



# Grant Award Guidance for LSTA Grants to States

Updated 2024



# Overview

- Grant Award and Timeline
- Administering Funds
- Forms, Records, and Reporting



# Allotment

- How it's calculated:
  - Minimum base
  - Additional amount based on population
  - MOE redistribution



- See for reference: Legislative Process and Life Cycle of Grant resource on the [Manual](#)

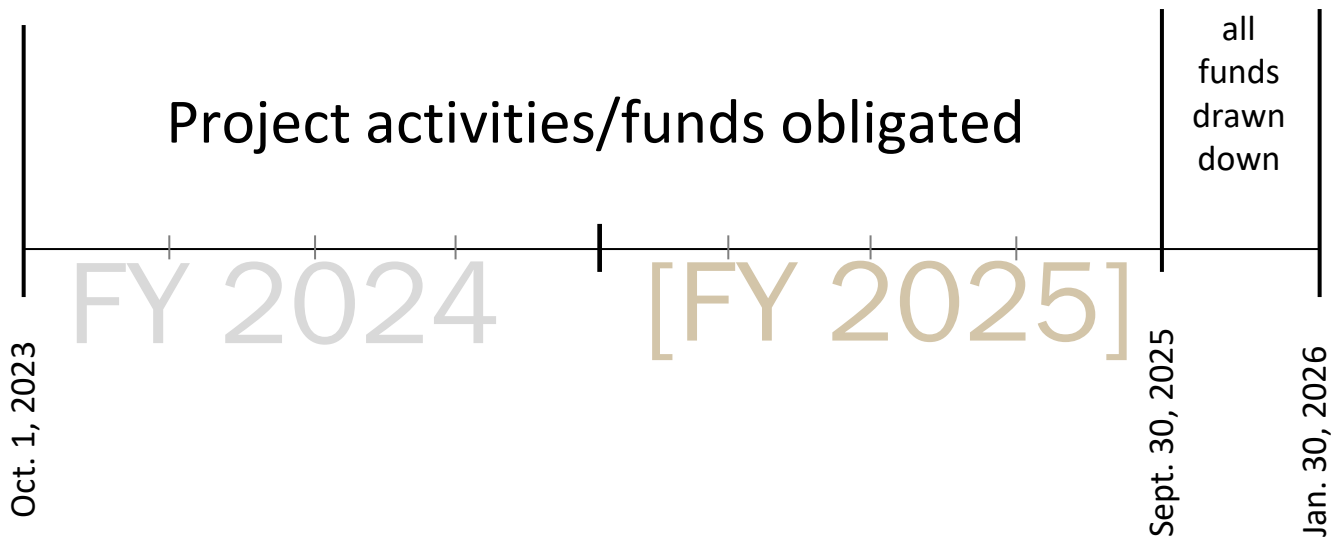


# Life Cycle of Grant

- Each annual LSTA grant covers a period of 24 months, beginning October 1
- All project activities must conclude by the end of the 24-month period of performance
- SLAAs generally have two active LSTA grants and must track them separately
- See for reference: Legislative Process and Life Cycle of Grant resource on the [Manual](#)



# Award Timeline Example



# Award Cycle Calendar Example

## Grant Cycle Calendar for FY 2024 State Grant

States must notify IMLS and electronically submit new contact information whenever any details of the LSTA Contacts have changed.

DATE	CALENDAR YEAR	ACTIVITY
10-01	2023	<ul style="list-style-type: none"> <li>FY 2024 Federal Fiscal Year Begins</li> <li>FY 2024 Two-Year Grant Award Period Begins</li> <li>120-day Liquidation Period Begins for Obligated FY 2022 Funds</li> <li>After the President signs the Budget:                             <ul style="list-style-type: none"> <li>FY 2024 Grant Awards issued</li> <li>States return signed Assurances and Certifications within 10 business days</li> </ul> </li> </ul>
10-05	2023	<ul style="list-style-type: none"> <li>Quarterly Grant Accrual Report due for FY 2023 Award and Amount of FY 2022 Award not obligated by 9-30-2023</li> </ul>
12-30	2023	<ul style="list-style-type: none"> <li>FY 2023 Interim FFR due to IMLS (integrated with SPR)</li> </ul>
1-05	2024	<ul style="list-style-type: none"> <li>Quarterly Grant Accrual Report due for FY 2023 &amp; FY 2024 Awards</li> </ul>
1-29	2024	<ul style="list-style-type: none"> <li>FY 2022 SPR/FSR due to IMLS</li> <li>120-day Liquidation Period Ends for Obligated FY 2022 Funds</li> </ul>
4-01	2024	<ul style="list-style-type: none"> <li>If Needed – Revision of Current Five-Year Plan Due to IMLS for FY 2025</li> </ul>
4-04	2024	<ul style="list-style-type: none"> <li>Quarterly Grant Accrual Report due for FY 2023 &amp; FY 2024 Awards</li> </ul>
7-05	2024	<ul style="list-style-type: none"> <li>Quarterly Grant Accrual Report due for FY 2023 &amp; FY 2024 Awards</li> </ul>
9-20	2024	<ul style="list-style-type: none"> <li>Two-Week Drawdown Suspension for End of Federal Fiscal Year Closeout</li> </ul>
9-30	2024	<ul style="list-style-type: none"> <li>FY 2023 Two-Year Grant Award Period Ends; FY 2024 Federal Fiscal Year Ends</li> </ul>

