



State Program Report (SPR) Refresher

Grants to States

November 16, 2020

Webinar



Overview

- Upcoming reporting deadline
- Reminder to submit any reports to SPR, not eGMS Reach, for the LSTA Grants to States program
- Update on additional fiscal contact fields in the State Info form
- Entering Interim FFR data for both the FY 2020 CARES Act and LSTA funds
- Reminder to report CARES Act projects in next year's SPR
- Refresher and general best practices for the SPR



Upcoming reporting deadline*

December 30, 2020 for:

- **2019 financial and narrative reports (FSR, SPR)**
- **2020 interim federal financial report (FFR) including FY 2020 award and CARES Act award**

***unless you have an extension**

REMINDER: submit reports through the SPR, not eGMS Reach, for the LSTA Grants to States program

<https://imls-spr.imls.gov/Login>

eGMS Reach

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.

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](#)



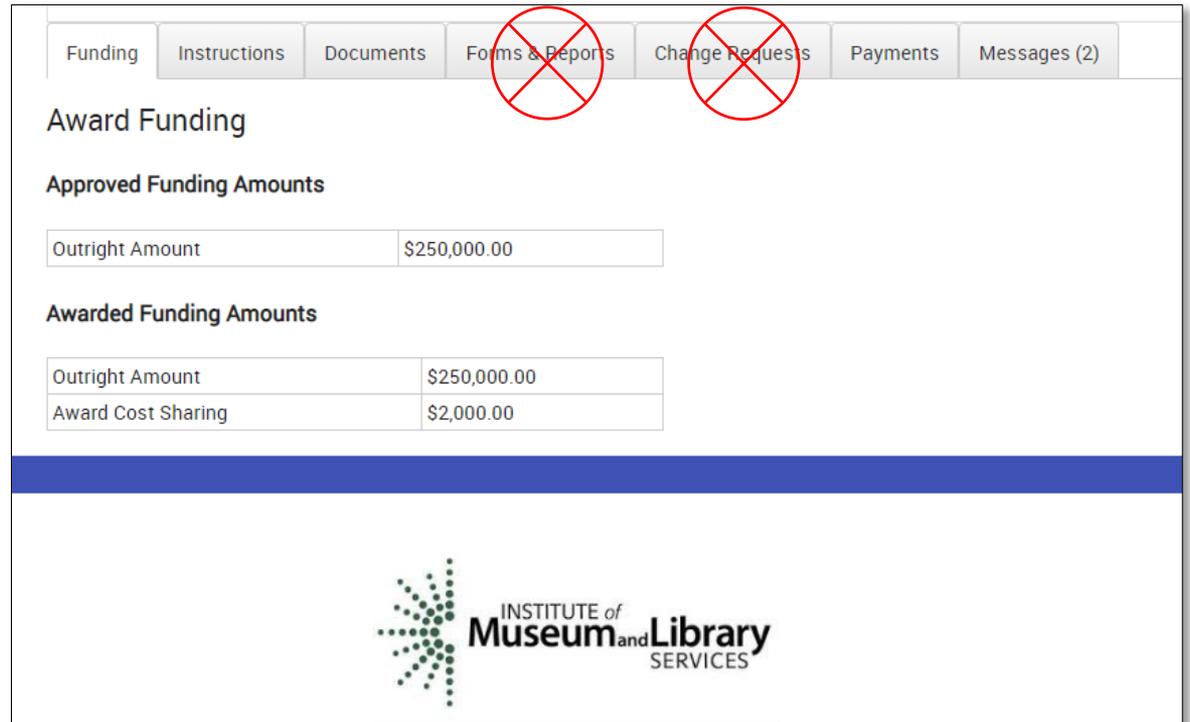
[Privacy and Terms of Use](#)

Contacting IMLS: using eGMS or not?

eGMS Reach (record-level activity)	Email, etc. (anything else)
<ul style="list-style-type: none">• Equipment requests (\$5,000 or over for one item)• Submission of certifications• MOE waiver requests• Payment requests• Any other official requests that require IMLS approval	<ul style="list-style-type: none">• Allowable cost questions• SPR contact changes - notify your program officer via email• SPR issues• General feedback or questions for your program officer• Quarterly grant accrual reports still go to LSTA-QRTAccrual@imls.gov• G2S reports still go through SPR

