

**Department of Chamorro Affairs /
Guam Public Library System**

**Managing
The**

**Library Services and Technology Act (LSTA)
Grant**

Standard Operating Procedures

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INTRODUCTION

The purpose of this procedure is to standardize processes and practices within the Department of Chamorro Affairs/Guam Public Library System (GPLS) Federal Grants specifically awarded for GPLS is organizationally situated under the Administrative Support Unit.

All employees must be guided by established Department of Administration, Human Resources division and also GPLS policies established by the Guam Public Library System Board.

The Administrative Support Unit at GPLS (ASU) is responsible for the administration and management of federal and non-profit grants and local projects. In addition, this office typically is relied upon to assist divisions in implementing their projects where necessary, in order to maximize the funding awarded to GPLS.

The Administrative Support Unit will provide advice to the President of the Department of Chamorro Affairs and or Department Head and various section heads regarding allowable and unallowable expenditures, available funding, expiring projects and required program-related reports. ASU also reviews all grant-funded Internal Requisitions to ensure items are budgeted for and that funds are available, ensures program spreadsheets correspond with the Financial Management System, ensures all program progress and financial aspects are documented in each grant file subject to review by auditors and the Inspector General, among other items.

Perhaps the most challenging task this office deals with is technical writing with respect to developing competitive grant proposals. Therefore, a Grant Writing Team for GPLS hereinafter referred to as "Team" was assembled which consists of the Administrative Officer, Program Coordinator, Library Technician Supervisor, Administrative Assistant, Secretary I (Typist), Clerk Typist III, and Administrative Aide. Proposals must be developed in accordance with published solicitations, guidelines and instructions, assisting with the development of sole source or single known source justifications for federally funded acquisitions, developing requests for grant extensions, presentations, technical reports and similar assignments. These assignments require critical thinking skills and the ability to work under pressure to meet stringent deadlines and reporting requirements. Following instructions contained in grant solicitations when developing proposals is critical and must be adhered to. Failure to follow instructions will cause awarding agencies to disapprove our proposal.

Your job is vital to this organization's ability to successfully manage grant awards. All tasks you perform will contribute overall to each program's success.

Please be guided by these established procedures, in addition to established Government of Guam policies and procedures (procurement, personnel, travel, etc.), Grant Awards, project reporting requirements, and related program correspondence in your daily management and implementation of grant programs.

The Administrative Support Unit's Golden Rule: Review this SOP before embarking on a project or report. All procedures and requirements should be covered. However, if there is an omission that is not contained in this SOP, please advise the President of the Department of Chamorro Affairs and or Department Head or Administrative Officer (GPLS Project Director) for inclusion.

As always, if you have any questions or have suggestions to improve this policy, please feel free to discuss them with me.

Your cooperation and compliance with this standard operating procedure is appreciated.


Sandra Manley Stanley
Administrative Officer (Project Director), GPLS

Date: July 26, 2017

I. GRANT WRITING PROCEDURES

Identifying Potential Funding Sources

The Administrative Support Unit (ASU) within the Guam Public Library System is tasked with assisting in identifying supplemental funding sources to enhance services. ASU will research various websites and databases to identify potential funding sources.

Eligibility Criteria

Once a potential funding source is identified, the Project Director in conjunction with the Program Coordinator will determine if the Guam Public Library System (GPLS) is eligible to apply for the grant program.

Identifying Needs

Once it is determined that GPLS is indeed eligible for the grant program, the Team will research which section of the library would be most appropriate to receive the funding. The Team, with the guidance and approval of the Project Director, would then meet with the division head to identify any and all possible needs that the potential funding source might be able to satisfy. If needs are not identified, a recommendation to not pursue the grant program may be provided. If needs are identified, the Administrative Support Unit will work with the requesting section within GPLS to prepare the grant proposal.

Initial Grant Writing Procedures

Once a need is identified, the Team will research the grant solicitation to determine whether any letters of intent, letters of support, or other official correspondence or documentation is required to be submitted along with the program narrative and budget. Furthermore, the Project Director will obtain all necessary grant application forms, and will ensure that the necessary information is available for the proper completion of all forms.

