INSTITUTE of Museum and Library SERVICES

Official Award Notification for Grants and Cooperative Agreements

Date of Award January 17, 2006

Awardee Name and Address Guam Public Library 254 Martyr Street Hagatna, GU 96910	**Program Name** LSTA State Grants **Award Number** LS-00-06-0060-06
Authorizing Official	**Award Period** **From** October 01, 2005 **To** September 30, 2007
Project Director Felix Camacho Guam Public Library System PO Box 2950 Hagatna, GU 96932	**Total Award Amount** $ 6,000.00 01/17/2006 $6,000.00 Original Award

Basic Award Information

This grant is awarded for the purpose of attending the Grants Administration Workshop 2006 for the IMLS Competitive Library Grants for the Pacific Territories, Freely Associated States and the Virgin Islands.

P. L. 108-81, as amended CFDA No. 45.310

IMLS Authorizing Official Signature	**Name and Title** Mary L. Chute Acting Director
Accounting code: LP06000000750200000041000 **CFDA Number:** 45.310	

INSTITUTE of Museum and Library SERVICES

January 18, 2006

Ms. Cristina Watson
Director/Territorial Librarian
Guam Public Library System
254 Martyr Street
Hagatna, GU 96910

Dear Ms. Watson:

Enclosed is your grant award for the FY 2005 Library Services Competitive Grant for the Pacific Territories, Freely Associated States, and the Virgin Islands. The purpose of this award is to pay for the expenses of two representatives to attend the IMLS Grants Administration workshop to be held in Honolulu, Hawaii on February 21 and 22, 2006. The workshop will cover all aspects of the grant program from the application process to the submission of final reports.

We are providing you with information that will help you manage your grant. This package contains:

1. Grant Award Notification and
2. Conditions of Acceptance

The Grant Award Notification and Conditions of Acceptance contain important information about complying with the terms of the grant. Please read all of this information carefully. The amount of your award, the dates of the award period, the CFDA number and the grant award number we have assigned are provided in the Grant Award Notification. If you need to contact IMLS about your grant, please reference your grant award number.

The Conditions of Acceptance document describes the procedures you should follow in administering this grant. As specified in the Conditions of Acceptance, you must submit a final narrative program report and a final financial report.

After reviewing all of the enclosed information pertaining to your grant award, if you have any questions, please contact your program officer, Terri Brown, at tbrown@imls.gov or (202) 653-4654.

Congratulations on receiving this grant award.

Sincerely,

George V. Smith
Associate Deputy Director for State Programs

Enclosures

1800 M Street NW •• 9th Floor •• Washington, DC 20036-5802 •• 202-653-IMLS (4657) •• Fax 202-653-4625 •• www.imls.gov

We are a federal, grant-making agency empowering museums and libraries to support life-long learning, essential to success in a knowledge society.

cc: Governor Felix Comacho

INSTITUTE OF MUSEUM AND LIBRARY SERVICES

COMPETITIVE GRANTS FOR THE PACIFIC

CONDITIONS OF ACCEPTANCE FY 2005

Competitive Grant awarded to : Guam

The following conditions apply to grant number: LS-00-05-0060-05

IMPORTANT: Make sure the Project Director and/or Project Contact, as well as the person(s) with financial oversight of this grant, have copies of these documents. Please read these Conditions of Acceptance very carefully. Failure to comply with these conditions may result in the suspension or termination of the grant, the return of grant funds, and may jeopardize eligibility for any pending or future grants from the Institute of Museum and Library Services.

TABLE OF CONTENTS

Page

Expenditure of Funds. 2

Requests for Changes in the Project. 2

Copyright/Work Products. 3

Acknowledgement of IMLS. 4

Payment Procedures. 4

Reporting Requirements 5

Non-compliance 7

Extranet 7

In accepting a grant from the Institute of Museum and Library Services (IMLS), the grantee hereby agrees to abide by the following conditions for the conduct of the project activities and to abide by the Library Services and Technology Act statutory and regulatory requirements.

