



**LIBRARY SERVICES GRANTS FOR THE PACIFIC TERRITORIES,  
FREELY ASSOCIATED STATES AND U.S. VIRGIN ISLANDS**

**CONDITIONS OF ACCEPTANCE FY2019**

**IMPORTANT:** Attention: Authorized Representative/Authorizing Official, please give the Project Director and/or Project Contact, as well as the person(s) with financial oversight of this grant, copies of this document. 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, other actions, and may jeopardize eligibility for any pending or future grants from the Institute of Museum and Library Services.

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## **GRANTEE RESPONSIBILITIES**

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 applicable law and requirements, including 20 U.S.C. Chapter 72 (in particular 20 U.S.C. section 9131(C) of the IMLS pre-December 31, 2018 authorization statute), and 45 C.F.R. ch. XI, and 2 C.F.R. ch. XXXI). In addition, you are subject, to the extent required by law, to relevant nondiscrimination, debarment and suspension, Federal debt status, drug-free workplace, trafficking in persons, lobbying, and other grant-related laws.

In accepting a grant, the grantee assumes the legal responsibility of administering the grant in accordance with these requirements and of maintaining documentation, which is subject to audit, of all actions/expenditures affecting the grant.

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 grant period of performance will begin and end in accordance with the dates stated on the grant award notification, August 1, 2019 to September 30, 2020. The grantee may charge to the award only allowable costs incurred during this period (August 1, 2019 through September 30, 2020) (except as described in 2 CFR §200.461 publication and printing costs). **Accordingly, it is the responsibility of the grantee to ensure that all project activities are completed and obligation of the project funds takes place on or before September 30, 2020.** All obligations incurred under this grant shall be liquidated/expended within ninety (90) days after the end of the grant period of performance. **The liquidation period ends December 29, 2020.**

Grant funds must be expended only for activities identified in the approved project application, as amended. Expenditure of grant funds is also subject to the costs restrictions in 2 CFR part 200 and 2 CFR part 3187.

Requests for expenditure of grant funds for costs that require IMLS prior approval must be made through your Program Officer. (See 2 CFR §200.308 and 2 CFR part 3187). Equipment identified in the approved application budget is approved.

## **PAYING SLAA STAFF WITH IMLS LSTA FUNDS OR USING STAFF FOR MATCH**

State Library Administrative Agency (SLAA) staff may be paid with IMLS LSTA funds in proportion to the percentage that they are involved with activities that meet the LSTA priorities included in the grantee's application. Grantees must document those personnel costs charged to LSTA grants as well as State and local personnel costs being used for matching funds<sup>1</sup>. (See 2 CFR part 200 and 20 U.S.C. 9133(b)(2)).

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<sup>1</sup> Territories (the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands) are not required to match<sup>1</sup>, but are encouraged to report any match.

## **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 (see 2 CFR §200.308 and 2 CFR part3187).

Permission for

such changes must be requested in writing and discussed with your Program Officer. All communications regarding this grant should reference the grant number identified on the Grant Award Notification.

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. **Schedule of Completion:** By accepting this award, it is understood that all obligations and activities will be completed within the grant award period of performance. If the grantee cannot meet this requirement with respect to obligations, please contact your Program Officer for additional guidance.

**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 the Simplified Acquisition Threshold (currently \$150,000), recipients may make these transfers without prior IMLS approval. You 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 implementation. Please contact your Program Officer.

## **ACKNOWLEDGEMENT, SHARING IMLS-SUPPORTED WORKS, AND COPYRIGHT**

You must include an acknowledgment of IMLS support in all grant products, publications, and websites, and presentations developed with IMLS funding. Acknowledgment should include a credit line, with grant number, and the IMLS logo, where space permits. You can find IMLS credit lines, logos and additional information at: <https://www.imls.gov/grants/grant-recipients/grantee-communications-kit>.

