


FY20-21 CARES ACT GRANT IMPLEMENTATION TRAINING

Jean Marie Heilig
Fiscal Officer
Grant Coordinator
heilig_j@cde.state.co.us
<http://www.cde.state.co.us/cdelib/caresact>

1

Timeline



- Sept 7, 2020
Funding Begins
- August 16, 2021
Last Day to
Request Funds
- Sept 6, 2021
Grant End Date
- Oct 15, 2021
Final Report
Due

2

In General....

- Am I receiving Federal or State funds?
 - Why does this matter?
- What is the CFDA# for this grant?
 - 45.310 State Library Program



3

Grant Award Packet

- Grant Agreement: specifies the terms and conditions of the grant award and its reporting requirements
- Approved Budget
- Request for Funds Form



4

Budget

Once awarded are changes in the budget allowed?

- You may reallocate up to 10% of your budget without prior approval.

For example:

- Total budget is \$10,000
- Can move up to \$1,000 without approval
- Anything over \$1,000 requires written approval

5

Budget

- Email budget change request before making the purchase.
Include:

- Dollar amount to be moved
- What you will be purchasing and why
- What you won't be purchasing and why

- Revise budget form to reflect the new line item amounts and include these revisions in your final report.



6

Purchasing

Debarred and Suspended

<https://www.sam.gov/SAM/>

The screenshot shows the SAM.gov search interface. At the top, it indicates 'Total records: 1' and 'Result Page: 1'. The search results are sorted by 'Relevance' and ordered 'Descending'. The search criteria are 'TechSoup Global'. The results show one record for 'TechSoup Global' with the following details:

Entity	Status: Active
DUNS: 790187330	CAGE Code: 3VED0
Has Active Exclusion?: No	DoDAAC:
Expiration Date: 02/09/2021	Debt Subject to Offset?: No
Purpose of Registration: Federal Assistance Awards Only	

There is a purple arrow pointing to the 'Has Active Exclusion?: No' field.

7

IMLS



- Must acknowledge IMLS in all publications and activities:
 - Advertising
 - Handouts and Brochures
 - Circulating Technology
 - Posters
 - News Releases
 - Educational Materials
 - Signage
 - Banners
 - Etc.

8




+

-

- Grantee Communications Kit
 - Logos
 - Credit Line Text
 - Boilerplate Language

<https://www.ims.gov/grants/grant-recipients/grantee-communications-kit>

9



+

-

- Request reimbursement for expenditures only
- Invoices, receipts, purchase orders must be included with each request
- Must be signed by authorized signatory
- Retain a copy for your files
- Last day to request funds is August 16, 2021

10

COLORADO DEPARTMENT OF EDUCATION
 COLORADO STATE LIBRARY
REQUEST FOR FEDERAL FUNDS
 8/1/2020-7/31/2021
 Library Services and Technology Act / CARES Act
Library Jurisdiction

CFDA #45.310

INSTRUCTIONS: The last date to request funds is July 16, 2021.
 Include copies of receipts, invoices, and/or purchase orders that support amount requested

EXPENDITURE AND FUNDS REQUESTED SUMMARY	AMOUNT
A. Funding Approved	
B. Expenditures to date (do not include obligations/encumbrances)	
C. Previously requested funds	\$ 0
D. Line B minus Line C = Line D (= amount of current request)	\$ 0

CERTIFICATION BY AUTHORIZED REPRESENTATIVE

I certify to the best of my knowledge and belief that the report is true, complete and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award.