Forms tab and Change requests tab

- LSTA awards will **NOT** use tabs for:
 - Forms & Reports (SPR instead)
 - Change Requests (SPR “State Info” for contact updates instead)



The screenshot displays a web application interface with a navigation menu at the top. The menu includes tabs for 'Funding', 'Instructions', 'Documents', 'Forms & Reports', 'Change Requests', 'Payments', and 'Messages (2)'. The 'Forms & Reports' and 'Change Requests' tabs are marked with a red 'X', indicating they are not to be used. Below the menu, the page content is organized into sections:

- Award Funding**
- Approved Funding Amounts**

Outright Amount	\$250,000.00
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- Awarded Funding Amounts**

Outright Amount	\$250,000.00
Award Cost Sharing	\$2,000.00

At the bottom of the page, there is a logo for the **INSTITUTE of Museum and Library SERVICES**.

**Update on additional fiscal contact fields in
the SPR State Info form**

Home

Projects

User Reports

Account Management

Manage Subrecipients

Subaward Info

State Goals

State Info

Subrecipient Access

User Info

Help

State Information

Last Modified Date: 10/14/2020

NEW!

Agency Information

Name of SLAA *	Pretend State Library
Address *	123 Main
City *	z
State	ZT
Zip *	99999
DUNS	123456780
EIN	456789012
Parent Organization *	Ztest Official Name

Chief Officer

Name *	ZT Chief
Title *	Chief Z
Phone ⓘ *	1112223333
Fax *	1112224444
Email *	zt@zt.org



Accountant
555-444-3333
accountant@zt.gov

Fiscal Officer

Name ZT Fiscal Officer
Title Accountant I
Phone 555-444-3333
Email accountant@zt.gov

Other Fiscal Officer 1

Name TestUser1
Title Tester1
Phone 1112223333
Email test1@email.com

Other Fiscal Officer 2

Name
Title
Phone
Email

NEW!

- Primarily for access to eGMS Reach (payment requests)
- Can also provide them SPR access, if requested

