INSTITUTE of Museum and Library SERVICES

Welcome to the Orientation

Come on in!

Grants to States Conference

September 11, 2024

Overview

- Introduction to the Grants to States team
- Grants to States Program History
- Key Program Resources
  - Common Acronyms and Terms
  - Grants to States Manual
  - Site Visit Checklist
  - LSTAC Listserv
- Communications
- State Program Report (SPR) Basics
- Reporting Guidance
- A Quiz!

G2S Team

Program Officers with portfolios of states

Laura McKenzie,
Program Specialist

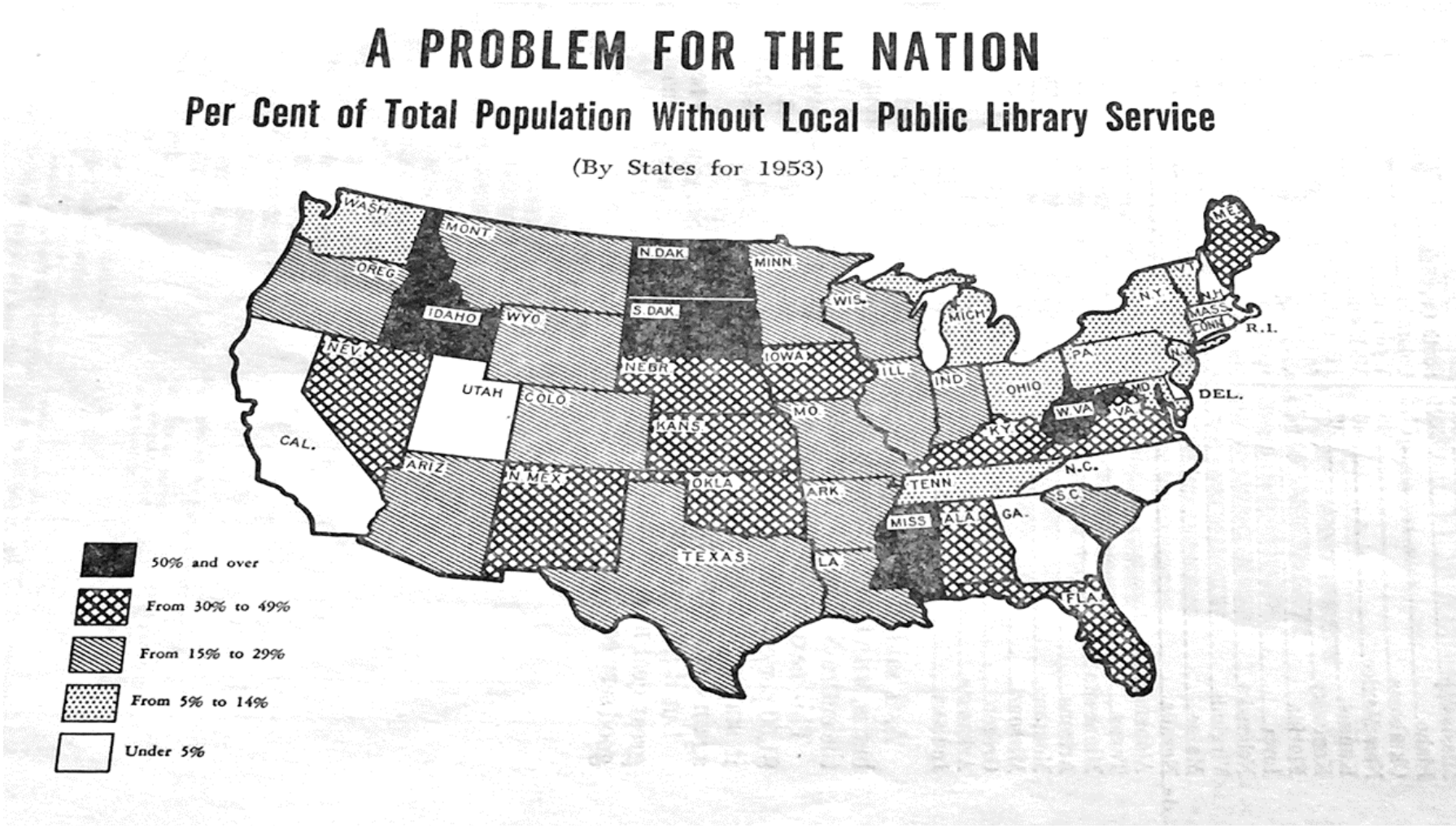
Madison Bolls

Dennis Nangle

Cindy Boyden

Teri DeVoe,
Assoc. Deputy Dir.