The award you are receiving was based on the information provided in your application. Any substantial changes in your organization or operations since your submission of the application or any changes during the grant period which may affect the future eligibility status of your institution must be immediately reported to IMLS in writing.

EXPENDITURE OF FUNDS

The project period will begin and end in accordance with the dates stated on the grant award notification, October 1, 2004 to September 30, 2006. **It is the responsibility of the grantee to ensure that all project activities and commitment of the project funds take place on or before September 30, 2006.** All obligations incurred under this grant shall be liquidated within ninety (90) days after the end of the grant period. **The liquidation period ends December 30, 2006.**

Grant funds must be expended only for activities identified in the approved project application, as amended. Grant funds may be expended for the items identified as allowable costs in OMB Circular A-87, "Cost Principles for State, Local and Indian Tribal Governments."

Expenditure of grant funds for the purchase of items of equipment costing $5,000 or more with more than one year of usable life are allowable only with prior IMLS approval. Equipment identified in the approved application budget is approved.

REQUESTS FOR CHANGES

Any change in the project personnel, scope of work or other significant aspect of the project, must be approved in advance by IMLS. Permission for such changes must be requested in writing and discussed with your Program Officer.

1. **Scope of Work:** It is the responsibility of the grantee to carry out the project activities as identified and described in the project proposal, as amended. No changes in the scope of work may be made without the prior written approval of IMLS.

2. **Project Personnel:** It is the responsibility of the grantee to obtain from IMLS prior written approval of changes in key personnel in the event that the personnel identified in the project proposal are unavailable to carry out the project activities as described in the project proposal, as amended.

3. **Extension of Grant Period:** With justification, a one-time no-cost extension of the grant period may be approved to liquidate funds. No extensions are granted to continue grant activities past the grant end date. If you have obligated funds by the grant end

date, but the ninety (90) day grant liquidation period has ended, you must request an extension to liquidate funds. Requests for extensions must be made in writing no later than ten (10) days before the close of the grant period. To request an extension, send an e-mail message to the Program Officer. For each grant, please indicate following:

- the grant number,
- a statement that all grant activities ceased by the grant end date,
- that funds for which you are requesting reimbursement/liquidation were obligated by the end date of September 30, (of the appropriate year),
- that the extension is solely to liquidate funds,
- your reason for needing the extension, and
- the end date of your requested extension. You can request up to a ninety-day extension. (Final financial reports are submitted after the funds have been draw down and liquidated).

4. **Project Budget:** It is the responsibility of the grantee to carry out the project activities as identified and described in the approved project budget. To meet unanticipated program needs, funds may be reallocated among existing cost categories, as approved in the final project budget. For awards of less than $100,000, recipients may make these transfers without prior IMLS approval. For awards exceeding $100,000, recipients must obtain prior written approval from IMLS when cumulative transfers among direct cost categories total more than 10% of the amount of the total project budget (including matching funds but excluding indirect costs). Recipients must obtain prior written approval from IMLS to create new cost categories, regardless of the amount of the award.

Any other significant aspect of the project: Any changes to the project not identified above should be discussed with IMLS staff before implementing. Please contact your Program Officer.

All communications regarding this grant should reference the grant number identified on the Grant Award Notification.

COPYRIGHT/WORK PRODUCTS

IMLS requires acknowledgement of IMLS assistance in all publications and other products resulting from the project. Products should be distributed free or at cost unless the recipient has received written approval for another arrangement. **IMLS requires that grantees provide three copies to IMLS of any products produced with IMLS funds with the final reports.** The recipient may copyright any work that is subject to copyright and was developed, or for which ownership was purchased, under an award. IMLS reserves, for Federal government purposes, a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use the work and authorize others to reproduce, publish, or otherwise use the work.