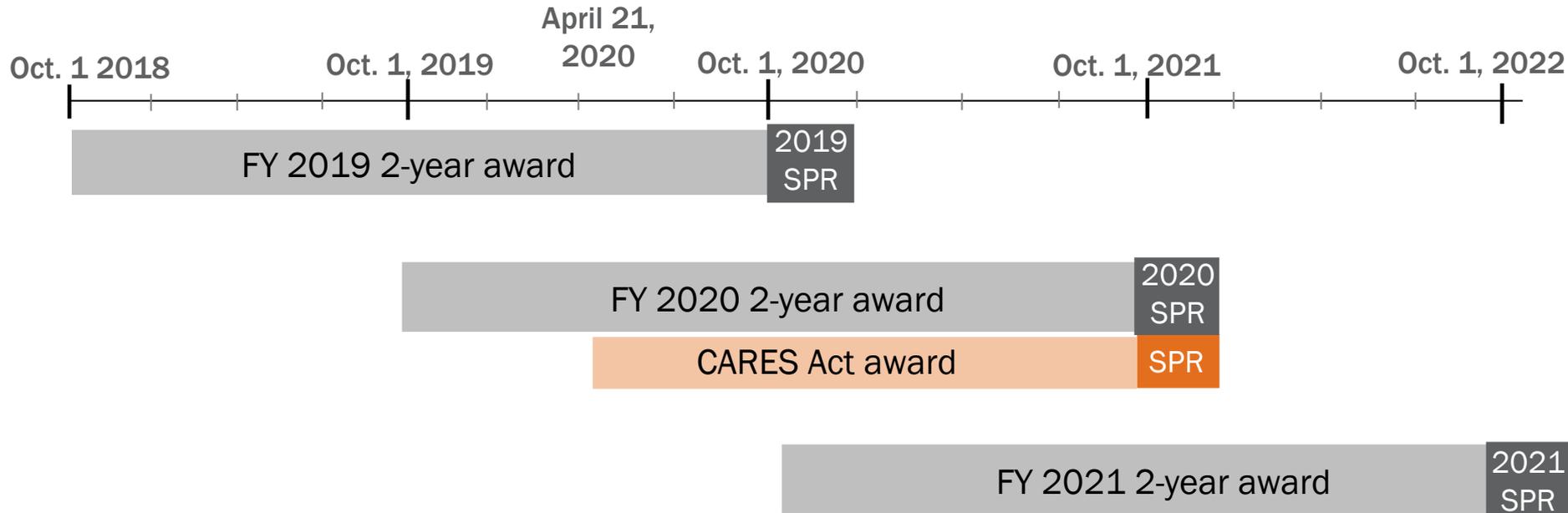


Other SPR Updates in 2020

- Cloud migration
- Attachments (“Additional Materials”) stabilization
- Data stabilization in the event of a network outage
- Improved data exports for IMLS
- FSR and Interim FFR updates for CARES Act awards
- REMINDER: ongoing Wednesday maintenance window after 6pm Eastern (potential to lose data if working then)

**Entering Interim FFR data for both the FY 2020
CARES Act and LSTA funds**

CARES Act and G2S: period of performance



CARES Act: FY 2020 interim FFR reporting

- Add two grant numbers (FY 2020 and CARES Act) in the “identifying number” field

INTERIM FEDERAL FINANCIAL REPORT

Federal Agency and Organizational Element to Which Report is Submitted: Institute of Museum and Library Services	Federal Grant or Other Identifying Number Assigned by Federal Agency: LS-246138-OLS-20, LS-246494-OLS-20
Recipient Organization (Name and complete address including Zip code):	

- Number comes from award document (available in eGMS)

OFFICIAL NOTICE OF ACTION Institute of Museum and Library Services		
Action Taken: Award	Date of Action: 2/4/2020	Award Date: 2/4/2020
FEDERAL AWARD INFORMATION		
Federal Award ID Number (FAIN)	LS-246158-OLS-20	

CARES Act: interim FFR financial fields

- “Total Federal funds authorized” auto-calculates total of both awards
- Report on combined funds for FY 2020 and CARES Act in “Federal share of expenditures” and related fields
- “Total recipient share required” field only reflects FY 2020 match
- Tip: Hit “Save” for the correct auto-calculated figures to populate (not there initially)

Federal Expenditures and Unobligated Balance

Total Federal funds authorized	\$ 1,637,180.00	Auto-calculated: allotment + CARES Act
Federal share of expenditures	\$ 206,716.76	Report on combined allotment + CARES
Federal share of unliquidated obligations	\$ 60,697.57	
Total Federal share	\$ 267,414.33	
Unobligated balance of Federal funds	\$ 1,369,765.67	

Recipient Share

Total recipient share required	\$ 760,210.64	Auto-calculated (no Match for CARES)
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**REMINDER: you won't enter CARES Act projects
until next year's SPR**

Questions?



Refresher and general best practices for the SPR

Logging In: <https://imls-spr.imls.gov/Login>



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.

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

First-Time Users

In the system update:

- User Info
- State Info
- Subaward Info

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

Subaward Information

Select a fiscal year: 2019

State	ZT
Number of subaward applications	0
Number of subawards funded	0
Number of applicants	0
Number of applicants receiving subawards	0
Total amount of subaward funds requested	0
Total amount of subaward funds awarded	0

Save

Cancel



General Narrative

- Think about the entire project report as a whole.
- Use plain language (avoid acronyms and jargon)
- Write in the past tense
- Use position titles, not staff names
- For continuing projects, tell us what you did **this year**



Abstracts

- Between 90-160 words
- What did you do this year? Not just a general program description
- Should reflect the budget & activities
- No bullets
- Pay attention to formatting and copy/paste



Statewide Projects

- A State Effort (or Statewide project):
 - has the entire state's population as potential beneficiaries rather than a specific, and smaller, target audience;
 - is usually administered by the SLAA; AND
 - if the state effort supports a single intent, it will generally be reported as one project



Consolidating Subawards

- Individual subawards of \$5,000 or less may be combined together in a single project report if they:
 - Support a single Intent;
 - Cover the same subjects; AND
 - Target similar beneficiaries.