Program Narrative and Budget Narrative

Preparing the program and budget narratives are the heart of the grant writing process. The Team, under the supervision of the Project Director, will assist the requesting section in the preparation of the program and budget narratives. The Team will guide the requesting section through the process, as it is the Team's duty to fully research the grant solicitation to understand program and budget narrative requirements as outlined. However, the Team must also ensure that the requesting section is *actively* involved in the drafting of the narratives, as they are the programmatic experts. Furthermore, the Project Director will schedule regular meetings to monitor the grant writing process to ensure that all deadlines and requirements are being met as stated in the solicitation.

Typically, writing sessions are scheduled in which the Project Director will facilitate, drawing on the expertise of the requesting section. If possible, have the program outline typed in Word format, and use a laptop with a projector, so all individuals are reading off of the same document at the same time.

Furthermore, the requesting section within Guam Public Library System (GPLS), with the guidance of the Team and Project Director, will prepare a Budget Detail Worksheet, Budget Summary, and Budget Narrative. These are 3 different documents. Consult with the program solicitation for specific instructions.

The budget must reflect the needs as identified in the program narrative, must meet the overall goals and objectives of the proposal, and must conform to the requirements identified in the grant solicitation.

Upon completion of a draft program and budget narrative, it must be routed to the Project Director for Guam Public Library System (GPLS) for review and action. No grant application can be submitted without the President of the Department of Chamorro Affairs and or Department Head's permission. The President and or Department Head may inform the Project Director that revisions or additional information is required. The Project Director will inform the requesting section and ensure that all additional information or revisions are included.

Once the final program and budget narratives are completed, the Administrative Officer (Project Director) for GPLS will route the proposal to the President of the Department of Chamorro Affairs and or Department Head and all other concerned parties for their review and comment. Concurrently, the Project Director will ensure that all grant application forms, necessary letters of support, and other necessary documents, if any, are completed and ready to be compiled into the official grant application packet.

Official Grant Packet

Once the program narrative and budget has been given final approval, the Administrative Officer (Project Director) will compile the program narrative and budget, along with all necessary documents and application forms into the official grant application packet. All documents must be placed in its proper order as defined in the grant solicitation. Furthermore, the Administrative Officer (Project Director) with the assistance of the Administrative Assistant or Clerk Typist III are responsible for making copies of the grant, as copies must be placed in the file cabinet with all other grant application packets, delivered to the grantor (if hard copies are requested), and delivered to Guam State Clearinghouse (two copies) if necessary.

Guam State Clearinghouse (GSC) Notice of Intent

As per federal regulations, all grant applications submitted by the Guam Public Library System (GPLS) are subject to intergovernmental review. It is the Administrative Officer's (Project Director) responsibility that all necessary Guam State Clearinghouse forms, along with two copies of the grant proposal, are delivered to the Clearinghouse in a timely manner. The number of copies may vary depending on the administration. This must be accompanied by an official memorandum from the President of the Department of Chamorro Affairs and or Department Head to the Lieutenant Governor of Guam, attention Administrator, Guam State Clearinghouse.

Note: Only direct grant applications are required to be submitted to the GSC.

Submission of Grant Proposals

It is the Administrative Officer or the assigned Project Director's responsibility to follow all established guidelines regarding the submission of grant proposals, as different grantors have different submission guidelines. All official grant packets must be reviewed by the President and or Department Head before submission, to ensure accuracy and compliance with all submission procedures. Once the grant packet has been submitted, a copy must be inserted in a newly created pending grant file and placed in the appropriate file cabinet. The Administrative Assistant must update the program list with this new project.

Binding of Grant Proposals

At least four copies of all submitted grant packets must be bound and placed in its proper location in the file cabinet. Additionally, if the granting agency requires bound copies, or if it is explicitly stated in the submission guidelines, bound copies must be provided.

II. PROGRAMMATIC FUNCTIONS

Grant Award

Upon approval, direct grants from a federal or non-profit grantor agency issue a Grant Award document that reflects grant information and requirements. This document serves as a guideline for all special conditions and grant reporting requirements.

Upon grant award, a Request for Establishment / Modification of Account Form, along with a copy of the Grant Award, is to be submitted to the Bureau of Budget and Management Research (BBMR) to establish the grant account. Ensure a copy is stamped received by BBMR and placed in the corresponding grant file.

