



# Introduction to the State Program Report



Grants to States Program



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# Logging in & Account management

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# 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 - issue tend to occur

## Grants To States Program Report

Welcome to the online reporting system for IMLS' State Grant Program. Before entering your data and descriptions, please take a moment to review this information about security and privacy. After reading the information, click the "I Accept" button to demonstrate that you understand and agree to the conditions below and are ready to enter the system.

**Security and Accuracy of Information:** You are entering an Official United State Government System, which may be used only for authorized purposes. The Government may monitor and audit the usage of this system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information and /or change information on this web site are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1030. Federal law provides criminal penalties of up to \$10,000 or imprisonment of up to five years, or both for knowingly providing false information to an agency of the United States Government. 18 U.S.C. Section 1001.

**Privacy:** Except as otherwise indicated, the information you submit through the online reporting system may be made publicly available through a public IMLS website. Information submitted to IMLS through the online reporting system may also be subject to disclosure as required by law under the [Freedom of Information Act](#) or other statutory provisions. For more information about privacy, please see our [Privacy Policy](#).

I Accept

### Agency Location

955 L'Enfant Plaza North, SW,

### Contact Us

Phone: 202-653-IMLS (4657)

Communications and Government  
Affairs



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## State Library Dashboard

The purpose of the State Program Report (SPR) is to provide a record of grant-funded projects, collect information on project outcomes, and share promising practices. IMLS uses these data to report to Congress and the Office of Management and Budget about the agency's progress on addressing its strategic goals which focus on learning, community, and content.

Select a fiscal year: 2015

You do not have any alerts.

Fiscal Year: **2015**

Projects Entered: **5**

Projects in Draft Status: **5**

Projects marked as Completed: **0**

Projects Certified: **0**

Projects Approved: **0**

Projects Accepted: **0**

Administrative Project Status: **Draft**

Final Financial Status Report Status: **Draft**

LSTA Award (i.e., Allotment): **\$100,000.00**

LSTA Funds Expended: **\$0.00**

Match Funds Expended: **\$0.00**

There are no announcements.



# User accounts

## Two Types of User Accounts:

- IMLS administered
- State Library Administrative Agency (SLAA) administered



# SLAA users that IMLS adds to system

## Four SLAA user roles:

- LSTA Coordinator
- SLAA Project Data Entry
- Financial Manager (optional)
- Authorized Certifying Official (ACO)\*

*\*Typically the Chief Officer, but in states where the Chief Officer is not the ACO, the Chief will be assigned a coordinator-role account.*



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			

# User accounts – SLAA administered

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  - State Info
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## Subrecipient User Management

Add User

Username	First Name	Last Name	Subrecipient	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Page 1 of 0

No records to view



## Add User


### General Information

Email (Username): \*

Title:

First Name:

Last Name:

Phone: 

Fax:

Address1:

Address2:

Address3:

City:

Zip:

**Password** \*

New Password:

Repeat New Password:

**User Assigned Subrecipient**

Subrecipient: \*

-- Select A Subrecipient --



Cancel

Save User

Home

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## User Information

### General Information

First Name:

Z

Last Name:


Test

Title:

Test Coordinator

Email:

zt-coordinator@imls.gov

Phone: 

Fax:

Address1:

Address2:

Address3:

City:



Address1:	<input type="text"/>
Address2:	<input type="text"/>
Address3:	<input type="text"/>
City:	<input type="text"/>
State: *	<input type="text" value="ZT"/>
Zip:	<input type="text"/>

**Change Password**

Current Password:	<input type="password"/>
New Password:	<input type="password"/>
Repeat New Password:	<input type="password"/>

**Update Information**



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  - State Info**
  - Subrecipient Access
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## State Information

### Agency Information

Name of SLAA *	<input type="text"/>
Address *	<input type="text"/>
City *	<input type="text"/>
State	ZT
Zip *	<input type="text"/>
DUNS	<input type="text"/>
EIN	<input type="text"/>
Parent Organization *	<input type="text"/>