Where Did We Start?



Federal Aid for Library Service in Rural Areas: Hearing before the Subcommittee on Education and Labor of the House of Representatives on Bills to Promote the Further Development of Public Library Services in Rural Areas
84th Cong. 27 (1955)

History of Library Formula Funds

- 1956: Congress passed the **Library Services Act (LSA)**, authorizing $7.5 million annually for 5 years for the extension and improvement of public library service in rural areas.
- 1962: LSA was reauthorized as the **Library Services and Construction Act (LSCA)**, removing restrictions that limited funding to rural libraries and adding Title II, which contained funds for remodeling or construction of library buildings.
- 1996: Congress shifted LSCA to the **Library Services and Technology Act (LSTA)** as Subchapter II of the Museum and Library Services Act, ending federal funding for library construction and replacing it with a focus on new information technologies.

Common Acronyms and Terms – A Key Resource

Grant Administration

- **SPR** – State Program Report, the online system developed by IMLS for the annual Grants to States reporting.
- **eGMS** – Electronic Grants Management System for IMLS
- **Reach** – Messaging system used in eGMS
- **Login.gov** – A secure sign-in service needed to access eGMS Reach since January 2023
- **UEI** – Unique Entity ID, the authoritative identifier assigned by SAM to uniquely identify business entities, which replaced the DUNS number in 2022. It is a 12-character alphanumeric value.
- **SAM.gov** – System for Award Management website, where a grantee registers to do business with the US government
- **FAIN** – Federal Award Identification Number, a unique number assigned to your grant by IMLS, e.g., LS-246139-OLS-24
- **EIN** – Employer Identification Number

***A more comprehensive list is available here.*

Acronyms and Terms, Continued

Grant Administration, continued

- **ACO** – 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.
- **CFR** – Code of Federal Regulations. IMLS adopts the OMB government-wide grant regulations in 2 C.F.R. part 200 (Uniform Guidance)
- **FFATA** – Federal Funding Accountability and Transparency Act
- **FSRS.gov** – FFATA State Reporting System, used to enter information on subrecipients who received grants of $30,000 or more

IMLS Financial Requirements

- **Match** – The amount of money (34% of the program budget) our LSTA legislation requires a state library to contribute toward the grant program using non-Federal funds.
- **MOE** – Maintenance of Effort (see 20 U.S.C. § 9133 (c)) Statutory requirement for States to maintain their financial contributions to the Grants to States program at not less than the amount of the average contributions over three fiscal years.

Pandemic Stimulus Funds

- **CARES Act** – Coronavirus Aid, Relief, and Economic Security Act of 2020
- **ARPA** – American Rescue Plan Act of 2021

