



## SITE VISIT OVERVIEW

IMLS Grants to States staff conducts site visits to State Library Administrative Agencies (SLAAs) in order to monitor the use of LSTA funds, to provide technical assistance when needed, and to visit Grants to States-funded projects and highlight the good work SLAAs are doing. We generally visit each SLAA once during a five-year cycle.

The site visit usually takes place over two or three days, with the first day spent meeting with key SLAA personnel including the Chief Officer, the LSTA Coordinator, and Financial and Library Development staff. We review the site visit checklist, which covers four main areas: general statistical information; legal authority and compliance; administrative activity; and financial activity.

Prior to the site visit, IMLS staff reviews materials that you have submitted to our office and provides a list of materials to be reviewed (for example, project files, audit statements, written guidance for administering the program, a list of the names and titles of people we will meet during the site visit and documentation explaining how LSTA administrative costs and matching and Maintenance of Effort funds are determined).

In addition to meetings at the SLAA, field visits are an important part of our site visit. This is an opportunity for you to highlight projects from subrecipients or from libraries that have benefitted from regional or statewide projects. The projects can be completed or still in progress.

Once the site visit is over, we will send a letter that highlights any recommendations and/or any required actions. We will also be interested to hear any feedback you have about the visit.

The Grants to States program is a partnership and our visits provide an important opportunity for us to strengthen our connection. We sincerely appreciate all of your efforts in preparing for and participating in these visits.

9/29/2022