ACKNOWLEDGEMENT OF IMLS

As a recipient of funds from IMLS, you are required to credit IMLS in all related publications and activities in conjunction with the use of your grant money. Our Office of Public and Legislative Affairs (OPLA) has prepared a kit with suggestions and materials to help you and your subgrantees get the word out. Please copy and send us any coverage you or any of your subgrantees may receive about this award. If you have any questions or need assistance with this kit, you may contact the OPLA staff at (202) 653-4757, or you can access the information entitled, "Getting the Word Out" through the IMLS Web Page at: http://www.imls.gov/grants/current/crnt_gwo.htm.

PAYMENT PROCEDURES

A Federal accounting office handles the payment of funds for IMLS grants. Recipients will request cash advances or reimbursements as needed according to the following conditions:

1. To receive grant funds, grantees must fax a copy of the Request for Advance or Reimbursement (SF-270) to the Grants Administration Office at 202-653-4604. **Do not send the original as a follow-up in the mail.** The fax is sufficient. Forms are available on the IMLS Extranet. Grantees may request payment twice a month. Advances for period longer than thirty (30) days will not be made and should be limited to the grantee's immediate cash needs. Payments will normally be made within five (5) working days of receipt of the request by IMLS. If you do not receive your funds within that period or if you have other questions concerning payment requests submitted, contact your Program Officer.

2. Grant payments will be made by direct deposit to your designated bank account through the Department of Treasury payment system. This system is the only way to receive your grant money. Each grantee is allowed only one account in which the Department of Treasury will deposit grant funds. If you receive other grants from IMLS, payments from those grant funds will be directly deposited to the same bank account. If you change your account information so that the information we have on file is no longer up to date, you must submit a revised Automated Clearinghouse (ACH) enrollment form SF3881. Forms are on the IMLS Extranet.

3. Regarding the Cash Management Improvement Act of 1990 (CMIA): While IMLS grants and awards generally do not fall under the CMIA requirement, State governments may enter into an agreement with the U.S. Treasury Department to adhere to CMIA regulations and require all its departments to comply.

4. IMLS requires that the recipient maintain a restricted account for funds received for the duration of the project period. This provision does not require the recipient to maintain a separate non-interest bearing bank account for the IMLS funds; however, the recipient must establish and maintain a separate accounting category within its internal accounting system to show that the funds have been used only for project costs. This restricted account record must be adequate to satisfy normal auditing procedures.

5. If the recipient expends $500,000 or more in Federal funds in a single fiscal year (this includes, but is not limited to IMLS funds) it will be required to be in compliance with OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

If you have any questions regarding these procedures for submitting a Request for Advance or Reimbursement, or if you have questions concerning an actual payment, please contact your Program Officer.

REPORTING REQUIREMENTS

IMLS is required by the Government Performance and Results Act of 1993 (GPRA) to provide annual reports to Congress on this agency's activities and effectiveness. Those reports must include information on the benefits of IMLS grants for the audiences and users of libraries and museums. Consequently, IMLS awardees must systematically and formally evaluate the benefits of their projects for their intended audiences. The method of evaluation is determined by the awardee, but it should provide information on what impact was achieved, for whom, and how this has been documented by the awardee. IMLS encourages the use of outcome-based evaluation methods, and will provide information and resources for the design and implementation of outcome-based assessment on request.

Final performance and final financial reports are due to IMLS ninety days after the end of the grant period shown on your grant award notification document. The due date for final reports is **December 30, 2006**. Both performance and financial reports should be signed by the authorizing official for the grant as indicated on the grantee's application form.

Final Performance Reports

A one-page summary of grant activities is due for each grant. Grantees may submit longer reports if they choose. There is no official form for this part of the final report. The report should include some basic information concerning the grant such as grant number, dates of grant period, description of the grant project and name of person submitting report. Sign and date the report. The description of the grant project should include:

- what community needs were addressed,
- what were the goals of the grant project,
- who was the targeted audience of the project,
- what activities were implemented to address the goals,
- how was the grant project evaluated, and
- what were the results of the of the grant project.

