



Welcome to the Orientation

Come on in!



Introducing Your Grants to States Team!

Program Officers with portfolios of states

Laura McKenzie,
Program Specialist



Madison Bolls



Dennis Nangle



Cindy Boyden



Teri DeVoe,
Assoc. Deputy Dir.





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



Glossary of Terms, Continued

- eGMS is the electronic Grants Management System for IMLS
- Reach is the messaging system used in eGMS
- Login.gov is a secure sign in service needed to access eGMS Reach since January 2023
- 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-23
- 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
- NEW this year: you must have a [Login.gov](https://www.login.gov) account that is associated with your eGMS Reach Primary Email address

The screenshot shows the eGMS REACH website interface. At the top, there is a navigation bar with 'eGMS REACH' on the left and 'Sign In Help' on the right. The main content area is divided into several sections:

- Left Column:** Contains three paragraphs of text. The first paragraph provides guidance on managing discretionary awards with a link to www.ims.gov/grants/manage-your-award. The second paragraph provides information on Grants to States awards with a link to <https://www.ims.gov/grants/grant-programs/grants-states/grants-states-manual>. The third paragraph discusses COVID-19 impacts and provides contact information for program officers.
- Right Column:** Features a large 'Welcome to eGMS Reach' heading, followed by a welcome message and a paragraph explaining the system's purpose. Below this is a paragraph detailing the requirements for accessing the system, including the need for a Login.gov account and a primary email address, and providing links to user resources and a help desk.
- Bottom Section:** Contains three distinct boxes for user authentication options:
 - Left Box:** 'Already have a Login.gov account associated with your eGMS Reach primary email address?' with a 'Click below to sign in.' prompt and a 'LOGIN.GOV' button.
 - Middle Box:** 'Have a Login.gov account associated with a different email address?' with a 'Click below to add your eGMS Reach Primary Email address to your Login.gov account, and then return to this page to sign in.' prompt and an 'Add Email' button.
 - Right Box:** 'Don't have a Login.gov account?' with a 'Click below and follow the prompts. Be sure your Login.gov account uses your eGMS Reach Primary Email address and that it is unique to you.' prompt and a 'Create Account' button.



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

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.



Home
Projects
User Reports
Account Management
Manage Subrecipients
Subaward Info
State Goals
State Info
Subrecipient Access
User Info
Site Visit Checklist
Help
SPR Data Export

- Home
- Projects
- User Reports
- Account Management
 - Manage Subrecipients
 - Subaward Info
 - State Goals
 - State Info
 - Subrecipient Access
 - User Info
 - Site Visit Checklist
- Help
- SPR Data Export

State Information

Last Modified Date: 10/04/2022

Agency Information

Name of SLAA *	<input type="text"/>
Address *	<input type="text"/>
City *	<input type="text"/>
State	ZT
Zip *	<input type="text"/>
DUNS/UEI	<input type="text"/>
EIN	<input type="text"/>
Parent Organization *	<input type="text"/>

Chief Officer

Name *	<input type="text"/>
Title *	<input type="text"/>
Phone ⓘ *	<input type="text"/>
Fax *	<input type="text"/>
Email *	<input type="text"/>



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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