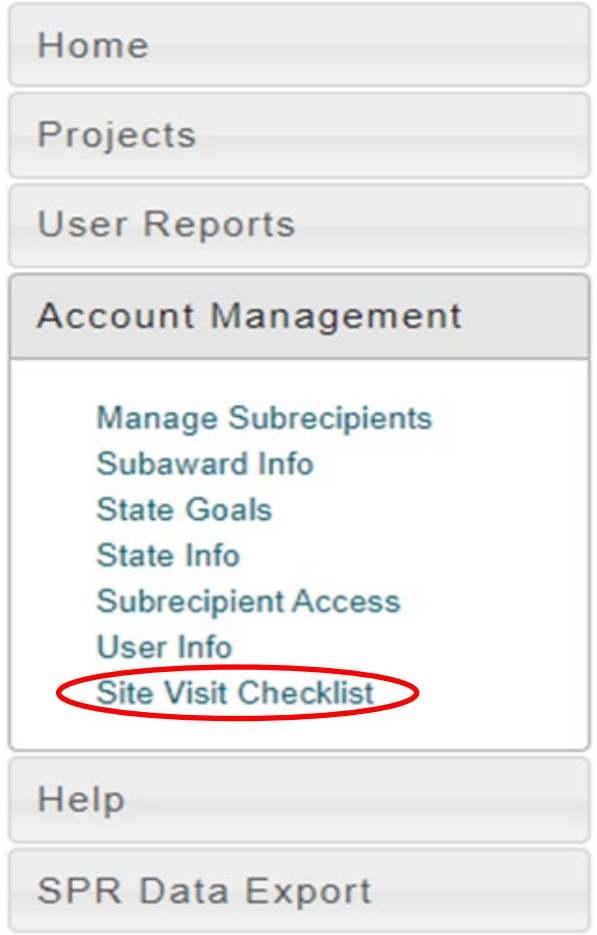
The Grants to States Manual - A Key Resource

- Designed as a resource for administering G2S funds
- Includes financial requirements, IMLS guidance, links to Statutes and Regulations, and more
- Content is regularly updated

Visit: https://imls.gov/grants/grant-programs/grants-states/grants-states-manual

Site Visit Checklist - A Key Resource

- Lives in the State Program Report
- It can be saved as PDF for record-keeping
- Questions were updated in 2023, and the entire checklist is web-based
