



Illinois State Library

LIVE & LEARN CONSTRUCTION GRANT PROGRAM

Reporting Manual

STARTING CONSTRUCTION

It is highly recommended that the project director and the library board president review the contract and the Administrative Rules governing the program before beginning the project to ensure that all applicable rules and assurances are followed throughout the construction project. Following signing of the grant contract with the Secretary of State/Illinois State Library by any library official authorized by the library's corporate authority, the following must be submitted by the grantee to the State Library prior to the start of construction:

- Copy of the library's advertisement for bids as it appeared in the newspaper.
- List of bids submitted and bids accepted.
- Copy of the building permit or a waiver from the governing authority if a building permit is not required.
- Any changes made in specifications or plans. The project may not be significantly altered from that approved by the Live & Learn Construction Grant Review Committee without prior approval from the State Library.
- Certification from the project architect that the final drawings represent the project as presented with the library grant application. The certification should state that the building size, architectural expression and program conformance remain as shown on the grant application.

DOCUMENTATION

Full disbursement (100%) of grant funds will be made by the Illinois State Library upon approval of the subject application and execution of the contract agreement. Following is a list of necessary documentation that must be submitted to the State Library:

- Revised project budget after bids have been awarded. The revised budget must reflect the same budget line items as the grant application budget with the new budget amounts reflecting the bid prices for these items.
- Construction schedule identifying in detail the construction activities from the beginning of the project to its completion. This report shall be updated whenever there are changes in the construction schedule resulting in a change in the completion date of the project.
- Copies of each contract signed, including general contractor, prime contractor, and/or any contracts for which separate bids were advertised. Subcontractors' copies must be submitted with the next periodic reports.
- Notification that a sign stating that state funds administered by the Secretary of State and State Librarian are being used for the project is being displayed at the construction site.
- Letter of notification as to the official date of actual construction start. **Construction must begin within 140 days of the effective date of the contract with the Illinois State Library.**
- When the final reports are submitted, all funds must be shown as expended or encumbered. Final reports are the Final Narrative and Final Financial Reports.
- The Illinois State Library requires written certification from the project architect at the 50 percent and 100 percent stages of completion.
- Announcements of any groundbreaking or dedication ceremonies should be provided to the Illinois State Library.
- After completion of the project, the Illinois State Library requires notification that a dedication plaque no smaller than 5"x7" has been permanently mounted in a public area that states: "Funding for this project was provided from the Illinois State Library, a department of the Office of the Secretary of State, using Live & Learn Construction Grant Funds."

QUARTERLY REPORTS

Financial and narrative periodic reports are required quarterly by the Illinois State Library. Quarters are defined as: January-March; April-June; July-September; October-December of each calendar year. The first submission of these reports will begin at the conclusion of the first quarter following execution of the contract. Reports must be submitted for each quarter the project is underway until the project is completed and final reports are submitted. Quarterly Reports are due at the State Library no later than 15 days after the close of each quarter. Accrued interest on grant funds must be included on the Financial Reporting Form. The accrued interest must be used for the project.

- **Quarterly Narrative Reports** — Must be submitted using the form prescribed by the Illinois State Library. Narrative Reports should not be more than two pages in length and must address the questions listed on the report form. The following points must be addressed in the narrative:
 - Program progress toward meeting the objectives.
 - Accomplishments to date.
 - Address any problems encountered.
 - Objectives met and unmet.
 - Describe any changes implemented.
 - The percentage of project completion to date.
- **Quarterly Financial Reports** — Must be submitted using the form prescribed by the Illinois State Library and should contain the following:
 - Budgeted versus actual expenditures.
 - Interest earned on grant funds.

Quarterly Financial Report definitions:

- **Grantee Library** – Name of library responsible for the construction project.
- **Project Number** – Number assigned by the Illinois State Library to identify construction project (Sample 14-SCP-000).
- **Quarter Covered** – Months for which the report is prepared.
- **Construction Line Items** – Items used to identify construction program activities.
- **Original Budget** – Original budget submitted by grantee library in grant application.
- **Revised Budget** – Following acceptance of bids for construction and signing of appropriate contracts, the grantee must submit to the State Library a project budget based on the bids.
- **Change Orders** – Increases or decreases in the approved construction budget as a result of change orders in the construction project. Change Orders of \$20,000 or more require approval by the State Library. Either the project architect or project director should submit requests for Change Orders in writing to the State Library. Changes will be approved if they do not have an adverse effect on library services and comply with the approved and funded application. Include the amounts of all Change Orders regardless of the amount.
- **Total New Budget** – Sum of revised budget and Change Orders for each line item of a construction budget.
- **Expended Year to Date** – Represents costs by line items that have been expended for construction project through the end of the quarter.
- **Total Budget Balance Remaining** – Reflects total new budget minus expended year-to-date.
- **Interest Earned on Grant Funds** – Amount of accrued interest on grant funds (must be spent on the project).

