Montana Land Information Act Grant Program

Guide to MLIA Grant Management

FY 2019

Overview

- Defining the Parties within the SOW
- Grants Timeline
- Project Management
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Overview

These slides are meant to be a high level overview of the grant process, please refer to your original SOW first and then contact the State Library for further clarification or technical questions.

The MLIA Grant Funds are made available by the Montana Land Information Act, these are not Federal monies.
90-1-409

All data products created or updated with MLIA Grant Funds must be made publicly available by the grant recipient and registered with the Montana GIS Data List (or portal).

The MLIA Grant is an agreement solely between the Montana State Library and the grantee.

Defining the Parties

> "This Statement of Work (SOW) is made and entered by and between the Montana State Library (Agency) and "Organization Name" ([Grantee])." *...Standard MLIA Grant SOW language*

1. *MLIA* – Montana Land Information Act
2. *Grantee* – Agency the MLIA grant agreement is with
3. *Agency* – The Montana State Library
4. *Grantee's Project Manager* – Representative from the Grantee's agency – defined in each SOW
5. *Agency's Project Manager* – Erin Fashoway, GIS Coordinator
6. *Invoicing* – Reimbursement for MLIA Granted funds
7. *MLIA Grant Number* – Defined in the SOW, i.e. MLIA_2019_xx

Grants Timeline

- Year long grant – Ending ~June 24, 2019, unless otherwise negotiated.
  - The grant SOW begins upon fully executed SOW (signature of the SOW by both parties. This can begin no earlier than July 1, 2018.

- Quarterly progress reports:
  - October 10, 2018 - *past due*
  - January 10, 2019 - *past due*
  - April 10, 2019 - *past due*

- Monthly invoicing possible, not to exceed 80% of the total granted amount.

- Extension requests must be submitted by May 31, 2019

- Data deliverables and Final Report June 24, 2019.

- Final Invoicing for remaining grant funds due upon approval of deliverables & final report.

Project Management

> "The [Grantee's] Project Manager responsible for project oversight, submitting quarterly progress reports, financial reports, invoices, final reports, and final data." *...Standard MLIA Grant SOW language*

- The MLIA Grant is a SOW between the Montana State Library and the Grantee, therefore all interaction and communication needs to take place between these two parties.

- Reports, invoices, technical support, and final data submissions must all be submitted by the Grantee, specifically the defined Project Manager.

- The Montana State Library works directly with the defined Project Manager and will <u>not</u> work directly with 3rd parties.

Quarterly Reporting

- Quarterly Progress Reports should submitted on your agency's formal letterhead. Reports may be submitted via the mail or email.
- What should be included in these reports:
    1. Relevant goals/objectives achieved.
    2. Indication of any changes or delays that have arisen in schedule and reasons for these changes.
    3. Indication of how you are achieving your proposed timeline.
    4. Financial Report – including spending to date.
        1. Indication of any changes (or anticipated changes) to budget.
        2. Deviations from the approved budget.

Please note, any major changes from original SOW need to be approved and SOW amended.

Invoicing

To request granted MLIA funds, the grantee must invoice the Montana State Library. Here are some of the requirements for invoicing:

1. Requests can be made monthly. But cannot exceed 80% of total requested funds.

2. Reference the MLIA Grant Number.

3. For each line item there is supporting documentation*.

4. Categories for the reimbursement request need to be defined.

5. Invoices will be reviewed, and Grantee will be notified if there are discrepancies or further documentation is needed.

