



Welcome to the Orientation

Come on in!



Introducing Your Grants to States Team!





Glossary

- MLSA – Museum and Library Services Act
- LSTA – Library Services and Technology Act
- G2S – Grants to States
- SLAA – State Library Administrative Agency
- COSLA – Chief Officers of State Library Agencies
- CARES – Coronavirus Aid, Relief, and Economic Security Act of 2020
- ARPA – American Rescue Plan Act of 2021
- CoP – Community of Practice, new for 2022, this was an IMLS-led forum for evaluators working on the 2018-2022 Grants to States 5-year evaluations



Glossary of Terms, Continued

- eGMS is the electronic Grants Management System for IMLS
- UEI is the Unique Entity ID which replaced the DUNS number in April of 2022 (in SAM.gov – the federal System for Award Management)
- TIN stands for Taxpayer Identification Number and is used by the IRS
- EIN means Employer Identification Number
- FAIN means Federal Award Identification Number that is a unique number assigned to your grant, e.g., LS-246139-OLS-20
- ACO is the Authorized Certifying Official for the grant award; in most cases it will be the State Librarian, but it can also be the administrator that the state librarian reports to.



Emails from IMLS

- Welcome to the program
- Notification of your mentor
- Instructions for setting up your SPR password
- Instructions for setting up your eGMS password



Use regular email

- Allowable cost questions
- To notify your program officer that you have changed the key contacts in the SPR
- SPR issues
- General feedback or questions for your program officer
- LSTA-QRTAccrual@imls.gov is the email address to use when sending quarterly grant accrual reports
 - For more info:
https://imls.gov/sites/default/files/quarterlygrantaccrualreport_feb2016.pdf

eGMS

Use eGMS Reach to:

- Manage awards
- Request payments
- Send official grant communications
- Access reporting schedules and previous payment requests

eGMS REACH Help

For guidance on how to manage and administer an award, see the Institute of Museum and Library Services website at www.imls.gov/grants/manage-your-award.

For Grants to State awards, please visit the Grants to States Manual: <https://www.imls.gov/grants/grant-programs/grants-states/grants-states-manual>.

Welcome to eGMS Reach

eGMS Reach is the system for application review and award management at the Institute of Museum and Library Services.


If you have never used eGMS Reach before, click [Sign in help](#) below to select a password.

For IMLS staff access click [here](#).

User name

Password

[Sign in help](#)

 INSTITUTE of Museum and Library SERVICES

[Privacy and Terms of Use](#)



Use eGMS Reach messaging

- Equipment (\$5,000 or over for one item) requests
- Submission of certifications and assurances
- MOE waiver requests
- Payment requests

Grants to States Manual

State Implementation Data
Five Year Plans
Five Year Evaluations
Purposes and Priorities of LSTA
Grants to States Manual
Apply for a Grant >
Manage Your Grant >
Search Awarded Grants
Peer Review >

IMLS Documentation for LSTA Administration

The Grants to States Manual is a resource manual intended for the use of State Library personnel involved in the administration of the Library Services and Technology Act (LSTA) Grants to States program. It includes all statutes and regulations pertinent to the program as well as forms, instructions, and guidance on how to administer and report on the use of Grants to States funds.



> History

> Five Year Plan and Evaluation

> State Allotment Tables



Financial & Performance Reporting

[SPR Overview and Guide](#)

- Slides that consolidate key aspects of the State Program Report including reporting concepts such as focal areas and intents, logging in, adding projects, financial reporting, and validating and certifying the report

[IMLS State Program Reporting Requirements](#)

- Describes the SPR framework in more detail, includes a list of all SPR questions, and defines SPR data elements

[SPR Reporting System User Documentation – SLAA View](#)

- Guides users through the SPR system with screenshots and a glossary



<https://imls-spr.imls.gov/Login>



NOTE: Chrome and Firefox are recommended browsers. Don't open two browser windows or tabs for the SPR at the same time - issue tend to occur!