It is the obligation of the Administrative Assistant or Clerk Typist III (GPLS) to follow up on the status of the account establishment with BBMR. Upon establishment of account, the Administrative Officer (Project Director) for Guam Public Library System should be notified and the program list must be updated with relevant account numbers.

Memorandum of Understanding (MOU) and Intergovernmental Work Request

Sub-grants that have been awarded by the Government of Guam require a Memorandum of Understanding (MOU) with a corresponding intergovernmental work request. The MOU reflects all grant requirements, and contains several necessary documents. Review each MOU and ensure that all necessary signatures are obtained for each document requiring signature, and that a completed copy is placed in the corresponding grant file.

Project Reporting Requirements

Progress Reporting. The Team is responsible for generating and submitting progress reports for their assigned projects. Reporting requirements are to be followed as indicated in each grant's special conditions or MOU. It is the Project Director's responsibility to understand all reporting requirements as outlined.

The Administrative Assistant or Clerk Typist III is responsible for updating the reporting calendar with new projects. The assigned employees are responsible for calendaring due dates in Microsoft Outlook, with a 2 week in advance reminder. Calendaring must occur monthly and as new grants are approved.

It is the Project Director's responsibility to communicate with the Team to ensure that all necessary information is disseminated and properly catalogued in the required reports. The Team will also ensure that all necessary information is obtained in advance in order to meet the reporting deadlines as indicated in the reporting calendar.

Additionally, if grantees/sub-grantees requires on-line report submissions without signature of the Appointing Authority, the Project Director for all Grants awarded to the Guam Public Library System (GPLS) is still required to follow our internal process of ensuring the President and or Department Head reviews the report. Under no circumstance should the Project Director submit online reports without proper review and concurrence of the President and or Department Head.

Financial Reporting. The GPLS Administrative Officer is responsible for preparing final federal grant financial reports for review and signature by the Governor of Guam. Applicable due dates are stated in each Grant Award or MOU and are indicated in the Reporting Calendar. It is the Administrative Assistant's or Clerk Typist III's responsibility to inform the Projects Director of all required financial reporting so that it may be identified in the reporting calendar. The Administrative Assistant or Clerk Typist III will calendar these due dates in Microsoft Outlook.

In the absence of the Administrative Officer (due to scheduled leave, emergency leave, resignation or retirement), this responsibility shall revert back to the President and or Department Head for compliance with applicable deadlines. This policy also applies to reimbursement requests.

Property Inventory Reporting. It is the responsibility of the Administrative Assistant or Clerk Typist III to generate an inventory report for each Grant awarded to GPLS, and obtains necessary signatures from respective division heads. Copies of property records should be obtained from Administrative Support Unit, and attached to the Inventory Report prior to routing for signature.

Grant Adjustment Notices (GAN) and Reprogramming Requests

Grant Adjustment Notices (GAN) is issued by the grantor agency when there is a modification to an approved project that is not reflected in the initial grant award. In most cases, the Administrative Officer (Project Director) requests a GAN for several reasons, including a change in the project period, changes to the approved budget, among others. BBMR will be notified of any changes in the program that require their attention. A copy of the GAN will be provided to them for their records. Ensure BBMR stamps our file copy, and file the copy in the grant file, as well as provide a copy to the Administrative Officer (Project Director) for the financial file.

Any changes to sub-grants that have been awarded by the government of Guam require prior approval from the administering agency. A reprogramming request or transfer of funds must be submitted to the local administering office for approval. Approval will be based on whether the sub-grantee is current with all reporting requirements (progress, financial reports, et cetera), whether the request is consistent with the program scope, and whether the items requested are allowable, funding is available, and that the item can be procured in a timely fashion.

Program List

A program list is maintained by the Administrative Officer (Project Director) assigned to this office. It contains an award number, program fiscal year, program title, grantor/grantee agency, start and end dates, account number, award amount, local match, assigned division, and the Project Director.

Calendar of Reporting Deadlines

A calendar of progress and financial reporting deadlines is maintained by the Administrative Assistant or Clerk Typist III assigned to this office. It is the responsibility of the Program Coordinator to provide all necessary information to the Administrative Assistant or Clerk Typist III for inclusion of each program's reporting deadlines. Updates should be made monthly or quarterly, and upon approval of any new grant program. The Team and or staff are responsible for ensuring their deadlines are met in a timely manner.