- The budget period is aligned with the beginning of the federal fiscal year.
- The budget period for the 2024 LSTA award began October 1, 2023, and ends September 30, 2025.
- The calendar includes several regular due dates throughout the life of the two-year award.
- We recommend keeping a copy of the Grant Cycle Calendar handy. *\*Available online in the Grants to States Manual*

# Notice of Action: Recipient

Example:

Alabama Public Library Service

## Official Award Notification for Grants and Cooperative Agreements Institute of Museum and Library Services

Action Taken: Award

Date of Action: 4/18/2024

### FEDERAL AWARD INFORMATION

Federal Award ID Number (FAIN)	LS-256805-01 S-24
Award Recipient	Alabama Public Library Service
Award Recipient Unique Entity Identifier	76R-7828M-16372 IIN: 636000619
Award Period	10/1/2023 - 9/30/2025
Budget Period	10/1/2023 - 9/30/2025
Assistance Listing Number/Title	45.310 State Library Program
Does the award support research and development?	No
Project Title	LSTA State Grants
Project Description	The Alabama Public Library Service will use funds to support the goals of their Five-Year Plan for FY 2023-2027, which reflect the purposes and priorities of the Library Services and Technology Act (LSTA). In Alabama, specific goals address: 1) Strengthening the capacity, staff expertise and board effectiveness of Alabama public libraries through training, continuing education, and other learning and networking opportunities for library staff and trustees in order to advance the delivery of library and information services; 2) Supporting library programs, services, collections and partnerships that promote learning and literacy; serve children, youth, adults and families, including underserved populations; and enhance education, civic engagement, cultural opportunities and economic vitality of Alabama and its residents; and 3) Providing information access to all populations through the provision of statewide access to electronic resources and cooperative services, enabling technology, and increased public awareness and use of libraries for information access, knowledge, ideas and cultural heritage.
Grant Program and Office	LSTA State Grants, Office of Library Services
Agency Level Goals and Objectives	0 Multiple Goals
Performance Measures	

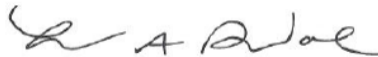
### AWARD AMOUNTS

Funds Obligated by this Action	\$2,927,967.00
Total Outright Award Amount	\$2,927,967.00
Total Cost Share	\$1,508,346.64
Total Project Costs	\$4,436,313.64
Indirect Cost Rate	

### RECIPIENT CONTACTS

Role	Name	Affiliation
Authorizing Official	Dr. Nancy C. Pack(NPack) npack@apls.state.al.us	Alabama Public Library Service
Grant Administrator	Ms. Kelyn Ralya(KRalya) kralya@apls.state.al.us	Assistant Director Alabama Public Library Service
Project Director	Dr. Nancy C. Pack(NPack) npack@apls.state.al.us	Alabama Public Library Service

### AWARDING OFFICIAL



# Notice of Action: Period of Performance

Award period (for 2024 award)

