

Grant Performance Rubric

To mitigate risk in granting and also to reward high grant performers, the Utah State Library has created this grant performance rubric. For each grant, all grantees will receive a score in the following three categories: general compliance, spending, and reporting. The score received for each grant will be averaged and this score will be considered in all competitive granting. First time USL grantees will start with a score of 0.

Criterion	Below Expectations (-1)	Meets Expectations (0)	Exceeds Expectations (+1)	Score
General Compliance	<p>Contract is not submitted by deadline, no communication with grants team.</p> <p>Grants team requests are overlooked.</p> <p>No evidence of acknowledgement to USL, CCE and IMLS can be demonstrated.</p>	<p>Contracts are signed by the deadline; arrangements are made with grants team for exceptions/extensions.</p> <p>Grants team requests are responded to in a timely manner.</p> <p>Proper acknowledgement to USL, CCE and IMLS can be demonstrated upon request.</p>	<p>Contracts are digitally signed through the online system before the deadline.</p> <p>Open and timely communication with grants team during the grant process.</p> <p>Proper acknowledgement is evident via social media, apparent on visiting the library.</p>	
Spending	<p>Unallowable items are purchased with grant funds, purchases are outside of grant parameters/preapproved budget.</p> <p>Funds are left unspent; no communication with grants team. Unused (advanced) funds are not returned quickly.</p> <p>Reimbursements are submitted after the deadline, documentation is incomplete and/or difficult to interpret.</p>	<p>All items purchased are allowable and in line with grant parameters/preapproved budget.</p> <p>Efforts are made to spend ALL allocated funds before the spending deadline. Grants team are notified of unspent funds before the spending deadline. Unused (advanced) funds are returned in a timely manner.</p> <p>Reimbursements are submitted on time with proper documentation.</p>	<p>All items purchased are allowable and in line with grant parameters/preapproved budget. Any excess funds are used to achieve grant goals, and approved by USL.</p> <p>Funds (reimbursements and advancements) are spent to \$0.00 before the spending deadline.</p> <p>Reimbursements are submitted on time through the online portal, documentation is organized and easy to read.</p>	

	Grant team requests are overlooked.	Requested clarifications and corrections are made in timely manner.	Open and timely communication with grants team.	
Reporting	<p>Reports are not submitted by the deadline.</p> <p>Reports are inaccurate (prompts are not followed, answers are incomplete etc.)</p> <p>Grant team requests are overlooked.</p>	<p>Reports are submitted by the deadline.</p> <p>Reports are accurate.</p> <p>Requested clarifications and corrections are made in a timely manner.</p>	<p>Reports are submitted before the deadline with time to revise and review.</p> <p>Reports are accurate and clearly demonstrate the success of the project.</p> <p>Open and timely communication with grants team.</p>	
TOTAL				

Probation: If you get a -1 or lower in two or more categories on two or more grants, you will be on probation for one fiscal year and not able to apply for competitive grants.

High grant performers: If you score +2 or more on all grants you complete in the year, you will receive recognition.