### Chief Officer

Name *	<input type="text"/>
Title *	<input type="text"/>
Phone ⓘ *	<input type="text"/>
Fax *	<input type="text"/>
Email *	<input type="text"/>

### Authorized Certifying Official

**Is the Chief Officer also the Authorized State Agency Official? (if No, please fill out the fields below)**

Yes

No

Name \*

Title \*


Address \*

City \*

State \*

Zip \*

Phone  \*

Email \*






### LSTA Coordinator

Name \*

Title \*

Phone  \*

Email \*

### Library Development

Name

Title

Phone 

Email

### Fiscal Officer

Name

Title

Phone 

Email

Update

Cancel

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## State Goals

[Add State Goal](#)

Goal	Description	Fiscal Years	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">2013-2017 access to information</a>	providing electronic and print access to general		Active
<a href="#">workforce readiness</a>	providing pathways to sustainable employment		Active
<a href="#">2018-2022: Community</a>	Libraries will be connected with their communities		Active
<a href="#">2018-2022 IE Test Goal</a>	Test goal for IE production	2018-2022	Active
<a href="#">2018-2022 3.5 Firefox Test Goal</a>	Test goal of 3.5 release	2018-2022	Active
<a href="#">2018-2022 Test Goal for Chrome Pro</a>	2018-2022 3.5 release test goal	2018-2022	Active

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### Add State Goal

Name \*

Description \*

Fiscal Years \*

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## State Library Dashboard

The purpose of the State Program Report (SPR) is to provide a record of grant-funded projects, collect information on project outcomes, and share promising practices. IMLS uses these data to report to Congress and the Office of Management and Budget about the agency's progress on addressing its strategic goals which focus on learning, community, and content.

Select a fiscal year:

You do not have any alerts.

There are no announcements.