Grants To States Program Report

Sign In To Continue To The State Program Report

Sign In

If you have trouble signing in, contact your Program Officer.



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Home

Projects

User Reports

Account Management

- Manage Subrecipients
- Subaward Info
- State Goals
- State Info**
- Subrecipient Access
- User Info

Help

State Information

Last Modified Date: 01/12/2022

Agency Information

Name of SLAA *

Address *

City *

State

Zip *

DUNS/UEI

EIN

Parent Organization *

Chief Officer

Name *

Title *

Phone ☐ *

Fax *

Email *



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Fiscal Officer

Name

Title

Phone

Email

Other Fiscal Officer 1

Name

Title

Phone

Email

Other Fiscal Officer 2

Name

Title

Phone

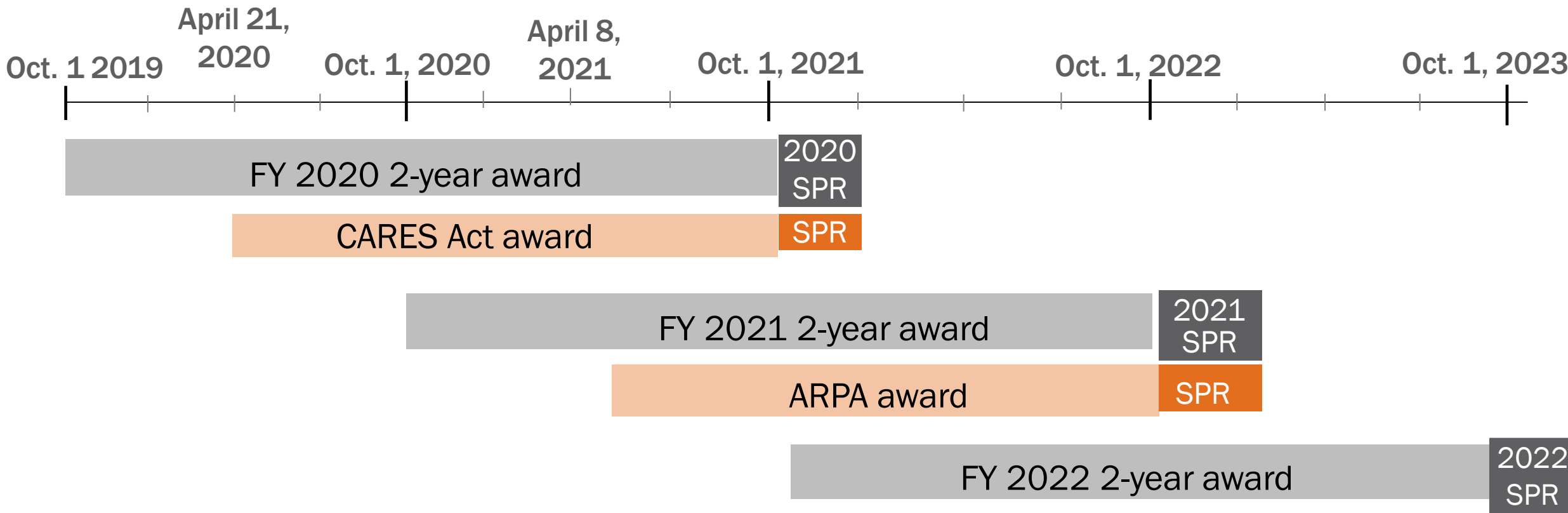
Email

Table of User Roles

User Role	Add/View/Edit all projects	Add/View/Edit Admin Project, Financial Status Report, Interim Federal Financial Report	Certify Report	Validate Report	Add Subrecipient User Accounts
Authorized Certifying Official (ACO)	Yes	Yes	Yes		Yes
Coordinator	Yes	Yes		Yes	Yes
SLAA Project Data Entry	Yes				
Financial Manager /Fiscal Officer	Yes	Yes			



CARES Act, ARPA, & G2S: period of performance



Grant Cycle Calendar for 2022

States must notify IMLS and electronically submit new contact information whenever any details of the LSTA Contacts have changed. Please note that any references to FY 2020 incorporate the CARES Act award and any references to FY 2021 incorporate ARPA.

