.

Is this allowable?



Scenario 3- Answer

Some of it is generally allowable.

Based on **2 CFR 200.472 (Training and education costs)**, training is allowable for trustees. According to **2 CFR 200.442 (Fundraising and investment management costs)**, Fundraising or advocacy cannot be covered in the training. Meals can be included if it's a working lunch, and barriers may prevent lunch on their own.



Scenario 4

In the West Dakota's SPR report, there was a single marketing project that covered marketing for the Summer Reading Program, jobs workshop, and general library advertising posters.

Is this allowable and correctly reported?



Scenario 4- Answer

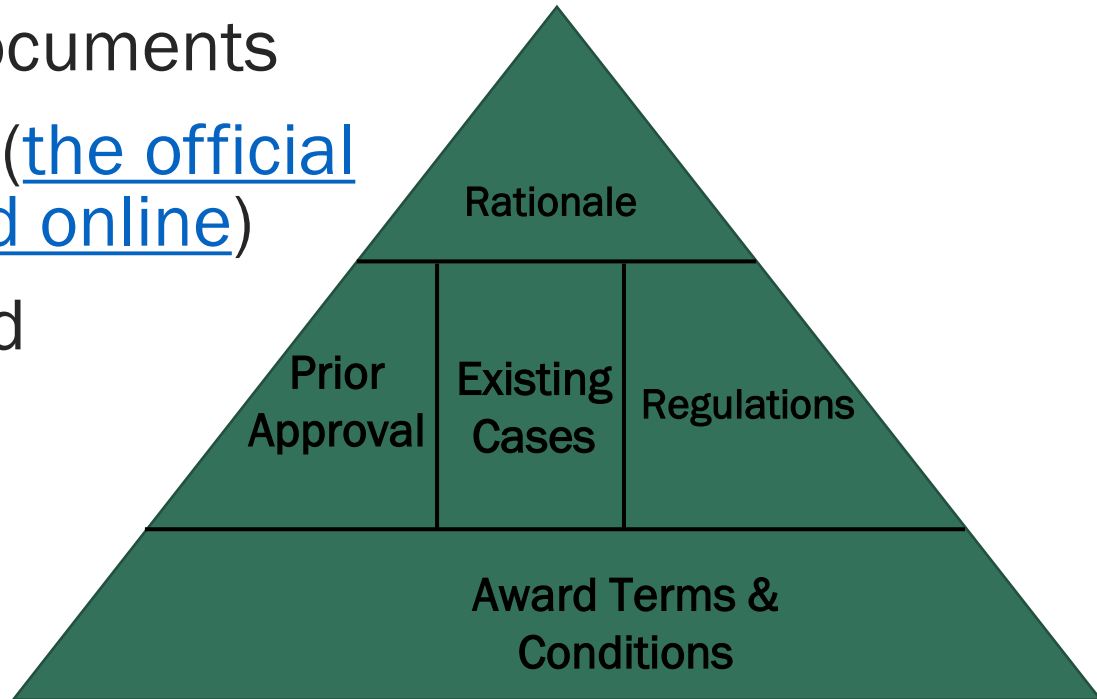
Some of it may be allowable.

According to **2 CFR 200.421 (Advertising and Public Relations)**, marketing and advertising for LSTA-funded projects is generally allowable. Costs for general promotional items, like the posters is NOT allowable.

Allowable marketing costs should be rolled in to the actual project in the SPR (not a separate project just devoted to marketing).

When in doubt...

- Review Program documents
- Review 2 CFR 200 ([the official E-CFR can be found online](#))
- Is it reasonable and necessary?
- Ask your Program Officer!



Questions?



Financial Management



4% Administrative Costs

- You are allowed up to 4% of your LSTA award for administrative/indirect costs
- These are costs that are attributed to the administration of the LSTA program and cannot be allocated to one project
- Typically, this amount can cover (fully or partially) the LSTA Coordinator position and/or the State Librarian position
- *Note: You are not required to use any of the award for administration. You can choose to cover those costs with state funds*
- [Check out the Administrative Costs Memo in the Grants to State Manual](#)



4% Administrative Costs and the SPR

- Administrative Project is the sole location within the SPR to report SLAA 4% administrative costs
- “Other Operational Expenses” in Project budget information is for non-SLAA administrative costs only
- Do not report the same cost in both places
- Non-SLAA administrative costs do not count in the 4% cap



Requesting Payment

- Get to know your finance office/accountant
- All requests need to be submitted in eGMS Reach
- All previously requested advance funds must be fully expended within 30 days of receipt and before submitting your next request
- Requests submitted at the end of the month may take longer to process



Internal Controls and Risk Assessment



Defining Internal Controls

- What are internal controls:
 - Tools to ensure that objectives are carried out and actions are taken to address risks
 - An integral component of *all* operations processes
- They can prevent, detect, and correct errors in grants management



Types of Controls

Directive

- Identifies what should be done

Preventative

- Prevents undesirable events from happening

Detective

- Identifies if other controls have failed

Corrective

- Corrects a situation when a control fails



Examples of Internal Controls

- Keeping a policies and procedures manual
- Sharing LSTA information with other staff
- Regular trainings and refreshers
- Checking if costs are allowable before allocation
- IMLS program checklists

Questions?