Fiscal Year: **2015**

Projects Entered: **3**

Projects in Draft Status: **0**

Projects marked as Completed: **0**

Projects Certified: **3**

Projects Approved: **0**

Projects Accepted: **0**

Administrative Project Status: **Certified**

Final Financial Status Report Status: **Certified**

LSTA Award (i.e., Allotment): **\$100,000.00**

LSTA Funds Expended: **\$20,000.00**

Match Funds Expended: **\$5,000.00**

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## Subaward Information

Select a fiscal year: 2015 ▾

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

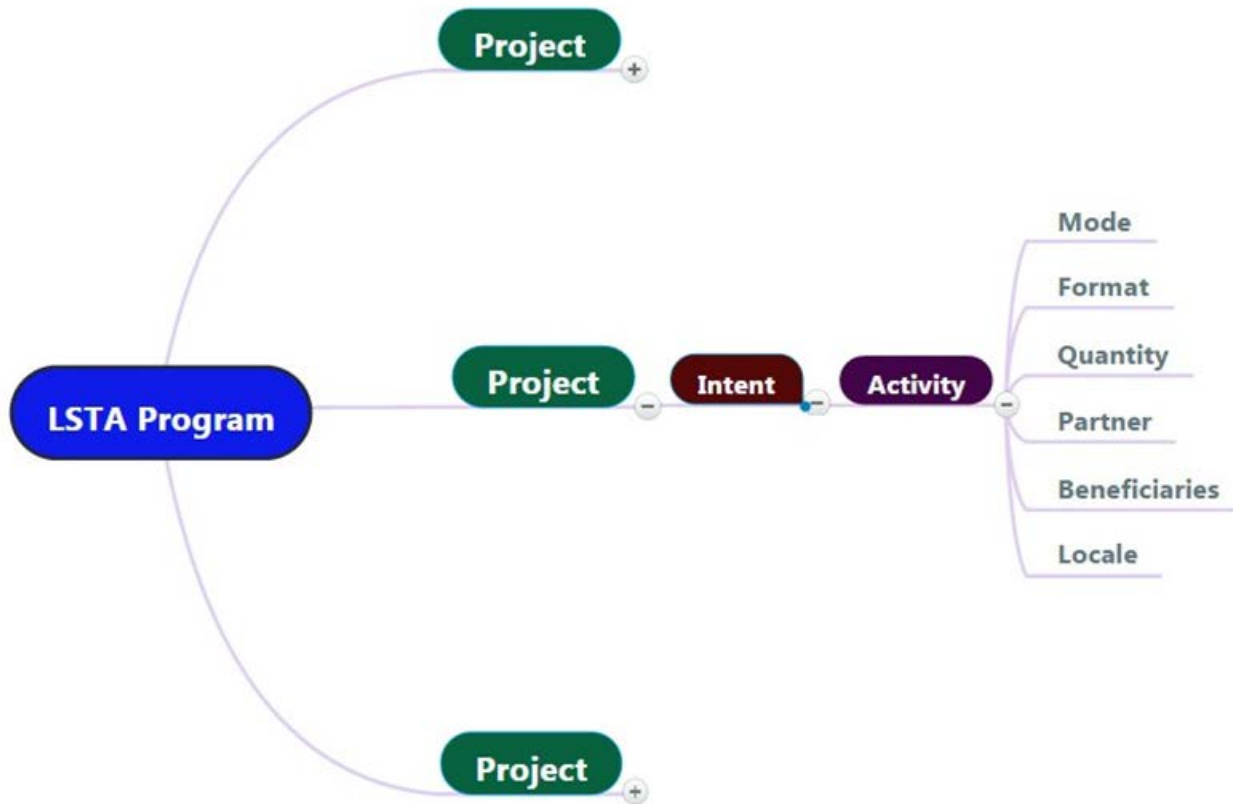
Save

Cancel



# Reporting Concepts

- [Projects](#)
- [Focal Areas and Intents](#)
- [Activities](#)
- [Administrative Project](#)





# Projects

- Set of discrete and interdependent activities carried out to achieve an intended outcome
- Contains allocable resources - e.g., dollars spent, people responsible for accomplishing tasks, venue or service location(s), time spent





# Focal areas and Intents

Focal Area	Intent(s)
Lifelong Learning	<ul style="list-style-type: none"><li>• Improve users' formal education</li><li>• Improve users' general knowledge and skills</li></ul>
Information Access	<ul style="list-style-type: none"><li>• Improve users' ability to discover information resources.</li><li>• Improve users' ability to obtain and/or use information resources.</li></ul>



# Focal areas and Intents

Focal Area	Intent(s)
Institutional Capacity	<ul style="list-style-type: none"><li>• Improve the library workforce</li><li>• Improve the library's physical and technological infrastructure</li><li>• Improve library operations</li></ul>
Employment & Economic Development	<ul style="list-style-type: none"><li>• Improve users' ability to use resources and apply information for employment support</li><li>• Improve users' ability to use and apply business resources</li></ul>



# Focal areas and Intents

Focal Area	Intent(s)
Human Services	<ul style="list-style-type: none"><li>• Improve users' ability to apply information that furthers their personal, family, or household finances</li><li>• Improve users' ability to apply information that furthers their personal or family health &amp; wellness</li><li>• Improve users' ability to apply information that furthers their parenting and family skills</li></ul>
Civic Engagement	<ul style="list-style-type: none"><li>• Improve users' ability to participate in their community</li><li>• Improve users' ability to participate in community conversations around topics of concern</li></ul>



# Four types of activities

Activities are action(s) through which the intent of a project is accomplished.

Activity Name	Definition
Instruction	Involves an interaction for knowledge or skill transfer.
Content	Involves the acquisition, development, or transfer of information.
Planning/Evaluation	Involves design, development, or assessment of operations, services, or resources.
Procurement	Involves purchasing facilities, equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure.