Start Date: October 1, 2023

End Date: September 30, 2025

## Official Award Notification for Grants and Cooperative Agreements Institute of Museum and Library Services

Action Taken: Award

Date of Action: 4/18/2024

### FEDERAL AWARD INFORMATION

Federal Award ID Number (FAIN)	LS-256805-OLS-24
Award Recipient	Alabama Public Library Service
Award Recipient Unique Entity Identifier	VBP7EE6M4875 TIN: 636000619
Award Period	10/1/2023 - 9/30/2025
Budget Period	10/1/2023 - 09/30/2025
Assistance Listing Number/Title	45.310 State Library Program
Does the award support research and development?	No
Project Title	LSTA State Grants
Project Description	The Alabama Public Library Service will use funds to support the goals of their Five-Year Plan for FY 2023-2027, which reflect the purposes and priorities of the Library Services and Technology Act (LSTA). In Alabama, specific goals address: 1) Strengthening the capacity, staff expertise and board effectiveness of Alabama public libraries through training, continuing education, and other learning and networking opportunities for library staff and trustees in order to advance the delivery of library and information services; 2) Supporting library programs, services, collections and partnerships that promote learning and literacy, serve children, youth, adults and families, including underserved populations, and enhance education, civic engagement, cultural opportunities and economic vitality of Alabama and its residents; and 3) Providing information access to all populations through the provision of statewide access to electronic resources and cooperative services, enabling technology, and increased public awareness and use of libraries for information access, knowledge, ideas and cultural heritage.
Grant Program and Office	LSTA State Grants, Office of Library Services
Agency Level Goals and Objectives	0 Multiple Goals
Performance Measures	

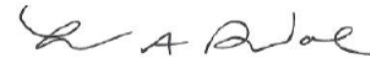
### AWARD AMOUNTS

Funds Obligated by this Action	\$2,927,967.00
Total Outright Award Amount	\$2,927,967.00
Total Cost Share	\$1,508,346.64
Total Project Costs	\$4,436,313.64
Indirect Cost Rate	

### RECIPIENT CONTACTS

Role	Name	Affiliation
Authorizing Official	Dr. Nancy C. Pack(NPack) npack@apls.state.al.us	Alabama Public Library Service
Grant Administrator	Ms. Kelyn Ralya(KRalya) kralya@apls.state.al.us	Assistant Director Alabama Public Library Service
Project Director	Dr. Nancy C. Pack(NPack) npack@apls.state.al.us	Alabama Public Library Service

### AWARDING OFFICIAL





Official Award Notification for Grants and Cooperative Agreements  
 Institute of Museum and Library Services

Action Taken: Award

Date of Action: 4/18/2024

FEDERAL AWARD INFORMATION

Federal Award ID Number (FAIN)	LS-256805-OLS-24	
Award Recipient	Alabama Public Library Service	
Award Recipient Unique Entity Identifier	VBP7EE6M4875	TIN: 636000619
Award Period	10/1/2023 - 9/30/2025	
Budget Period	10/1/2023 - 9/30/2025	
Assistance Listing Number/Title	45.310 State Library Program	
Does the award support research and development?	No	
Project Title	LSTA State Grants	
Project Description	The Alabama Public Library Service will use funds to support the goals of their Five-Year Plan for FY 2023-2027, which reflect the purposes and priorities of the Library Services and Technology Act (LSTA). In Alabama, specific goals address: 1) Strengthening the capacity, staff expertise and board effectiveness of Alabama public libraries through training, continuing education, and other learning and networking opportunities for library staff and trustees in order to advance the delivery of library and information services; 2) Supporting library programs, services, collections and partnerships that promote learning and literacy; serve children, youth, adults and families, including underserved populations; and enhance education, civic engagement, cultural opportunities and economic vitality of Alabama and its residents; and 3) Providing information access to all populations through the provision of statewide access to electronic resources and cooperative services, enabling technology, and increased public awareness and use of libraries for information access, knowledge, ideas and cultural heritage.	
Grant Program and Office	LSTA State Grants, Office of Library Services	
Agency Level Goals and Objectives	0 Multiple Goals	
Performance Measures		

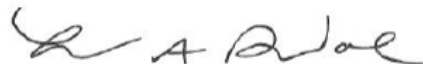
AWARD AMOUNTS

Funds Obligated by this Action	\$2,927,967.00
Total Outright Award Amount	\$2,927,967.00
Total Cost Share	\$1,508,346.64
Total Project Costs	\$4,436,313.64
Indirect Cost Rate	

RECIPIENT CONTACTS

Role	Name	Affiliation
Authorizing Official	Dr. Nancy C. Pack(NPack) npack@apls.state.al.us	Alabama Public Library Service
Grant Administrator	Ms. Kelyn Ralya(KRalya) kralya@apls.state.al.us	Assistant Director Alabama Public Library Service
Project Director	Dr. Nancy C. Pack(NPack) npack@apls.state.al.us	Alabama Public Library Service