- All requested documentation materials can be uploaded within the checklist, rather than emailing attachments
- Reference copy of all questions available in the G2S Manual on the IMLS website



LSTAC Listserv – A Key Resource

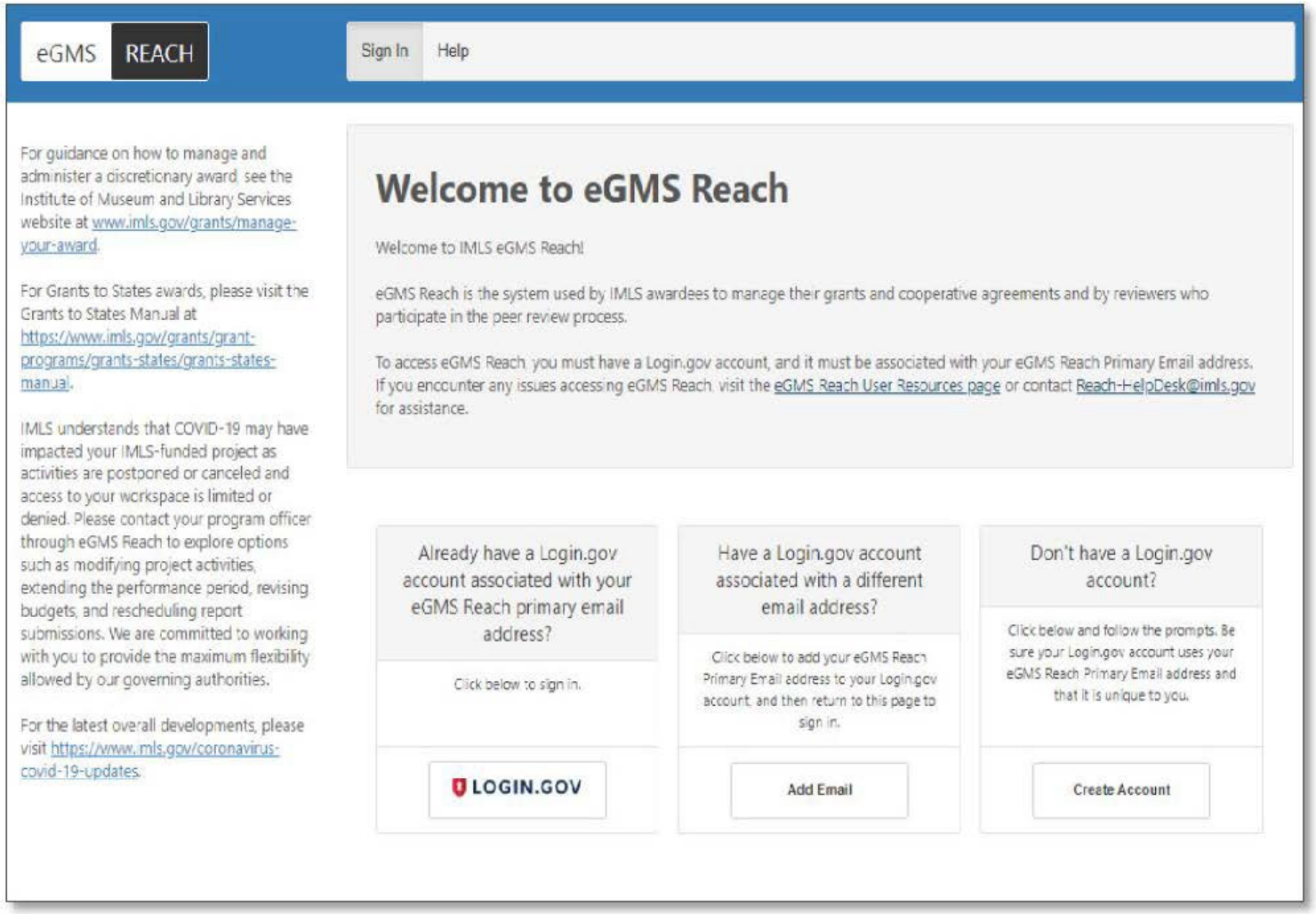
- The LSTAC Listserv was designed by and for LSTA Coordinators to ask questions about reports, subawards, allowable costs, etc. For example, *"Does anyone have a sample risk assessment form they would be willing to share?"*