The results should be reported in terms of outputs and outcomes. **Outputs** refer to **things** that were accomplished and typically counted. For example, the reference collection was increased by 50% (45 items); 500 new cataloging records were created; 17 people attended the computer workshop; or 3 new computers were purchased.

Outcomes refer to changes in the attitudes, knowledge, skills, behaviors or life status of **people**. For example, parents who attended the early childhood literacy course read to their children more frequently than before they attended the course or people who attended the basic computer orientation course can now send and receive e-mail messages.

Financial Report

IMLS does not require interim financial reports, only a final financial report. **Grantees must use the financial status report form located on the IMLS Extranet because it has been slightly modified from the standard form SF 269.** The financial status report indicates whether all grant funds or only partial grant funds for a particular grant were expended and if any funds remain unobligated. The report form also indicates the amount of cash match provided by the grantee and the amount of administrative costs (indirect costs) attributed to the grant. Some grantees are not required to provide matching funds, but the Freely Associated States are required to fund at least 34% of the **total** project costs (not just 34% of the IMLS costs). Administrative costs, whether indirect or direct costs, should not exceed 4% of the grant award amount. The financial report should be signed by the authorizing official for the grant.

Obligation and Liquidation of Funds

All grant funds should be obligated by the grant end date (September 30) and all funds liquidated (expended) within ninety days after the grant end date. Obligated funds are funds that are committed by a contract or purchase order. *Grant funds may not be obligated after the grant end date.* If any funds remain ninety days after the grant end date, the grantee must indicate one of two conditions to IMLS.

1. The grant funds were not obligated by the end of the grant period (September 30) and now must be deobligated. That means the grant funds not obligated by the grant end date are no longer available for reimbursement to the grantee. The grantee should indicate on the financial statue report form the amount of unobligated federal funds to be deobligated. Deobligated funds are returned to the U.S. Treasury Department.

2. The grant funds were obligated by the grant end date but not all bills have been paid or finalized within the allowed liquidation period of ninety days. In this case, the grantee must contact the Program Officer and request an extension to liquidate funds. Extensions are granted only to liquidate funds, not to give more time to complete grant activities.

Final financial reports should indicate zero federal unliquidated obligations. Financial reports indicating outstanding federal unliquidated obligations are considered interim reports, not final reports.

Please be aware that sometimes financial reports are submitted to IMLS indicating that all or some of the grant funds were expended and yet IMLS drawdown records indicate that indeed, the funds were not drawn down but remain at IMLS. In this instance, IMLS will

contact the grantee to discuss the situation since IMLS must either transfer funds to the grantee through reimbursement or return the funds to the U.S. Treasury Department.

When submitting reports, fax or e-mail a copy of the final performance and final financial reports to your Program Officer and then mail the original reports.

Requests for payment will not be processed if either financial or narrative reports are overdue. Failure to submit these reports as required may result in the suspension of payment of the grant or may jeopardize any current or future funding from IMLS.

NON-COMPLIANCE

Failure to comply with the terms of the Conditions of Acceptance, including the IMLS application assurances, may result in the suspension or termination of the grant, the return of federal funds, and may jeopardize eligibility for any pending or future grants from IMLS.

EXTRANET

The IMLS Extranet is a password protected web site containing information about grants. As mentioned above, IMLS reporting forms are available on this site. To access the site:

address: http://stateprograms.imls.gov
username: lsta
password: statepgms55

Throughout this document, you are referred to your Program Officer if you have questions. Your contact for this program is:

Terri Brown
Senior Program Officer
Institute of Museum and Library Services
1800 M Street, NW, 9th Floor
Washington, DC 20036-5841

Telephone: 202-653-4654
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E-mail: tbrown@imls.gov