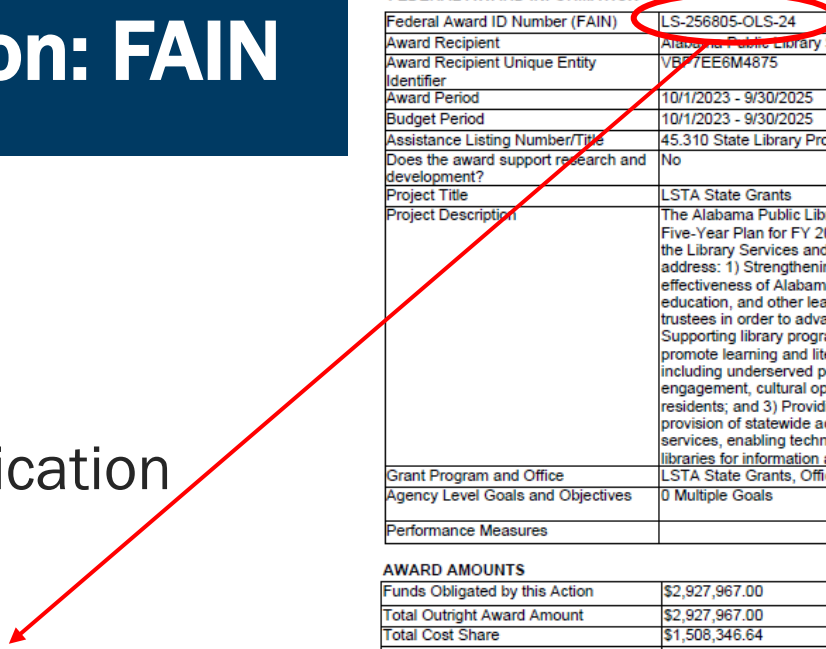
AWARDING OFFICIAL




# Notice of Action: FAIN

Federal Award Identification  
 Number (FAIN):

LS-256805-OLS-24





# Notice of Action: CFDA Number

CFDA Number: 45.310

## Official Award Notification for Grants and Cooperative Agreements Institute of Museum and Library Services

Action Taken: Award Date of Action: 4/18/2024

FEDERAL AWARD INFORMATION	
Federal Award ID Number (FAIN)	LS-256805-OLS-24
Award Recipient	Alabama Public Library Service
Award Recipient Unique Entity Identifier	VBP7EE6M4875 TIN: 636000619
Award Period	10/1/2023 - 9/30/2025
Budget Period	10/1/2023 - 9/30/2025
Assistance Listing Number/Title	45.310 State Library Program
Does the award support research and development?	No
Project Title	LSTA State Grants
Project Description	The Alabama Public Library Service will use funds to support the goals of their Five-Year Plan for FY 2023-2027, which reflect the purposes and priorities of the Library Services and Technology Act (LSTA). In Alabama, specific goals address: 1) Strengthening the capacity, staff expertise and board effectiveness of Alabama public libraries through training, continuing education, and other learning and networking opportunities for library staff and trustees in order to advance the delivery of library and information services; 2) Supporting library programs, services, collections and partnerships that promote learning and literacy; serve children, youth, adults and families, including underserved populations; and enhance education, civic engagement, cultural opportunities and economic vitality of Alabama and its residents; and 3) Providing information access to all populations through the provision of statewide access to electronic resources and cooperative services, enabling technology, and increased public awareness and use of libraries for information access, knowledge, ideas and cultural heritage.
Grant Program and Office	LSTA State Grants, Office of Library Services
Agency Level Goals and Objectives	0 Multiple Goals
Performance Measures	

AWARD AMOUNTS	
Funds Obligated by this Action	\$2,927,967.00
Total Outright Award Amount	\$2,927,967.00
Total Cost Share	\$1,508,346.64
Total Project Costs	\$4,436,313.64
Indirect Cost Rate	

RECIPIENT CONTACTS		
Role	Name	Affiliation
Authorizing Official	Dr. Nancy C. Pack(NPack) npack@apls.state.al.us	Alabama Public Library Service
Grant Administrator	Ms. Kelyn Ralya(KRalya) kralya@apls.state.al.us	Assistant Director Alabama Public Library Service
Project Director	Dr. Nancy C. Pack(NPack) npack@apls.state.al.us	Alabama Public Library Service

AWARDING OFFICIAL



# How to Submit a Payment Request in Reach

- Access the Payment Request Form by logging into your eGMS Reach account and selecting an award
- Go to the payments tab
- Click **Add Payment Request** button
- NOTE: SAM.gov registration must be active
- Detailed instructions are available here: <https://imls.gov/sites/default/files/2024-08/payment-request-instructions.pdf>