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

Communications – Emails from IMLS

- Welcome to the program
- SPR log-in details
- Instructions for setting up your eGMS password
- Notification of your mentor state contact
- Regular all-states emails

Communications – eGMS



- eGMS is the electronic Grants Management system for IMLS, and used to file correspondence that we consider an official record

Communications – When to use eGMS vs Regular Email

eGMS

- ✓ Equipment Requests
- ✓ Submission of certifications and assurances
- ✓ MOE waiver requests
- ✓ Payment requests
- ✓ Sending official grant communications

Email

- ✓ Allowable cost questions
- ✓ SPR troubleshooting
- ✓ General feedback or questions for your program officer

State Program Report (SPR) Basics - Logging In: https://imls-spr.imls.gov/Login

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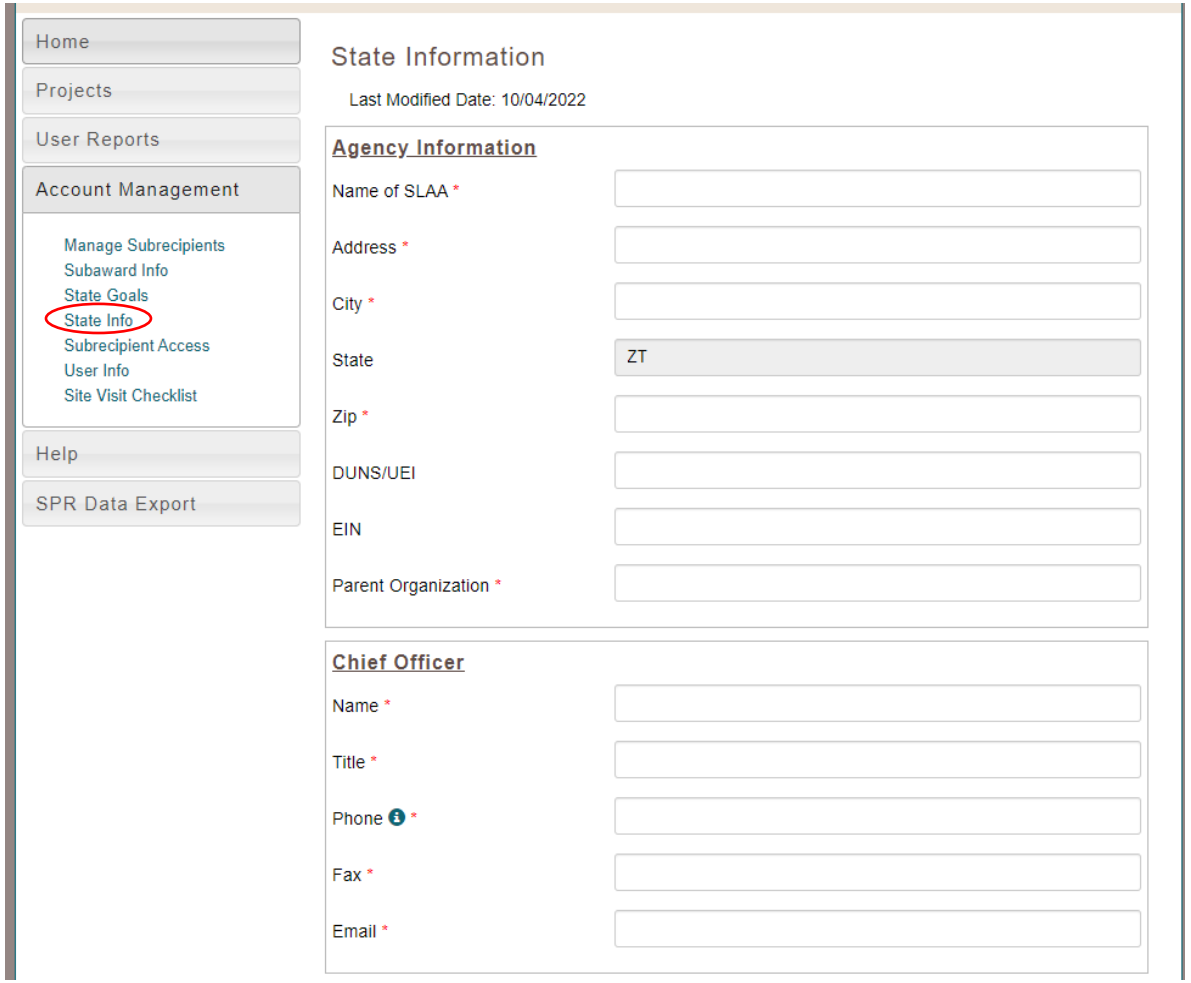
NOTE:

- Chrome and Edge are recommended browsers
- Do NOT open two browser windows or tabs for the SPR at the same time - issues tend to occur
- Use the "Print" (PDF) function to view previous reports concurrently

SPR Basics – Updating Your Contact information



- The State Information Page under Account Management in the SPR, is where you should update any state contacts

- Use the menu navigation to go to Account Management > State Info

SPR Basics – Table of User Roles

User Role	Add/View/Edit all Projects	Add/View/Edit Admin Project, Financial Status Report, Interim Federal Financial Report	Add Subrecipient User Accounts	Data Export Access	Validate Report	Certify Report
Authorized Certifying Official (ACO)	Yes	Yes	Yes	Yes		Yes
LSTA Coordinator (up to 2)	Yes	Yes	Yes	Yes	Yes	
SLAA Project Data Entry (unlimited)	Yes			Yes		
Financial Manager/Fiscal Officer	Yes	Yes		Yes		

SPR Basics – Financial & Performance Reporting Highlights

SPR Overview and Guide

- Gives a full picture of the State Program Report including logging in, reporting concepts, adding projects, intents, subjects, activities, outcomes, tags, financial reporting, 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