We encourage creators of works resulting from IMLS funding to share their work whenever possible through forums such as institutional or discipline-based repositories, open-access journals, or other media. Wide dissemination of the results of IMLS-funded projects advances the body of knowledge and professional practice in museum, library, and information services.

We require that your final report include one copy of each written product you create, unless otherwise instructed. We may share grant applications, products, and reports with grantees, potential grantees, and the general public to further the mission of the agency and the

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development of museum, library, and information services. These materials may be disseminated broadly and made available in a variety of ways and formats, including online. For these reasons, you should not include in your final report any information that you consider to be confidential or proprietary. However, if you do decide to provide information that you consider confidential or proprietary, you must clearly identify it as such. IMLS will handle confidential and proprietary information in accordance with applicable law (e.g., Freedom of Information Act [FOIA], Privacy Act).

You may copyright any work that is subject to copyright and was developed under an award or for which ownership was purchased. However, we reserve, for Federal government purposes, a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work and authorize others to reproduce, publish, or otherwise use the work.

All work products resulting from IMLS funding should be distributed for free or at cost unless we have given you written approval for another arrangement. We expect you to ensure that final peer-reviewed manuscripts resulting from research conducted under an award are made available in a manner that permits the public to access, read, download, and analyze the work without charge.

#### **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:

To receive grant funds, grantees should **email a PDF copy of the Request for Advance or Reimbursement SF-270 to the Grants Administration Office at [grantsadmin@imls.gov](mailto:grantsadmin@imls.gov)**. **If you cannot email the document in PDF format to IMLS, please contact [grantsadmin@imls.gov](mailto:grantsadmin@imls.gov) for instructions. Please do not also mail the original or fax a copy.** Grantees may request payment whenever grant funds are needed. Requests for advance payment shall be limited to the recipient's immediate cash needs. Federal funds advanced to the recipient should be fully disbursed (example: checks written, signed, and issued to the payees) within 30-days from the date the recipient receives the advance funds from IMLS. Please note, section 8 of SF-270 must contain dates that fall within the grant period of performance. For example, in the FY2019 grant, eligible dates for section 8 would be a period of time *within* the grant period of August 1, 2019 through September 30, 2020. Payments will normally be made within ten (10) 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, you may contact the IMLS Office of Grants Administration at [grantsadmin@imls.gov](mailto:grantsadmin@imls.gov) or (202) 653-4737. **List only one grant per SF-270 form.** The form is located at: <https://www.imls.gov/sites/default/files/sf270.pdf>

1. **Grantees that are paid in advance are required to report on the status of funds received from IMLS within 30 days after an advance is received using either Section 11 or Section 12 of the Request for Advance or Reimbursement Form (SF-270).** The SF-270 form must be submitted for reporting, even if no additional funds are being requested. The next request for payment will not be approved until the outstanding advance has been fully liquidated by the recipient. Incomplete SF-270 forms may result in delayed payments.
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

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bank account. **If you change your account information, you must update this information on SAM.gov (please see SAM Registration below).**

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.

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.

### **SAM REGISTRATION**

As a grantee, you must maintain the currency of your information in the System for Award Management <http://sam.gov>. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or other guidance. **PLEASE NOTE: Your SAM registration must be active at the time IMLS issues your grant award and throughout the life of the award.**

### **FFATA SUBGRANT REPORTS**

The Federal Funding Accountability and Transparency Act (FFATA) requires that information on Federal awards (grants and contracts) be available to the public by a single searchable website, <http://www.USASpending.gov>. FFATA also requires grant award recipients (prime awardees) to file reports on any subgrants awarded that are greater than or equal to \$25,000. Within IMLS State Programs, SLAAs are the prime awardees. Subgrant information is input into the FFATA Subaward Reporting System (FSRS) and automatically linked to <http://www.USASpending.gov>. A prime awardee is required to file a FFATA subgrant report by the end of the month following the month in which the subgrant is awarded. Please see additional guidance on FFATA subgrants on our website: [https://www.imls.gov/sites/default/files/ffata-samguidance\\_feb2016.pdf](https://www.imls.gov/sites/default/files/ffata-samguidance_feb2016.pdf). The FSRS website, <http://www.fsr.gov> provides additional information and extensive FAQs.