The Administrative Assistant or Clerk Typist III is responsible for calendaring all due dates with a 2 week advance reminder in Microsoft Outlook. Calendaring is a recurring task and must be kept current.

Program Coordinator Assignments

The Administrative Officer (Project Director) will assign projects to the Program Coordinator, and it will be reflected on the program list.

At the beginning of each fiscal year or the start of a new grant, the Project Director with the assistance of the Program Coordinator will schedule a meeting with each supervisor within Guam Public Library System (GPLS) to identify the supervisor's role and responsibilities, discuss how goals and objectives can be met without delays, and begin planning for allowable expenditures as identified the grant.

Program Coordinator will draft a memorandum to the Project Director detailing each report's deadlines and will provide a copy of the program spreadsheet and budget.

Account balance memos will be provided to each supervisor on a monthly basis.

If no activity has occurred within the first 30 days from date of grant award, an advisory memo must be sent to the Administrative Officer (Project Director) stating the possibility that grant funds may be de-obligated if no immediate action is taken.

Routing and Filing of Grant Program-Specific Correspondence

All incoming and outgoing correspondences that refer to a current, expired, or planned grant program must be logged in by the Administrative Assistant or Clerk Typist III with the Guam Public Library System (GPLS), date stamped and initialed (ensure that no wordings are obstructed by the date stamp), and placed in a routing folder for review by the Administrative Officer (Project Director) for GPLS.

The President and or Department Head will, in turn, route the correspondence to the appropriate staff member for action. This document, upon completion of review and action, shall be filed in the official grant program file, and the file shall be returned to the program file cabinet. A copy shall be made to be used as a “working copy,” while the original remains in the grant file. Original documentation should be preserved for programmatic and potential future audit purposes.

Employees working with a grant file must ensure the grant file is secured each day in the filing cabinet, as this is the GPLS’s only official grant file. Please ensure the file cabinet is secured prior to leaving the office and at the end of the day.

Sub-granting of Funds

In the event the Guam Public Library System (GPLS) is sub-granting funds to a Government of Guam executive branch agency, an MOU and an Intergovernmental Work Request must be drafted by the Administrative Officer (Project Director) and approved by the department head.

Please be guided by Grant Award and financial guide terms.

Processing of Federally Funded Internal Requisitions

Internal Requisitions that are intended to be federally funded should be routed by the requesting division to the Administrative Support Unit for validation. Administrative Officer for GPLS (Project Director) shall ensure the following:

1. Item is consistent with the program and budgeted accordingly in the program’s line item budget.
2. Funds are available as reflected on the financial spreadsheet, which is managed by the Project Director. If the item is non-consumable, ensure that the item was not previously purchased.

For example, if a program budget contains a line item for a vehicle, and one was purchased last fiscal year, a second vehicle cannot be purchased even though funds are available, unless a reprogramming request is submitted to the grantor agency and approved to purchase the second vehicle. A line item budget contains specific items that can be funded and a budget associated with each item. Refer to your program

budget and spreadsheet when processing Internal Requisitions. Enter the requested item on your budget, along with date of submission, and dollar amount if available.

Verify funding availability with the Administrative Officer (Project Director), who will view the Financial Management System. This is a check and balance system, and is necessary to ensure funds are available.

The Internal Requisition form must include the following information: Funding Source (FY and program title) and Expiration Date.

Once verified, it is the Project Director's responsibility to initial the Internal Requisition then deliver to the President's Office at the Department of Chamorro Affairs and or Department Head for approval and then route the document to the General Services Agency (GSA) for processing.

A readable copy of the Internal Requisition should then be made, along with all supporting documents (price quotations, etc.), and filed in the Internal Requisition file. It is important that the copy be clear (white background) and not gray in color, as future copying will cause the document to become unreadable and extremely dark.

Upon issuance of a Purchase Order (PO), the Administrative Support Unit will route the PO to the Administrative Officer (Projects Director) for final review. Additionally, a readable copy of the purchase order must be made along with all supporting documents and filed into the Grant file folder.

Administrative Assistant or Clerk Typist III should continue following up with the GSA or Vendor on a regular basis (e.g., weekly, biweekly, monthly) until the item is received and the terms of the Purchase Order are complete.

