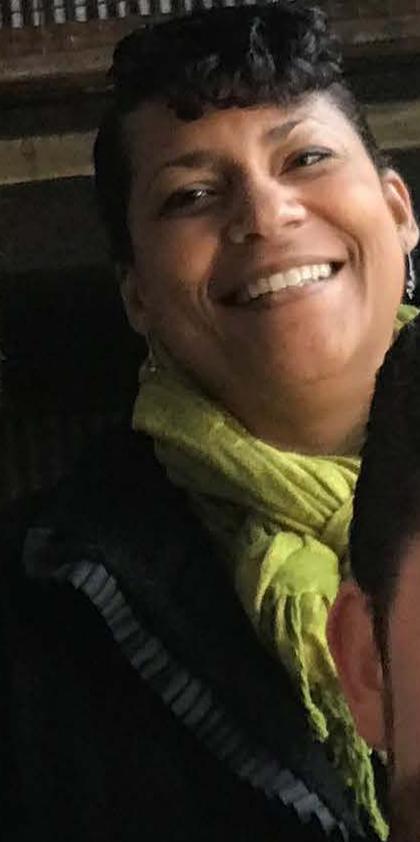




***Welcome!***



# Orientation to the Grants to States Program



May 11, 2020



# Glossary

- MLSA – Museum and Library Services Act
- LSTA – Library Services and Technology Act
- G2S – Grants to States
- SLAA – State Library Administrative Agency
- ACO – Authorized Certifying Official
- COSLA – Chief Officers of State Library Agencies



# Glossary Terms

- eGMS and Reach
- SAM.gov
- FFATA and FSRS.gov
- SPR- State Program Report
- Match
- MOE – Maintenance of Effort



# Glossary Terms Continued

- **DUNS** is the Data Universal Numbering System that assigns a unique number to a single business entity.
- **TIN-** stands for Taxpayer Identification Number and is used by the IRS.
- **EIN** means Employer Identification Number.
- **FAIN** – a Federal Award Identification Number that is a unique number assigned to your grant, e.g. LS-246139-OLS-20



## 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 (automated)



# Use regular email for:

- 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](mailto:LSTA-QRTAccrual@imls.gov) is the email address to use when sending quarterly grant accrual reports

# 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](http://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 Reach messaging for:

- 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
<b>Grants to States Manual</b>
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](#)
- 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



# <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 - issues 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.



Account Management  
Subaward Info  
State Goals  
State Info  
Subrecipient Access  
User Info

- Home
- Projects
- User Reports
- Account Management
  - Manage Subrecipients
  - Subaward Info
  - State Goals
  - State Info**
  - Subrecipient Access
  - User Info
- Help

## State Information

**Agency Information**

Name of SLAA \*

Address \*

City \*

State

Zip \*

DUNS

EIN

Parent Organization \*

**Chief Officer**

Name \*

Title \*

Phone ⓘ \*

Fax \*

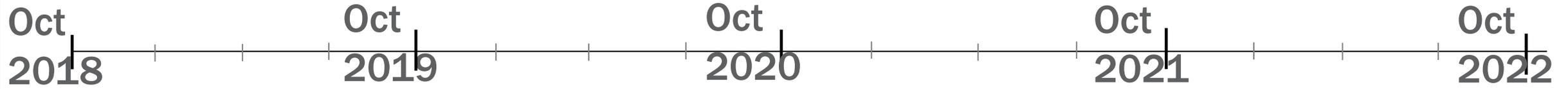
Email \*



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			



# Length of an LSTA grant award



Oct 2018-Sept 2020 FY 2019 award

Oct 2019-Sept 2021 FY 2020 award

Oct 2020 – Sept 2022 FY2021 award

Oct 2021-Sept 2023 FY 2022 award

## 2020 Grant Cycle Calendar

7-06	2020	<ul style="list-style-type: none"> <li>Quarterly Grant Accrual Report due for FY 2019 &amp; FY 2020 Awards</li> </ul>
9-21	2020	<ul style="list-style-type: none"> <li>One-Week Drawdown Suspension for End of Federal Fiscal Year Closeout</li> </ul>
9-30	2020	<ul style="list-style-type: none"> <li>FY 2019 Two-Year Grant Award Period Ends</li> <li>FY 2020 Federal Fiscal Year Ends</li> </ul>
10-01	2020	<ul style="list-style-type: none"> <li>FY 2021 Federal Fiscal Year Begins</li> <li>FY 2021 Two-Year Grant Award Period Begins</li> <li>FY 2021 Grant Awards will be issued after the President signs the Budget</li> <li>States return signed Assurances and Certifications within 10 business days</li> <li>90-day Liquidation Period Begins for Obligated FY 2019 Funds</li> </ul>
10-06	2020	<ul style="list-style-type: none"> <li>Quarterly Grant Accrual Report due for FY 2020 Award and Amount of FY 2019 Award not obligated by 9-30-2020</li> </ul>
12-29	2020	<ul style="list-style-type: none"> <li>FY 2019 SPR, Certification, FSR and FY 2020 Interim FSR due to IMLS</li> <li>90-day Liquidation Period Ends for Obligated FY 2019 Funds</li> </ul>
1-07	2021	<ul style="list-style-type: none"> <li>Quarterly Grant Accrual Report due for FY 2020 &amp; FY 2021 Awards</li> </ul>
4-01	2021	<ul style="list-style-type: none"> <li>If Needed - Revision of Current Five-Year Plan Due to IMLS for FY 2022</li> </ul>
4-06	2021	<ul style="list-style-type: none"> <li>Quarterly Grant Accrual Report due for FY 2020 &amp; FY 2021 Awards</li> </ul>
7-07	2021	<ul style="list-style-type: none"> <li>Quarterly Grant Accrual Report due for FY 2020 &amp; FY 2021 Awards</li> </ul>
9-23	2021	<ul style="list-style-type: none"> <li>One-Week Drawdown Suspension for End of Federal Fiscal Year Closeout</li> </ul>
9-30	2021	<ul style="list-style-type: none"> <li>FY 2020 Two-Year Grant Award Period Ends</li> <li>FY 2021 Federal Fiscal Year Ends</li> </ul>
10-01	2021	<ul style="list-style-type: none"> <li>FY 2022 Federal Fiscal Year Begins</li> <li>FY 2022 Two-Year Grant Award Period Begins</li> <li>FY 2022 Grant Awards will be issued after the President signs the Budget</li> <li>States return signed Assurances and Certifications within 10 business days</li> </ul>

## 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](mailto:LSTA-QRTAccrual@imls.gov)

To subscribe to the list go to: <http://listsmart.osl.state.or.us/mailman/listinfo/lstac>





Questions?