FINAL REPORTS

- **Final Narrative Report** – Must be submitted using the form prescribed by the Illinois State Library. The report should be 2-5 pages in length and should include, but is not limited to:
 - A summary reviewing the activities accomplished during the construction project.
 - An explanation of the programmatic effect or accomplishment made as a result of the project.
- **Final Financial Report** – Must be submitted using the form prescribed by the Illinois State Library. The report shall reflect all expenditures (total construction cost).

AUDITS

Per 23 Ill. Adm. Code 3035.140, all Secretary of State/Illinois State Library grantees that receive a combined cumulative total of \$175,000 or more from any of the State Library administered grant programs are required to file their annual agency-wide audit upon completion of grant activity and completion of their annual agency audit. This includes all grant programs: LSTA grants, Per Capita grants, Disaster grants, Literacy grants, Construction grants, Educate & Automate grants, Live & Learn grants and Technology grants.

The agency wide audit shall be for the corresponding state fiscal year(s) in which grant activities/expenditures occurred. Hence, agencies not on a July 1-June 30 fiscal year may be required to file more than one audit that corresponds with all grant activity and expenditures.

GRANT MONITORING REQUIREMENTS

Procedures developed for monitoring program performance place responsibility on the grantee for the management of day-to-day operations of the grant. The Illinois State Library consultant is responsible for visiting the project site, keeping apprised of project development, reviewing Quarterly Reports, facilitating grant payment, working with the project regarding amendments or changes to the program, reviewing all reports due at the end of the project, and assisting with the resolution of any problems that may arise. The following activities must be carried out by the Illinois State Library consultant regarding each aspect of grant monitoring.

- **Site visits** – Each project will have an electronic or on-site visit by the assigned consultant or a member of the State Library staff to discuss such matters as the progress of the project, needed programmatic or technical assistance, and any changes to the project plan. During a site visit, the consultant should review progress of the project, provide program and technical assistance, be assured that the project plan is being implemented according to the contract or other agreement, file a report on the site visit and progress of the project.
- **Record-keeping** – Consultants are responsible for providing items needed to maintain the official Library Construction file on the project. Such materials include, but are not limited to: site visit reports, telephone monitoring comments, project correspondence, signed Quarterly Reports and follow-up, consultant's appraisal of the project, and any other information that is needed to provide a complete record of the grant and its activities.
- **Publicity** – Photographs of before, during and after construction should be sent to the State Library. Copies of articles appearing in newspapers or other publications (including citation on where and when they appeared) would be appreciated.
- **Questions** – All reports during the course of the project should be sent electronically to construct-grant@ilsos.net. Any reports or documentation that is too large for electronic submission can be sent on a CD to the attention of Mark Shaffer, Grant Program Specialist, Illinois State Library, Gwendolyn Brooks Building, 300 S. Second St., Rm. 410, Springfield, IL 62701-1796. Questions regarding any aspect of the reporting procedures for the Live & Learn Construction Grant Program should be directed to the State Library staff.

FORMS

Grantees are required to use the forms prepared and made available by the State Library. The State Library will not accept reports that are not prepared on the prescribed forms. Please consult the previous section of this document for information on content regarding the forms.

ADDITIONAL GRANT REQUIREMENTS

- The grantee library will expend 100 percent of construction grant funds within 12 months after the execution of the grant agreement. If the grantee fails to submit a final report or an audit, if applicable, within 24 months after execution of the contract, the grant shall be forfeited unless an extension is granted by the director of the Illinois State Library.
- Any library receiving funds for construction-related activities are subject to the Employment of Illinois Workers on Public Works Act (30 ILCS 570/0.01 et seq.).
- For projects with a total cost equal to or greater than \$75,000, an architect or engineer licensed to practice in Illinois is required.

CONTACTING THE ILLINOIS STATE LIBRARY

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