DATE	CALENDAR YEAR	ACTIVITY
10-01	2021	<ul style="list-style-type: none"> FY 2022 Federal Fiscal Year Begins FY 2022 Two-Year Grant Award Period Begins FY 2022 Grant Awards issued after the President signs the Budget States return signed Assurances and Certifications within 10 business days 90-day Liquidation Period Begins for Obligated FY 2020 Funds
12-30	2021	<ul style="list-style-type: none"> FY 2020 SPR/FSR, and FY 2021 Interim FFR due to IMLS (integrated with SPR) 90-day Liquidation Period Ends for Obligated FY 2020 Funds
1-06	2022	<ul style="list-style-type: none"> Quarterly Grant Accrual Report due for FY 2021 & FY 2022 Awards
3-30	2022	<ul style="list-style-type: none"> Five-Year Evaluation (2018-2022) due to IMLS
4-06	2022	<ul style="list-style-type: none"> Quarterly Grant Accrual Report due for FY 2021 & FY 2022 Awards
6-30	2022	<ul style="list-style-type: none"> Five-Year Plan (2023-2027) due to IMLS
7-07	2022	<ul style="list-style-type: none"> Quarterly Grant Accrual Report due for FY 2021 & FY 2022 Awards
9-22	2022	<ul style="list-style-type: none"> Two-Week Drawdown Suspension for End of Federal Fiscal Year Closeout
9-30	2022	<ul style="list-style-type: none"> FY 2021 Two-Year Grant Award Period Ends FY 2022 Federal Fiscal Year Ends
10-01	2022	<ul style="list-style-type: none"> FY 2023 Federal Fiscal Year Begins FY 2023 Two-Year Grant Award Period Begins FY 2023 Grant Awards will be issued after the President signs the Budget States return signed Assurances and Certifications within 10 business days 120-day Liquidation Period Begins for Obligated FY 2021 Funds
10-06	2022	<ul style="list-style-type: none"> Quarterly Grant Accrual Report due for FY 2022 Award and Amount of FY 2021 Award not obligated by 9-30-2022
12-30	2022	<ul style="list-style-type: none"> FY 2022 Interim FFR due to IMLS (integrated with SPR)
1-06	2023	<ul style="list-style-type: none"> Quarterly Grant Accrual Report due for FY 2022 & FY 2023 Awards
1-30	2023	<ul style="list-style-type: none"> FY 2021 SPR/FSR due to IMLS 120-day Liquidation Period Ends for Obligated FY 2021 Funds

Quarterly Grant Accrual Reports

Worksheet to Calculate Grant Accrual Amounts

Grant Award Numbers for all active grants	Total Expenses incurred as of the end of the quarter for each grant award listed below	Total Amount on SF270s submitted for draw down as of the end of the quarter for each grant award listed below.	COLUMN B less COLUMN C Accrual amount at the end of the quarter
COLUMN A	COLUMN B	COLUMN C	COLUMN D
LS-00-XX-00XX-XX			
LS-XXXXXX-OLS-XX			

Email all Quarterly Grant Accrual Reports to LSTA-QRTAccrual@imls.gov

LSTAC Listserv

“Does anyone have a sample risk assessment form they would be willing to share? We are looking to create our own risk assessment form to assess future LSTA grant opportunity seekers and would greatly benefit by seeing what already exists out there.”