Reporting Guidance – Grant Cycle Calendar for 2024

Grant Cycle Calendar for FY 2024 State Grant

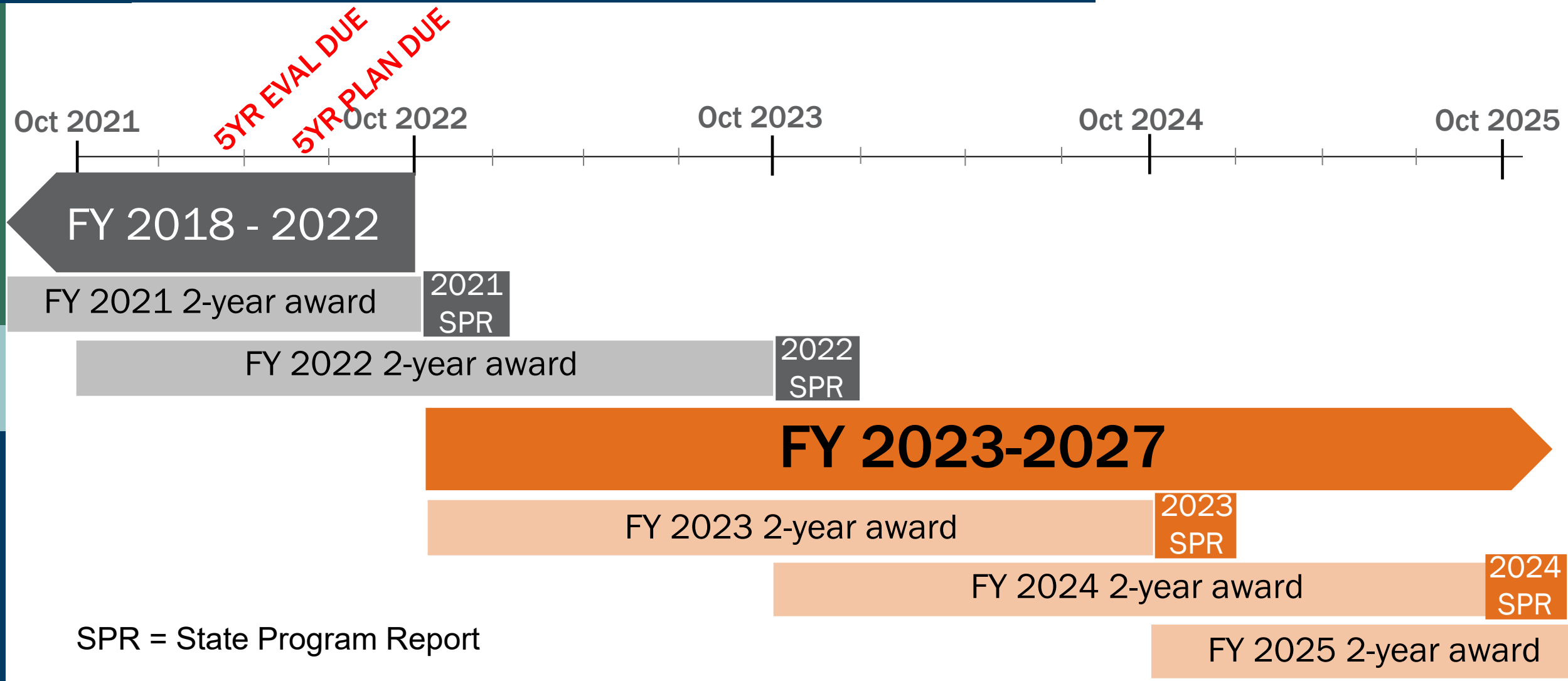
States must notify IMLS and electronically submit new contact information whenever any details of the LSTA Contacts have changed.

DATE	CALENDAR YEAR	ACTIVITY
10-01	2023	• FY 2024 Federal Fiscal Year Begins • FY 2024 Two-Year Grant Award Period Begins • 120-day Liquidation Period Begins for Obligated FY 2022 Funds • After the President signs the Budget: o FY 2024 Grant Awards issued o States return signed Assurances and Certifications within 10 business days
10-05	2023	• Quarterly Grant Accrual Report due for FY 2023 Award and Amount of FY 2022 Award not obligated by 9-30-2023
12-30	2023	• FY 2023 Interim FFR due to IMLS (integrated with SPR)
1-05	2024	• Quarterly Grant Accrual Report due for FY 2023 & FY 2024 Awards
1-29	2024	• FY 2022 SPR/FSR due to IMLS • 120-day Liquidation Period Ends for Obligated FY 2022 Funds
4-01	2024	• If Needed – Revision of Current Five-Year Plan Due to IMLS for FY 2025
4-04	2024	• Quarterly Grant Accrual Report due for FY 2023 & FY 2024 Awards
7-05	2024	• Quarterly Grant Accrual Report due for FY 2023 & FY 2024 Awards
9-20	2024	• Two-Week Drawdown Suspension for End of Federal Fiscal Year Closeout
9-30	2024	• FY 2023 Two-Year Grant Award Period Ends; FY 2024 Federal Fiscal Year Ends