Intents (14) and Focal Areas (6)

- Improve users' formal education (**Lifelong Learning**)
- Improve users' general knowledge and skills (**Lifelong Learning**)
- Improve users' ability to discover information resources. (**Information Access**)
- Improve users' ability to obtain and/or use information resources. (**Information Access**)
- Improve the library workforce (**Institutional Capacity**)
- Improve the library's physical and technological infrastructure (**Institutional Capacity**)
- Improve library operations (**Institutional Capacity**)
- Improve users' ability to use resources and apply information for employment support (**Employment & Economic Development**)
- Improve users' ability to use and apply business resources (**Employment & Economic Development**)
- Improve users' ability to apply information that furthers their personal, family, or household finances (**Human Services**)
- Improve users' ability to apply information that furthers their personal or family health & wellness (**Human Services**)
- Improve users' ability to apply information that furthers their parenting and family skills (**Human Services**)
- Improve users' ability to participate in their community (**Civic Engagement**)
- Improve users' ability to participate in community conversations around topics of concern (**Civic Engagement**)



Intents and Subjects

- Select only **one** intent

- Select up to **two** subjects

- Improve library's physical and technology infrastructure.
 - Science, Technology, Engineering, & Math (STEM)
- Improve users' general knowledge and skills.
 - Digital Literacy
 - Science, Technology, Engineering, & Math (STEM)



Activities

- An activity accounts for at least 10% of the total amount of resources committed to the project.
- Keep under 10 activities per project
- The activity title and description should be different, and it should not be identical to the project title and description



Activity Types (4) and their Modes

- **Instruction** (Program, Consultation, Other, etc.)
- **Content** (Acquisition, Creation, Lending, etc.)
- **Planning & Evaluation** (Retrospective, Prospective)
- **Procurement** (no mode applicable)

Activity Abstracts

View Activity

Title: Awesome Alphabet Activities

Abstract:

Once a month we offer a drop-in program for parents and children at the Watauga County Library. The library meeting room is set up with various literacy stations that span a large range of motor skills and interest levels. The library desires to provide opportunities and experiences for parents to assist their children in developing the skills of alphabet recognition and phonemic awareness--essential skills for learning to read.

Intent: Improve users' general knowledge and skills.

Activity: Instruction

Mode: Consultation/drop-in/referral

Format: In-person



Procurement

- Only available for “Institutional Capacity” Intents:
 - Improve the library workforce
 - Improve the library’s physical and technological infrastructure
 - Improve library operations
- Many purchases are not “Procurement” Activity
 - Purchasing databases = “Content – Acquisition” Activity
 - Purchasing laptops for learning lab = “Instruction” Activity
 - Subscription to data collection service = “Content – Creation” Activity

Activity Outcomes

When To Survey Participants in a Grants to States Project

		Beneficiary	
		Library Workforce	General Public
Activity	Instruction	Yes if mode is Program	Yes if mode is Program
	Content	Yes if mode is Acquisition or Creation	No
	Planning & Evaluation	Yes	No
	Procurement	No	No



Budget Reminders

- Conference registrations: Services, *not* Travel
- Apps/Software/Licenses: Services, *not* Supplies
- Avoid vague/misleading terms in descriptions (“Other related costs,” “Miscellaneous”)

Budget Examples: Salaries/wages/benefits

- Provide position titles and FTE equivalents
- Differentiate LSTA and Match funds (narrative)

Salaries/Wages/Benefits	\$15,599.41	\$29,487.37	\$0.00	\$45,086.78
Description	LSTA: 25% Project Manager's salary; State: 50% Project Manager's salary			

<u>Budget Information</u>				
	LSTA	MATCH- State	MATCH- Other	Total
Salaries/Wages/Benefits	\$0.00	\$16,950.00	\$0.00	\$16,950.00
Description	Salary and benefits for State Data Coordinator (SDC). NOTE: This figure corresponds to the amount of time attributed to statistics tasks. The SDC also performs general consulting service and that portion of the salary is included in Consulting Services.			

Budget Examples: Other operational expenses

Other Operational Expenses	\$40,977.88	\$0.00	\$0.00	\$40,977.88
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Description

Database subscriptions for State Library's collection available to public.