To subscribe or unsubscribe via the web, send email to: tamara.ottum@slo.oregon.gov



Check-in Questions: Q1

Use eGMS REACH to:

- a) Manage awards
- b) Request payments
- c) Send official grant communications such as prior approval requests for equipment
- d) Access reporting schedules and previous payment requests
- e) All of the above



Check-in Questions: Q1 - Answer

E. All of the above. In 2019, IMLS began using eGMS REACH, a web-based awards management system for grant-related communications and streamlining recordkeeping.



Check-in Questions: Q2

You should update your state's personnel information and submit annual reports through eGMS.

True or False?



Check-in Questions: Q2 - Answer

False: Submit all personnel changes through the SPR's "State Info" option in the Account Management menu item. Annual reports will also be submitted through the SPR.



The More You Know...Q1

IMLS should be credited on any grant-related product, such as websites, brochures and posters.

True or False?



The More You Know...Q1 - Answer

True: Acknowledging IMLS is required of the State Library Administrative Agencies and their subgrantees for any projects that use IMLS funds. Remember to refer to the [Grantee Communications Toolkit](#) and share it with your grantees. This acknowledgement also helps us keep track of your great work in the field!



The More You Know...Q2

The SPR is only open between October-December to enter project information.

True or False?



The More You Know....Q2 - Answer

False: The SPR is now open all year, except for occasional down time for system updates.

*NOTE: this year's final reports deadline will move from December to January based on recent changes to the regulations.



The More You Know...Q3

Only substantive changes to your Five-Year plan, like a change in goals, need to be approved by IMLS.

True or False?



The More You Know....Q3 - Answer

True: Small changes, like deciding not to run a particular project, do not need IMLS approval. The proposed revision must be submitted to IMLS for review as an amendment to the Plan. Proposed revisions are due not later than April 1, for it to be effective the following fiscal year starting October 1.



The More You Know...Q4

What percent of your award can be utilized for SLAA administrative costs?

a) 2%

b) 4%

c) 0%

d) all of these choices.



The More You Know...Q4 - Answer

d) All of these choices: You are not required to spend any of your funds on administration, but if you do you can spend up to 4%.



The More You Know...Q5

A promotional material that states “libraries are good places and deserve to exist” is an allowable cost.

True or False?



The More You Know...Q5 - Answer

False: Public relations costs, such as brochures and bookmarks, charged to an LSTA project to carry out that specific project would be allowable. Remember to consult with your Program Officer for further guidance on allowable costs.



The More You Know...Q6

If a cost is not allowable with LSTA funds, we can still pay for the costs using our own funds and count it as match.

True or False?



The More You Know...Q6 - Answer

False: Allowable costs principles apply to both federal and match funds.



Top Misconceptions – Myth Busters: Q1

Site visits are an opportunity to find the skeletons in your SPR closet, and they take place annually.

True or False?



Top Misconceptions – Myth Busters Q1 - Answer

False: Site visits are intended to provide on-site guidance and an opportunity to take a deep dive into the unique structure of your state library. Program Officers generally visit each SLAA once during a five-year cycle.



Top Misconceptions – Myth Busters: Q2

Anyone out in the field doing IMLS things should directly contact IMLS if they have questions instead of the SLAA.

True or False?



Top Misconceptions – Myth Busters Q2 - Answer

False. The SLAA is the primary point of contact with any subrecipients.



Top Misconceptions – Myth Busters: Q3

All requirements related to IMLS surveys and funding come from IMLS.

True or False?



Top Misconceptions – Myth Busters Q3 - Answer

False. There is a lot of variation from state to state in terms of administering the program, as well as misperceptions about IMLS requirements that are actually state requirements (e.g., eligibility, surveys tied to state aid, librarian certification requirements)



Top Misconceptions – Myth Busters: Q4

If you're having issues related to the IMLS program that might cause bigger headaches later on, you should wait to tell IMLS about them until they become real problems.

True or False?



Top Misconceptions–Myth Busters Q4 - Answer

False. The program is a federal-state partnership, and we want to help you resolve things before they create larger problems for the program. CONTACT US early and often.



Questions?