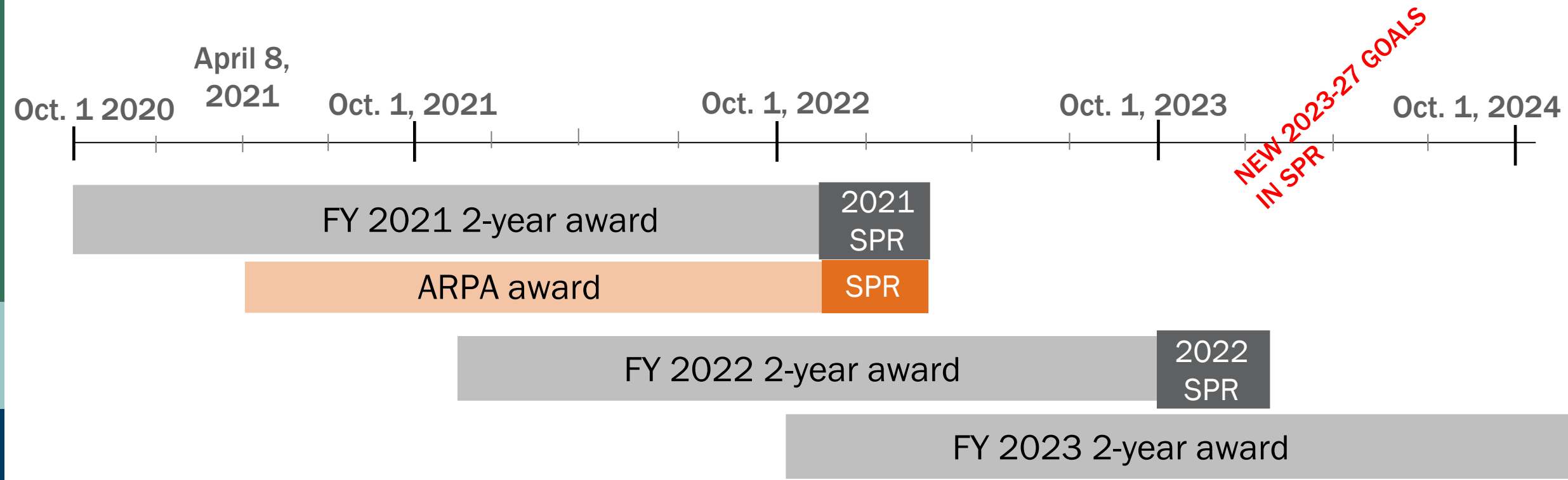
Email

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	Data Export Access
Authorized Certifying Official (ACO)	Yes	Yes	Yes	Yes	Yes	Yes
LSTA Coordinator	Yes	Yes		Yes	Yes	Yes
SLAA Project Data Entry	Yes					Yes
Financial Manager/Fiscal Officer	Yes	Yes				Yes



ARPA & allotments: Period of Performance



Grant Cycle Calendar for 2023

DATE	CALENDAR YEAR	ACTIVITY
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 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
4-01	2023	<ul style="list-style-type: none"> If Needed – Revision of Current Five-Year Plan Due to IMLS for FY 2024
4-06	2023	<ul style="list-style-type: none"> Quarterly Grant Accrual Report due for FY 2022 & FY 2023 Awards
7-07	2023	<ul style="list-style-type: none"> Quarterly Grant Accrual Report due for FY 2022 & FY 2023 Awards
9-22	2023	<ul style="list-style-type: none"> Two-Week Drawdown Suspension for End of Federal Fiscal Year Closeout
9-30	2023	<ul style="list-style-type: none"> FY 2022 Two-Year Grant Award Period Ends FY 2023 Federal Fiscal Year Ends
10-01	2023	<ul style="list-style-type: none"> FY 2024 Federal Fiscal Year Begins FY 2024 Two-Year Grant Award Period Begins FY 2024 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 2022 Funds
10-05	2023	<ul style="list-style-type: none"> Quarterly Grant Accrual Report due for FY 2023 Award and Amount of FY 2022 Award not obligated by 9-30-2023
12-29	2023	<ul style="list-style-type: none"> FY 2023 Interim FFR due to IMLS (integrated with SPR)
1-05	2024	<ul style="list-style-type: none"> Quarterly Grant Accrual Report due for FY 2023 & FY 2024 Awards
1-29	2024	<ul style="list-style-type: none"> FY 2022 SPR/FSR due to IMLS 120-day Liquidation Period Ends for Obligated FY 2022 Funds
4-01	2024	<ul style="list-style-type: none"> If Needed – Revision of Current Five-Year Plan Due to IMLS for FY 2025
4-04	2024	<ul style="list-style-type: none"> Quarterly Grant Accrual Report due for FY 2023 & FY 2024 Awards
7-05	2024	<ul style="list-style-type: none"> Quarterly Grant Accrual Report due for FY 2023 & FY 2024 Awards
9-20	2024	<ul style="list-style-type: none"> Two-Week Drawdown Suspension for End of Federal Fiscal Year Closeout
9-30	2024	<ul style="list-style-type: none"> FY 2023 Two-Year Grant Award Period Ends FY 2024 Federal Fiscal Year Ends
10-01	2024	<ul style="list-style-type: none"> FY 2025 Federal Fiscal Year Begins FY 2025 Two-Year Grant Award Period Begins FY 2025 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 2023 Funds
10-04	2024	<ul style="list-style-type: none"> Quarterly Grant Accrual Report due for FY 2024 Award and Amount of FY 2023 Award not obligated by 9-30-2024
12-30	2024	<ul style="list-style-type: none"> FY 2024 Interim FFR due to IMLS (integrated with SPR)
1-28	2025	<ul style="list-style-type: none"> FY 2023 SPR/FSR due to IMLS 120-day Liquidation Period Ends for Obligated FY 2023 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 submitted for draw down in eGMS 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-XXXXXX-OLS-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.



Check-in Questions: Q3

You should change your goals in the SPR now because the 2023-2027 cycle is in effect.

True or False?



Check-in Questions: Q3- Answer

False. We will ask you to update your 2023-2027 plan goals in the SPR in the summer of 2024 (you are still reporting on 2022 projects).



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 (SLAA) 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.



The More You Know...Q3

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...Q3 - 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...Q4

Which of the following is an **unallowable** cost?

- a) Marketing for an LSTA-funded project
- b) Group memberships and subscriptions
- c) Cash prizes or incentives
- d) Meals for an LSTA-funded conference lunch



The More You Know...Q4 - Answer

c) Cash prizes and incentives are unallowable.

Remember to consult with your Program Officer for further guidance on allowable costs.

You can also refer to the IMLS Tip sheet:

https://www.imls.gov/sites/default/files/tipsheetforallowablecosts_dec2015.pdf



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

If your state has a non-discrimination HR policy, it's enough to cover the non-discrimination requirements of the LSTA program.

True or False?



Top Misconceptions – Myth Busters Q2 - Answer

False. LSTA-funded projects have their own non-discrimination considerations that you should monitor and potentially create policies for (e.g., programs targeting boys should also allow girls)



Top Misconceptions – Myth Busters: Q3

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

True or False?



Top Misconceptions–Myth Busters Q3 - 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?