6. "Upon approval of the most recent quarterly report and quarterly financial report, the [Grantee] may continue to monthly invoices." *…Standard MLIA Grant SOW language*

Example Budget:

MLIA GRANT BUDGET SUMMARY					
Applicant Summary					
Category	MLIA Share	Applicant Cash	Other Cash	In-kind	**Total**
a. Personnel	$ 5,000				$ 5,000
a. 1. Fringe Benefits	$ 500				$ 500
b. Travel	$ 1,000				$ 1,000
c. Equipment	$ 7,500				$ 7,500
d. Supplies	$ 500				$ 500
e. Contractual	$ 20,000				$ 20,000
f. Other					$ -
Total	$ 34,500			$ -	$ 34,500

See next few slides for supporting documentation

Invoicing Documentation – Personnel & Travel

Category:

a. Personnel – Documentation describing the following:
- Employee Title
- Dates of work completed
- Hours worked
- Hourly Rate
- Short description of work completed

b. Travel - Receipts for travel expenditures

Employee Title	Dates Worked	Short Description	Hours Worked	Hourly Rate	Total Requested
Dept of Parks - GIS Analyst 1	June 1 - 15, 2018	Digitized playgrounds in Montana	40	15	600
Dept of Parks - GIS Analyst 2	June 1 - 15, 2018	Digitized gumball machine locations in Montana	80	12	960

* This is only an example, please work with your internal finance departments.

Invoicing Documentation – Equipment, Supplies, Contractual, & Other

Category:

a. Equipment - Receipts for equipment purchased.
b. Supplies - Receipts for supplies purchased.
c. Contractual – Invoices from consultant for work completed.
d. Other – Documentation for purchases – will depend on each negotiated SOW.

SOW Changes

- SOW amendments can be requested if any unforeseeable or unpredictable changes occur that effect a grant project.

- Requests will be considered for approval if the request is reasonable, follows MSL policy/state law, and there is no change from the original intent and goals/objectives of the original grant request.

- If a request is approved an amendment must be drafted and signed by the grantee and the Montana State Library.

- Example of a SOW change:
  - Timeline extension

Closing Out a Project

Time

- Project has completed – early or on time
- Project SOW end date has passed, Grantee does not request extension.
- Or Extension is requested

Funds

- Upon approval of final reports and project deliverables, grantees can request, through invoice, the remaining grant funds.
  - 20% of grant funds will be distributed upon approval of final grant deliverables.
- All invoices must be submitted before the end of the negotiated SOW end date.

Final Report

- Final Report due upon closeout of grant - either the originally negotiated end date or extended end date.
- Pictures or other media are highly encouraged.

Submitting Data

- All data under this project must be made publicly available by the grantee.
- Data must be submitted by the end of the negotiated SOW end date.
- Please work with Agency Project Manager for data submittal.
- All data must be posted to the Montana GIS Data List

MLIA Grant Project Closeout Checklist

Please contact the Montana State Library with any questions 406-444-3115 or efashoway@mt.gov

Invoicing

- ○ Submit all final requests for MLIA Grant before closing out of grant.
- ○ Be sure to invoice the Montana State Library, on official letterhead, of all inquired expenses.

Submitting MLIA Grant Data to the GIS Data List

- ○ Create an Account in the [Montana GIS Data List](#)
- ○ Create a metadata record (.xml file format) according to adopted standard.
- ○ Have a plan for data distribution; i.e. making data publicly available. i.e.:
    - ○ by request,
    - ○ web server,
    - ○ web service,
    - ○ or FTP site.
- ○ Send metadata record to kketner@mt.gov.

Data Submission

- ○ Submit all data created under the grant to the Montana State Library.
    - ○ No requirements on data submittal other than in a standardized format. Some examples: State File Transfer Service, FTP, CD or DVD sent via mail.
    - ○ The Montana State Library is not meant to be the redistributor of the data, this is for our internal auditing and project tracking.

Final Report

- ○ Write and submit Final Report reviewing all objectives of the grant. Important things to include:
    - ○ Final financial report
    - ○ Grant successes and failures
    - ○ Deviations from Timeline & Budget
    - ○ Public Benefit
    - ○ Unrealized met benefits
    - ○ Photos or other media

This is an overview of the grant process, please refer to your original SOW for your questions.

Thank You!

Please contact Erin Fashoway for questions or further clarification.