Other Operational Expenses	\$57.51	\$0.00	\$0.00	\$57.51
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Description

Domain renewal and postage used to promote the site

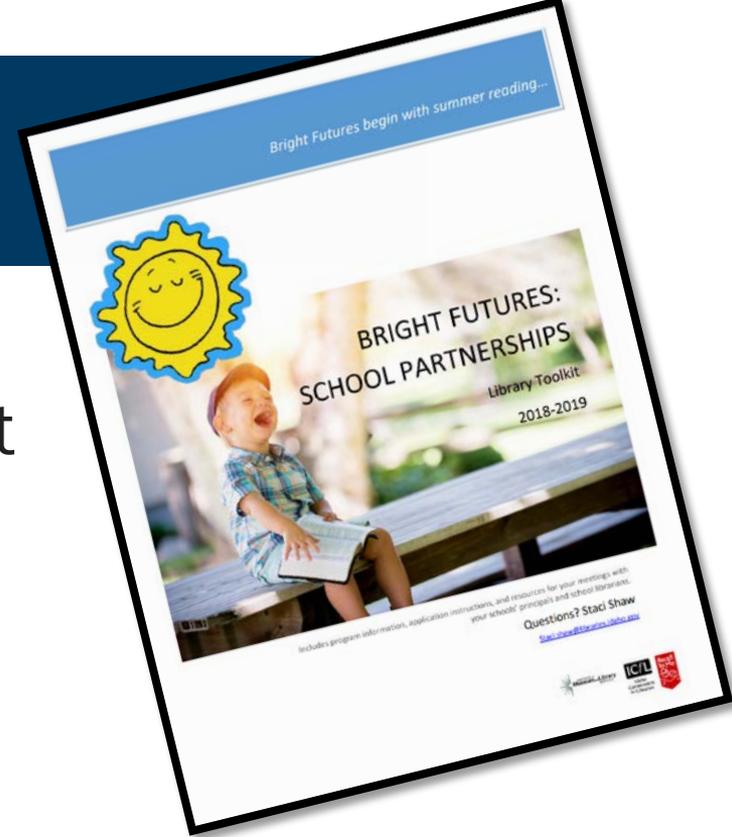
Other Operational Expenses	\$665.00	\$0.00	\$0.00	\$665.00
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Description

Merrimack College used these funds as indirect cost to manage the project.

Additional Materials

- Consider all types of relevant materials
 - Press releases
 - Social media activity
 - Toolkits or Reports
- Provide examples of administrative material





Project Tags

- To help with national-level analysis, consider adding project tags, such as Broadband, Making, Summer meals, and Veterans

Project Tags ⓘ

summer meals, making



Match-Only Projects

- Entered as regular project
- Assign “Intent”
- Report at least one “Activity”
- Include “Match-Only” in title

Project Status for Projects

- You need to change all projects from “Draft” status to “Completed” status before validation and certification
- Remember the shortcut in the List Projects option for changing project statuses in bulk

Move projects to: 

<input type="checkbox"/>	Status	System Code	State C			
<input type="checkbox"/>	<input type="text" value="x"/>	<input type="text" value="x"/>				<input type="text" value="x"/>
<input checked="" type="checkbox"/>	Draft	2019-ZT-82555		Technology infrastructure	Ztest Public Library	0
<input type="checkbox"/>	Draft	2019-ZT-82779		Literacy for all	Ztest Public Library	0

-- Select A Status --

-- Select A Status --

Draft

Completed

Project Status for Admin/FSR

- You still have to open the Administrative Project separately in order to change its status
- We recommend opening and saving the Financial Status Report at the very end of your reporting process to reflect the final information in the projects

The screenshot shows a web application interface. On the left is a sidebar with a 'Home' button and a 'Projects' menu. The 'Projects' menu contains several options: 'List Projects', 'Add Project', 'Batch Upload Projects', 'Administrative Project', 'Financial Status Report', and 'Certify Reports'. The 'Administrative Project' and 'Financial Status Report' options are highlighted with a red box. The main content area is titled 'List Projects' and features a dropdown menu for 'Select a fiscal year:' with '2019' selected. Below this are several orange buttons: 'View Admin Project', 'View Final Financial Status Report', 'Batch Upload Projects', 'Print All Projects', and 'Add Project'. A red box highlights the 'View Admin Project' and 'View Final Financial Status Report' buttons.