 Signature of Authorized Signatory Date

 Print or Type Name & Title of Authorized Signatory Email

THIS FORM MAY BE SCANNED AND EMAILED TO: Jean Marie Heilig: heilig_j@cde.state.co.us

11

COLORADO DEPARTMENT OF EDUCATION
 COLORADO STATE LIBRARY
REQUEST FOR FEDERAL FUNDS
 8/1/2020-7/31/2021
 Library Services and Technology Act / CARES Act
Library Jurisdiction

CFDA #45.310

INSTRUCTIONS: The last date to request funds is July 16, 2021.
 Include copies of receipts, invoices, and/or purchase orders that support amount requested

EXPENDITURE AND FUNDS REQUESTED SUMMARY	AMOUNT
A. Funding Approved	\$ 10,000
B. Expenditures to date (do not include obligations/encumbrances)	\$ 5,000
C. Previously requested funds	\$ 0
D. Line B minus Line C = Line D (= amount of current request)	\$ 5,000

CERTIFICATION BY AUTHORIZED REPRESENTATIVE

I certify to the best of my knowledge and belief that the report is true, complete and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award.

 Signature of Authorized Signatory Date

 Print or Type Name & Title of Authorized Signatory Email

THIS FORM MAY BE SCANNED AND EMAILED TO: Jean Marie Heilig: heilig_j@cde.state.co.us

12

COLORADO DEPARTMENT OF EDUCATION
COLORADO STATE LIBRARY

REQUEST FOR FEDERAL FUNDS
8/1/2020-7/31/2021
Library Services and Technology Act / CARES Act
Library Jurisdiction

CFDA #45.310

INSTRUCTIONS: The last date to request funds is July 16, 2021.
Include copies of receipts, invoices, and/or purchase orders that support amount requested

EXPENDITURE AND FUNDS REQUESTED SUMMARY	AMOUNT
A. Funding Approved	\$ 10,000
B. Expenditures to date (do not include obligations/encumbrances)	\$ 7,500
C. Previously requested funds	\$ 5,000
D. Line B minus Line C = Line D (= amount of current request)	\$ 2,500

CERTIFICATION BY AUTHORIZED REPRESENTATIVE

I certify to the best of my knowledge and belief that the report is true, complete and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award.

Signature of Authorized Signatory _____ Date _____

Print or Type Name & Title of Authorized Signatory _____ Email _____


THIS FORM MAY BE SCANNED AND EMAILED TO: Jean Marie Hellig: hellig_j@cde.state.co.us

13

Final Reports

Why?

- To meet IMLS requirements
- We are required to evaluate:
 - Compliance with the objectives of the project
 - Administrative Systems
 - Processes
 - Expenditures



14

Final Reports



Outcomes

- List any important outcomes or findings
- Briefly describe the importance of these outcomes and findings for future program planning
- Explain one of two of the most significant lessons for others wanting to adopt any facets of this project

15

Final Reports




Acquisition

Number of hardware acquired		
Number of software acquired		
Number of licensed databases acquired		
Number of print materials acquired		
Number of electronic materials acquired		
Number of audio/visual units acquired		

16

Final Reports

Creation




Number of physical items			
Number of learning resources (e.g. toolkits, guides)			

17

Final Reports

Description




What type of content did you describe? (select one)			
Physical		<input type="checkbox"/>	
Digital		<input type="checkbox"/>	
Combined physical and digital		<input type="checkbox"/>	
Number of items made accessible to the public			
Number of collections made accessible to the public			
Number of metadata plans/frameworks produced/updated			

18

Final Reports

Lending



What type of content did you lend? (select one)			
Physical		<input type="checkbox"/>	
Digital		<input type="checkbox"/>	
Combined physical and digital		<input type="checkbox"/>	
Total number of items circulated			
Average number of items circulated per month			
Total number of ILL transactions			
Average number of ILL transactions per month			

19

Final Reports

Partnerships



- Federal Government
- State Government
- Local Government
- School District
- Non-Profit
- Private Sector
- Tribe
- Other



20

Final Reports



Press
Releases

Newspaper
Articles

Handouts

Flyers



Photos

Web links

21

Document Retention

- Grant Application
- Grant Award
- Invoices, receipts, purchase orders
- Requests for funds
- Promotional materials
- Final Reports



December 31, 2026

22