In some cases, executive compensation must be reported as well.

### **REPORTING REQUIREMENTS**

Final performance and final financial reports are due to IMLS ninety (90) days after the end of the grant period of performance shown on your grant award notification document. Reports must be received at IMLS by **December 29, 2020**. Both performance and financial reports must be **signed by the authorized certifying official for the grant** as indicated on the grantee's application form.

### **Final Performance Report**

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IMLS does not require interim performance reports for these awards, only a final performance report. 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 basic information concerning the grant such as grant number, dates of grant period of performance, description of the grant project and name of person submitting report. The authorized certifying official should sign and date the report. The description of the grant project should answer these questions:

- What community needs were addressed?
- What were the performance goals and any other 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?
- What were the results of the of the grant project?
- What was the impact on the people in the community?

IMLS is especially interested in the impact the project had on the people in the community.

#### Final Financial Report

IMLS does not require interim financial reports for these awards; only a final financial report. **Grantees must use the financial status report provided by IMLS, not the Standard Form SF 425.** The financial status report indicates whether all grant funds or only partial grant funds for a particular grant were expended and if any funds should be deobligated. The report form also indicates the amount of the non-Federal share of payments (match) as well as the amount of administrative costs attributed to the grant. The Territories (the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands) are not required to provide matching funds<sup>2</sup>, but the Freely Associated States (the Federated States of Micronesia, the Republic of Palau, and the Republic of the Marshall Islands) are required to fund at least 34% of the **total** project costs (not just 34% of the IMLS costs). All grantees must report the amount of administrative costs charged to the grant, which must not exceed 4% of the grant award amount. The financial report should be signed by the authorized certifying official for the grant.

#### Obligation and Liquidation of Funds

The grantee may charge to the award only allowable costs incurred during the period of performance (August 1, 2019 through September 30, 2020) (except as described in 2 CFR §200.461 publication and printing costs). **Accordingly, grant funds may not be obligated after the grant period of performance end date.** When used in connection with your utilization of Federal funds under a Federal award, “obligations” means orders placed for property (e.g., supplies or equipment) and services, contracts and subawards made, and similar transactions during the period of performance that require payment. The grantee must liquidate all obligations incurred under the award not later than ninety (90) days (December 29, 2020) after the end of the grant period of performance. The grantee should indicate the amount of unobligated Federal funds to be deobligated. Deobligated funds are returned to the U.S. Treasury Department.

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 the funds were not drawn down but remain at IMLS. In this instance, IMLS will contact the

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<sup>2</sup> 48 U.S.C. §1469a(d).

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

**Submitting Reports**

Grantees have the option of sending draft financial and performance reports to the Program Officer prior to the report deadline. As time allows, the Program Officer may review the reports and suggest corrections. Please note, however, that the grantee is ultimately responsible for compliance with all reporting requirements. Send the completed reports with signatures to the Program Officer, preferably as scanned PDF documents.

**Requests for payment will not be processed if either financial or performance reports are overdue.**

**NON-COMPLIANCE**

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

**INFORMATION AND FORMS ONLINE**

IMLS provides these Conditions of Acceptance and reporting forms specific to the Pacific & Virgin Islands program on our website: <https://www.imls.gov/grants/grants-states/grants-states-manual>. Grantees should also see the <https://www.imls.gov/sites/default/files/gtc-after-october-012018.pdf>.

If you have any questions about administering the grant or the required forms, check with your Program Officer.

**CONTACT**

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

Madison Bolls  
Senior Program Officer  
Institute of Museum and Library Services  
955 L'Enfant Plaza North, SW, Suite 4000  
Washington, DC 20024  
Telephone: 202-653-4786  
Fax: 202-653-4602  
E-mail: [mbolls@imls.gov](mailto:mbolls@imls.gov)  
[www.imls.gov](http://www.imls.gov)