1. Recipient Account or ID Number (Optional)	<input type="text"/>
2. Type of Payment Requested	a. <input type="text" value="Required"/> b. <input type="text" value="Required"/>
3. Basis of Payment	<input type="text" value="Cash"/>
4. Period Covered by this Request Starting Date	<input type="text"/> <input type="button" value="📅"/>
5. Period Covered by this Request Ending Date	<input type="text"/> <input type="button" value="📅"/>
6. a. Total Program Outlays	\$ <input type="text"/> as of <input type="text"/> <input type="button" value="📅"/>
b. Estimated Net Cash Outlays Needed for Advance Period	\$ <input type="text"/>
c. Total (a plus b)	\$ <input type="text"/> (Calculated)
d. Non-Federal share of amount on line c	\$ <input type="text"/>
e. Federal Share of Amount on line c (c minus d)	\$ <input type="text"/> (Calculated)
f. Payment Previously Requested	\$ <input type="text"/>
g. Federal Share Now Requested (e minus f)	\$ <input type="text"/> (Calculated)
7. Assurances	<p><i>By submitting this request, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).</i></p> <p><input type="checkbox"/> Approve of Assurances</p> <p>By checking this box, I agree to the <a href="#">Certification</a>.</p>



# Requesting Payment

- Get to know your finance office/accountant
- All requests need to be submitted in eGMS Reach
- All previously requested **Advance** funds must be fully expended within 30 days of receipt and before submitting your next request
- Delinquent SPR reports will prevent new payments/awards
- Requests submitted at the end of the quarter may take longer to process



# Troubleshooting

If you have any issues with navigating or completing a task in Reach, please contact the Reach Help Desk by emailing:

[Reach-HelpDesk@imls.gov](mailto:Reach-HelpDesk@imls.gov)



# What Can We Purchase?

- Consistent with approved LSTA Five-Year Plan
- Allowable under governmentwide Cost Principles (2 C.F.R. 200 Subpart E)
  - See related resources at the [Manual](#)
- Equipment purchase of over a certain dollar threshold requires prior approval from Program Officer (2 C.F.R. § 200.407)

# Paying SLAA Staff with Grant Funds

- Staff may be paid based on the percentage of their involvement in LSTA activities
- Document personnel costs
- See Administrative Costs Memo on the [Manual](#)



# Five-Year Plan Revisions

- Only a change in goal(s) is considered substantive
- Need IMLS approval *before* implementing substantive changes
  - By April 1 to go into effect October 1







# Required Certifications

- The certs apply to ALL your LSTA funded projects
- They require adherence to non-discrimination principles
- They prohibit using your position for personal gain
- Full set of certifications are signed
  - 1) at the time of the new five-year plan, and
  - 2) at the onboarding of a new Authorized Certifying Official
- Annual certifications are signed at the time of the award

# Subrecipient Certifications

- Civil rights/nondiscrimination
- Debarment and suspension
- Lobbying
- Internet safety certification
- Trafficking in persons



# Reporting subawards in fsrs.gov

- SLAAs must report subawards over \$30,000
- Report in [fsrs.gov](https://fsrs.gov) by the end of the month following the month you gave the award; e.g. *gave award in March; report in fsrs.gov by end of April*
- FFATA and SAM Guidance on the [Manual](#)



The screenshot shows the homepage of the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS). The header features the FFATA logo and the text "Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)". Below the header, there is a "Log-In or Register Now:" section with buttons for "FEDERAL GOVERNMENT" and "AWARDEES". A note below this section states: "Please use Internet Explorer 6.0+, Mozilla Firefox 2.0+, or Apple Safari 3.0+ to access FSRS." There are also tabs for "About FSRS" and "FAQs". The "About FSRS" section contains the text: "The Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006. The intent is to empower every American with the ability to hold the government accountable for each spending decision. The end result is to reduce". On the right side, there are sections for "Documents" (including "User Guides" and "Training Materials") and "News" (including "Question of the Month: Who is required to file a FFATA report in FSRS? View the answer").

# Records Retention

- Treat the whole five-year cycle as a single set
- Guideline is three years after the final report
- Projects from 2018-22 kept until 2027\*
- Projects from 2023-27 kept until 2032\*
- See Records Retention resource on the [Manual](#)





# Reporting: Quarterly and SPR

- Quarterly Grant Accrual Report Guidance on the [Manual](#)
- [State Program Report](#)
  - By end of December: Interim FFR
  - By end of January: Performance Report and Financial Status Report (FSR)



# Contacts

Grants to States contacts are in the Manual on the IMLS website.

<https://www.imls.gov/grants/grant-programs/grants-states/grants-states-manual#contacts>