2014 Digital Skills Training Grant FAQs

Revised August 14, 2014 10:00 a.m.

What staff time can be reimbursed with grant funds?

A variety of options exists for the staffing of the grant-funded project:

- A current staff person could be assigned in either a full-time or part-time capacity.

- A full or part-time temporary/project employee could be hired.

- The work could be contracted out to an individual or other service provider.

If a current staff person is used, options also exist:

- The application could request reimbursement for the time the staff person invests in the project. The time could reflect some portion of the regular hours worked or could reflect time above the staff person's regular work hours.

- or -

- The application could request reimbursement for a substitute who backfills the work of the staff person who is assigned to the grant-funded project.

Why do we have this latter option? Libraries vary in policies, contractual requirements, ability to recode permanent staff and any number of other reasons. In these cases, it may be better, more cost effective or easier to assign the permanent staff person the grant funded work and pay for someone else to back fill them. Although the substitute may be paid less, the costs associated with accomplishing both the grant funded project and the regular work are still covered.

Any employee of the library will need to maintain and file a timesheet that accounts for all of the hours they spend working for the library. At a minimum, the timesheet will split time between regular duties performed and work on the grant.

How should certain purchases be entered in the budget form?

Any equipment that costs less than $5,000 should be listed in the under $5,000 box. For example: 15 laptops @ $1000 each would be listed as $15,000 in the under $5,000 box. These purchases do not require prior approval. On the other hand, one server @ $6.000 would be listed in the over $5,000 box. It would require prior approval.

Please remember that no more than 50% of your total budget can be spent on devices, equipment, software, and databases (combined).

Also, only promotion of this grant funded project and specific grant activities can be paid for with grant funding. Prizes, food or refreshments, advertising or promotion of libraries in general is not allowed. Neither are other incentives or indirect/overhead costs.

How do we ensure ADA compliance?

The American Libraries Association says: "Well-planned technological solutions and access points, based on the concepts of universal design, are essential for effective use of information and other library services by all people. Libraries should work with people with disabilities, agencies, organizations and vendors to integrate assistive technology into their facilities and services to meet the needs of people with a broad range of disabilities, including learning, mobility, sensory and developmental disabilities. Library staff should be aware of how available technologies address disabilities and know how to assist all users with library technology."

http://www.ala.org/ascla/asclaissues/libraryservices

The ADA compliance requirements remain the same for your institution when using grant funds. Is your tablet ADA-compliant? For example, does it have easily identified buttons for sight-impaired users? Can the text size be adjusted? Does it have voice recognition features? These are things that you will need to research when you are planning purchases.