Grant Administration FAQs

These are some common questions we heard from libraries as they managed their Accelerating Promising Practices grants from IMLS in 2019-2022. Federal grant requirements vary from agency to agency, from program to program, and from year to year. Always refer to the Terms and Conditions provided to you by your grant agency for specific requirements, regulations, and deadlines!

REQUESTING FUNDS

1. ***How do I request funds from IMLS?***
   Submit an IMLS Payment Request through eGMS Reach using the Payments Tab. Detailed instructions for completing the Payment Request form are here:
   https://www.imls.gov/sites/default/files/2021-03/payment-request-instructions.pdf

   You can request a reimbursement or an advance payment. If you're requesting an advance, you must spend the full amount of the advanced funds within 30 days of receiving them.

2. ***Do I need to provide receipts or other documentation when requesting funds?***
   No, IMLS doesn't require that you submit receipts or other proof of expenses. However, you are still required to keep records of these internally. (From the General Terms and Conditions: "Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report.")

3. ***Should I be requesting reimbursement incrementally throughout the grant period or can I wait until closer to the end of the grant and request reimbursement all at once?***
   You can request reimbursements on whatever schedule works best for your institution and your budget. You could do it as needed, or on a regular schedule (e.g. monthly, quarterly, annually) or just once at the end of your grant period.

4. ***How does IMLS distribute the funds?***
   Reimbursements or advance payments will be directly deposited according to the financial and banking information on file in your sam.gov registration.

CHANGES IN BUDGET, STAFF, SCOPE, OR END DATE

1. ***What if a staff member named in my grant proposal is no longer working on the project?***
   Changes to the Project Director, Primary Contact/Grant Administrator, Authorizing Official, or any position represented in the List of Key Project Staff and Consultants in your original grant proposal need to be approved by IMLS. You will need to provide a short explanation for the

change along with a 2-page resume (pdf) from the new staff person. Your designated Authorizing Official must use eGMS Reach to submit the **Personnel Change** request.

2. *What if I need to make changes to my grant budget?*
If the change is less than 10% of your total grant amount and it does not involve shifting funds from one category to another, you do not need to submit a change request. For all other budget changes, you will need to provide a summary of the revisions you propose to make in your budget and the reasons for them, along with a revised IMLS Budget Form (pdf) and updated Budget Justification (pdf) from your original grant proposal. Your designated Authorizing Official must use eGMS Reach to submit the **Budget Revision** request.

For example, if one staff member is working fewer hours on the grant than expected, and another is working more, you can shift funds within the salaries category of your budget without submitting that change to IMLS (as long as the total amount being shifted isn't more than 10% of your total budget). If you won't be spending as much of your travel budget as you expected and you want to shift travel funds over to salaries to support more staff time, that change needs to be submitted to IMLS (regardless of the total amount).

3. *What if I need to change the scope, goals, or outcomes of my project?*
IMLS understands that projects will evolve and change during the grant period -- in fact, making changes shows you're being responsive to your community's needs. It's up to you to decide whether the change is significant enough to submit an official change request to IMLS. For example, if you said in your original grant proposal that your library would host 3 in-person "how to scan your family photos" workshops for patrons but you're only able to offer 2, or you move all three to virtual sessions, that doesn't warrant an official change request (but you should make note of the change in your interim and final performance reports). If you change the scope or audience -- now it's 3 "how to find historic photos online" workshops for teachers -- that's a bigger shift in your goals and outcomes and should be submitted to IMLS.

Your designated Authorizing Official must use eGMS Reach to submit an **Other Change** request if you're making a significant change to your scope, goals, or outcomes. If you're making smaller changes that aren't documented in an official change request, be sure to specify those changes and the reasons for them in your interim and final performance reports.

(From the General Terms and Conditions: "The scope of a project encompasses the purpose for which the award is undertaken, the subject matter, the treatment of the subject matter, the historical time frame of the project, the volume of material that will be studied/treated, and the products that are expected to result from award activities.")

4. ***What if I need to extend the timeline?***
    You are eligible to request a no-cost extension of the grant period of performance for up to one year. That means you can continue work to complete the activities outlined in your original grant proposal and continue to draw available funds to cover that work. This does not add any additional money to your grant, and it's not meant as a chance to come up with new project activities if you came in under budget.

    You can submit an extension request around 30 days before the end of your grant   period. You will need to provide a revised Schedule of Completion (pdf) and identify the reasons for the request. Your designated Authorizing Official must use eGMS Reach to submit the **Extension to Period of Performance** request.

    If your extension request is approved, you will receive an updated reporting schedule. You may need to submit an additional interim report. Then your final report will be due at the end of your extension period.

REPORTING

1. ***Can you give me guidance on our interim reports? What should be included in these?***
    You will need to submit both an interim performance report and an interim financial report through eGMS. Interim reports are due 90 days after the one-year mark in your grant. Keep in mind that you're reporting on the activities and expenditures from the first full year of your grant, not everything up to the date you submit the report. For example, if your grant period started September 1, your first interim report will be due no later than November 30; the reporting period would cover September 1 through August 31.

2. ***What about final reports?***
    Final reports are due 90 days after the end of your grant period. The final performance and financial reports are very similar to the interim reports, but you'll be reporting on your full grant period, not just one year. As part of your final performance report, you'll need to describe how you will sustain the project's benefits beyond the end of the grant, how you will continue work on the project, and/or how you will continue other work in a similar area.

OTHER

1. ***I should only have to go to [sam.gov](sam.gov) to do my SAM renewal, correct? I keep getting an email that sends me to a site to renew, but it costs money.***
    It's always free to use [sam.gov](sam.gov) for your SAM renewal. There are some third-party services that will charge a fee to have them help you file your registration. If you're a grant Project Director or Grant Administrator, you will probably get emails from these services, but you don't need them and you can choose to ignore them.