New LSTA Coordinator Orientation: Grants to States Program

Acronyms

LSTA – Library Services and Technology Act, as amended, a subchapter of the authorizing legislation for IMLS (see 20 U.S.C. § 9101 et seq., particularly § 9121 et seq.)

- Shorthand in the field for Grants to States funds, though LSTA also encompasses IMLS discretionary programs

G2S – Grants to States
SLAA – State Library Administrative Agency
COSLA – Chief Officers of State Library Agencies
SPR – State Program Report

- The online system for annual Grants to States reporting
- Available at https://imls-spr.imls.gov/Login

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
- Represents State funds for library programs consistent with the Purposes of LSTA
- When a State does not meet its MOE in a given reporting year, its next allotment is reduced by the same percentage as the missed MOE. An annual MOE waiver process allows States to make the case for missed MOE

Resources

Grants to States Manual- https://www.imls.gov/grants/grants-states/grants-states-manual
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.

- Three SPR user guides under Financial and Performance Reporting header:
  - "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 SPR framework, 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

Site Visit Checklist https://www.imls.gov/sites/default/files/sitevisitchecklist2018.pdf
Includes overall indicators of administrative and financial health of the SLAA

Grant Cycle Calendar https://www.imls.gov/sites/default/files/grantcyclecalendar2019.pdf

Grantee Communications Kit https://www.imls.gov/grants/grant-recipients/grantee-communications-kit

lstac list for LSTA Coordinators lstac@listsmart.osl.state.or.us

How To:

Update SLAA Contacts in the SPR

IMLS maintains 4-5 contacts per state (Chief Officer, Authorized Certifying Official – if different, LSTA Coordinator, Library Development, and Fiscal Officer). Every time a state has a contact change you must take the following steps and notify IMLS:

- Log into the SPR system: https://imls-spr.imls.gov/Login
- Use the menu navigation to go to Account Management > State Info
- Make any appropriate adjustments to the listed contacts. To maintain uniformity, please provide phone numbers in the XXX-XXX-XXXX format.
- Click the orange Update button at the bottom of the window.
- Send an email to your Program Officer once updated. We will then ensure that your latest contacts are reflected in the various lists we manage internally.

Add Users to the SPR

IMLS: Contact your Program Officer to update or add users to the SPR system with the following levels of access:
- LSTA Coordinator (up to 2 per state)
- Authorized Certifying Official – ACO – (1 per state, to match certifications on file with IMLS)
- SLAA Project Data Entry (unlimited number per state)
- Financial Manager (up to 1 per state, to match Fiscal Officer in SPR State Info)

Levels of permission:

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
ACO	Yes	Yes	Yes		Yes
Coordinator	Yes	Yes		Yes	Yes
SLAA Project Data Entry	Yes				
Financial Manager	Yes	Yes			

SLAA: The LSTA coordinator and ACO accounts have permission to manage subrecipient user accounts in the system. They may establish user accounts as well as update lost/forgotten passwords for subrecipients. SLAA project data entry user allows someone to add, view or edit all projects, but they can't validate, certify, or change state goals. It may be useful role for additional state library consultants.

- Log into the SPR system: https://imls-spr.imls.gov/Login
- Use the menu navigation to go to Account Management > Subrecipient Access
- Click Add User, and enter contact information (email address will be used to log in)
- Enter and confirm password
- Select assigned subrecipient (affiliated institution)
- Select Save User
- NOTE: to "delete" any existing SPR users, click their name, and under User Status, select "Inactive" then click Update User.