- 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*

Reporting Guidance - LSTA Five-Year Cycle



SPR = State Program Report

Reporting Guidance – Quarterly Grant Accrual Reports

Worksheet to Calculate Grant Accrual Amount

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 quarterly grant accruals to: LSTA-QRTAccrual@imls.gov

For more information, visit: https://www.imls.gov/sites/default/files/quarterlygrantaccrualreport_feb2016.pdf

Reporting Guidance - LSTA Allowable Costs

- Must support the state's Five-Year Plan
- Must be reasonable and necessary to the project
- Generally, includes technology, program-related funds
- Can NOT include construction, entertainment, advocacy or general marketing of libraries
- Extends to any funds reported as Match
- Extends to any funds reported as administrative (4% cap)
- Resources include 2 CFR 200 and IMLS contacts

**Additional information will be presented during the Revisiting Allowable Costs session on September 18.*

Test Your Knowledge!
Question 1

You can use eGMS Reach to do everything ***except*** the following:

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) Update your state's personnel information for G2S

Test Your Knowledge!
Question 1 - Answer

e) Update your state's personnel information for G2S. Remember to submit all personnel changes through the SPR's "State Info" option in the Account Management menu item.

Test Your Knowledge!
Question 2

LSTA Mentors serve as consultants to assist new Coordinators who want guidance with anything related to the LSTA program.

True or False?

Test Your Knowledge!
Question 2 - Answer

True. Mentors help new LSTA coordinators learn how to use the SPR system and how to successfully run the grant program.

Test Your Knowledge!
Question 3

The Maintenance of Effort provision ensures that state library investments aren't simply replaced by federal funds over time.

True or False?

Test Your Knowledge!
Question 3 - Answer

True. A Maintenance of Effort formula ensures that Federal assistance results in an increased level of library-related activity and that a State does not simply replace State dollars with Federal dollars over time.

The More You Know... Question 4

Which of these applies to the 4% of your award that can be utilized for SLAA administrative costs?

a) It could cover (fully or partially) the LSTA Coordinator position

b) It could cover administrative costs imposed by the state for things like accounting support

c) You are *not required* to use any of the federal award for administration

d) All of these apply.

The More You Know...
Question 4 - Answer

d) All of these apply. Everything listed here applies to the 4% of your award that can be utilized for SLAA administrative costs.

The More You Know...
Question 5

LSTA records must be kept for three years after the SLAA submits the last expenditure report for that period.

True or False?

The More You Know...
Question 5 - Answer

True. See 2 C.F.R. § 200.334. Since the entire five-year package of documents is pertinent to the Grants to States program, records for all documents associated with that five-year period must be kept until three years after the last report is submitted.

The More You Know…
Question 6

A state must submit new Legal Certification, Annual Assurances and Certifications, Five-Year Plan Assurances, Non-Construction Assurances, and Internet Safety forms to their Program Officer:

a) With every new award

b) When a new Chief Officer or Authorized Certifying Official is hired

c) With each new five-year plan

d) Both b and c

The More You Know…
Question 6 - Answer

d) Both b & c. When a new Chief Officer or Authorized Certifying Official is hired and with each new five-year plan. **Note that Interim ACOs do not need to submit the full packet of materials.*

The More You Know...
Question 7

Typically, no site visits will be scheduled in 2027 when Five-Year Evaluations/Plans are due.

True or False?

The More You Know…
Question 7 - Answer

True. Based on your suggestions we work to complete all site visits in four years so that no state will have their plan, evaluation, and site visit all due in the same year.

Final Takeaway Question

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?

Final Takeaway 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?