Once the item is delivered and received by the requesting division, a copy of the Purchase Order indicating the receipt of the item must be retained and filed along with the applicable Property Record for inventory reporting purposes. If the item purchased is categorized as equipment and the unit price is \$5,000 or above, a Government of Guam property tag should be issued by the Administrative Support Unit or Department of Administration Accounting Division, along with a Property Record. Additionally, it is the Administrative Assistant or Clerk Typist III's responsibility to ensure that all of these items are properly tagged for the required inventory report.

Once the purchase is complete and fully paid, these documents shall be filed in the grant file for progress reporting and documentation purposes.

When preparing grant progress reports, refer to all pending or completed purchases in the Grant file folder.

Processing of Federally Funded Travel Requests

Travel requests submitted by requesting section or individuals to the Administrative Support Unit (ASU) at the Guam Public Library System (GPLS) are processed as follows:

Step 1: The Administrative Officer (Project Director) must be apprised of the request and initial the proper documentation, if necessary.

Step 2: The Administrative Officer (Project Director) shall verify if the training or conference is a budgeted activity and is in line with the goals and objectives of the grant.

Should the request lack proper supporting documents or if additional information is required, it is the Administrative Officer's responsibility to work alongside the requesting section with GPLS or individual to obtain the needed information. The Project Director shall then draft and submit a written travel request to the grantor for funding consideration. This request must include the traveler's name and title, basic description of their job duties (e.g., department head), course or conference name, dates, city and state, and all cost estimates for airfare, per diem (show a computation of daily rates x travel days x training days), and registration and/or tuition costs, along with a grand total.

Once the travel request has been approved by the grantor, copies of this written approval (usually by memo, letter, or email) must be provided to the requesting section, the Administrative Officer (Project Director), department head for Guam Public Library System, grant file, and travel file maintained by our administrative support staff.

Step 3: Complete a planned travel spreadsheet for review by the GPLS department head, with the written travel approval attached. This spreadsheet lists estimates for airfare, registration and/or tuition, per diem (use federal GSA rates – see www.gsa.gov). Per diem should be granted for each training or conference day.

Upon receipt of the approved travel request and approved travel spreadsheet, after approval by the Bureau of Budget and Management Research (BBMR), the Department of Administration, Travel Division will issue a Travel Authorization with final costs. A copy of the authorization must be obtained for the grant file.

The Administrative Officer of the Guam Public Library System (Project Director) is tasked to remind the traveler prior to departure that they are required to provide the Administrative Support Unit with a copy of their post training report no later than ten (10) days upon their return to official duty. A copy of their training report must be placed in the grant file. Ensure that this training is reported upon in the progress report, and attach a copy of the training report for the grantor's review.

Federally Funded Employees

Employees funded under a grant are required to complete a Time Allocation Plan on a bi-weekly basis. The Plan must be signed by the employee, and certified by the employee's supervisor. The Plan contains tasks completed and the number of hours spent on each of these tasks. Tasks should be consistent with the employee's job standard, and consistent with the project in which the employee is funded by. This Plan is necessary for audit purposes to ensure a federally funded employee has performed program-specific tasks.

The original signed copy of the bi-weekly Plan must be submitted to the Administrative Officer for Guam Public Library System (Project Director) to be placed in the official grant file.

Financial Responsibilities

The Administrative Officer with Guam Public Library System (GPLS) is responsible for preparing all the financial requirements of all grants awarded to GPLS. The Administrative Assistant or Clerk Typist III will create spreadsheets for all new grants, and ensure that all updates to the spreadsheet are performed regularly. The Administrative Assistant will also prepare the grants inventory schedule each month. Additionally, reimbursement requests are prepared and submitted by the Administrative Officer (Project Director) as required by each project.

III. NECESSARY IDENTIFICATION NUMBERS/REGISTRATIONS

Data Universal Numbering System (DUNS) Number

A Data Universal Numbering System (DUNS) number is required for all federal government grant applications and cooperative agreements submitted after October 1, 2003. The DUNS number assigned to the Guam Public Library System is 855032215.

Tax or Employer Identification Number (EIN)

The Employer Identification Number (EIN) for the Guam Public Library System is 98-0018947.

System for Award Management (SAM)

An agency must be registered with SAM prior to applying for federal grants through <https://www.sam.gov>.