Home

Projects

- List Projects
- Add Project
- Batch Upload Projects
- Administrative Project
- Financial Status Report
- Certify Reports

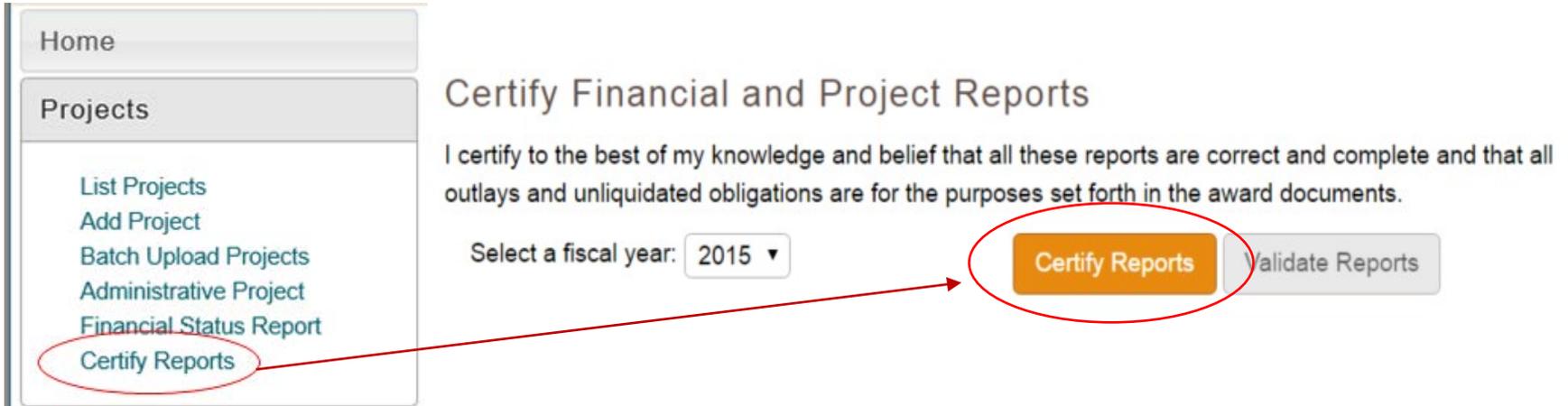
List Projects

Select a fiscal year: 2019

View Admin Project View Final Financial Status Report Batch Upload Projects

Print All Projects Add Project

Certify the SPR (certification 1 of 2)



The screenshot shows a web application interface. On the left is a navigation menu with a 'Home' button and a 'Projects' section containing several links: 'List Projects', 'Add Project', 'Batch Upload Projects', 'Administrative Project', 'Financial Status Report', and 'Certify Reports'. The 'Certify Reports' link is circled in red. A red arrow points from this link to the 'Certify Reports' button on the main page. The main page has a title 'Certify Financial and Project Reports' and a certification statement: 'I certify to the best of my knowledge and belief that all these reports are correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.' Below this is a dropdown menu for 'Select a fiscal year:' with '2015' selected. To the right of the dropdown are two buttons: 'Certify Reports' (highlighted with a red circle) and 'Validate Reports'.

Home

Projects

- List Projects
- Add Project
- Batch Upload Projects
- Administrative Project
- Financial Status Report
- Certify Reports

Certify Financial and Project Reports

I certify to the best of my knowledge and belief that all these reports are correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

Select a fiscal year: 2015 ▾

Certify Reports Validate Reports

Certify the Interim FFR (certification 2 of 2)

Home

Projects

- List Projects
- Add Project
- Batch Upload Projects
- Administrative Project
- Financial Status Report**
- Certify Reports

User Reports

Account Management

Help

Financial Status Report

I'd like to work with the:

Interim (FFR) Final (FSR)

Interim Federal Financial Report

Select a fiscal year: 2016

Select Version: 1

Save Cancel Print **Certify***

Red asterisks denote fields that will be checked upon **Certify**.

Federal Agency and Organizational Element to Which Report is Submitted: Institute of Museum and Library Services

Federal Grant or Other Identifying Number Assigned by Federal Agency *



Reminders

- The SPR Sandbox is available for practicing and training:
<http://imls-testspr.ims.gov>

Reporting deadline for reports is end of December

- **Final Report** includes all projects and the Final Financial Status Report
- **Interim Federal Financial Report** for the following fiscal year
- Resources are available at:
<https://www.ims.gov/grants/grant-programs/grants-states/grants-states-manual>



Contact Us

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Final Questions?