# Project activity: Scenario 1

The library sought to increase job-seeking skills in their community which continues to struggle with high unemployment. Using LSTA funds from the State Library the public library:

- Purchased laptops for a mobile training lab
- Hired an instructor to teach six resume workshops and
- Purchased a collection of 50 books to assist job-seekers.

# How should this be reported?

**A. 3 projects with 1 activity each:**

Project A) *Laptops (Procurement)*; Project B) *Workshops (Instruction)*; and Project C) *Collection Development (Content)*

**B. 1 project with 3 activities:**

Activity A) *Laptops (Procurement)*; Activity B) *Workshops (Instruction)*; and Activity C) *Collection Development (Content)*

**C. 1 project with 2 activities:**

Activity A) *Workshops & Laptops (Instruction)*; and Activity B) *Collection Development (Content)*



## Project activity: Scenario 2

West Dakota (SLAA) sought to increase access to information for all residents in the state.

The SLAA:

- purchased electronic databases from three vendors; and
- provided online training for librarians across the state; and
- surveyed participants in online training sessions to evaluate the sessions.

# How should this be reported?

**A. 1 activity:** Activity A) *Information Access for West Dakotans (Content – Acquisition)*

**B. 2 activities:** Activity A) *Databases (Content – Acquisition);*  
Activity B) *Training for Librarians (Instruction – Program)*

**C. 3 activities:** Activity A) *Databases (Content – Acquisition);*  
Activity B) *Training for Librarians (Instruction – Program);*  
Activity C) *Participant Surveys (Planning & Evaluation)*

**D. 5 activities:** Activity A) *Purchase of Databases (Content – Acquisition);* Activities B - E) *Training for Librarians reported by session (Instruction – Program)*





# Project Activity: Scenario 3

The Youth Services Consultant at the West Dakota State Library (SLAA) led efforts to increase participation in lifelong learning activities for children and teens in the state.

The SLAA:

- Provided training to library staff on designing summer reading programs;
- Purchased and distributed summer reading manuals to 45 libraries across the state;
- Offered Every Child Ready to Read training to library staff around the state; and
- Subscribed to an online homework help service



# How should this be reported?

- A. 1 project:** Project A) Services to increase lifelong learning among children and teens
- B. 4 projects:** Project A) Summer Reading Materials; Project B) Summer Reading Workshops; Project C) Every Child Ready to Read; and Project D) Homework Help
- C. 2 projects:** Project A) Summer Reading and Every Child Ready to Read and Project B) Homework Help
- D. 3 projects:** Project A) Summer Reading Materials and Workshops; Project B) Every Child Ready to Read; and Project C) Homework Help



# Administrative Project

- Many states use the 4% allowed for administration
- There is a separate box for this project
- If you don't use any of the 4%, enter \$.00 in that project area



# Adding Projects

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## Add a Project

Select a fiscal year:

I would like to:

- Add a new project
- Continue a project from a prior fiscal year
- Copy a project

Add Project

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## List Projects

Select a fiscal year: 2015 ▼

View Admin Project

View Final Financial Status Report

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Print All Projects

Add Project

Status	System Code	State Code	Title ▲	Grantee	LSTA
--------	-------------	------------	---------	---------	------

## Add a Project

Select a fiscal year: 2015 ▼

I would like to:

- Add a new project
- Continue a project from a prior fiscal year
- Copy a project

Select a fiscal year:

2014 ▼

Select A Project:

-- Select A Project -- ▼

Add Project

## Add a Project

Select a fiscal year: 2015 ▼

I would like to:

- Add a new project
- Continue a project from a prior fiscal year
- Copy a project

Select a fiscal year:

2014 ▼

Select A Project:

-- Select A Project -- ▼

Add Project



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## Project Batch Upload

### Purpose

The Batch Upload Templates provide a method to create a stub record containing selected information about SPR projects. You may include as many projects as desired in this template, but mistakenly added projects must be deleted individually. This template does not upload all SPR fields due to the relationships between fields, but will provide a jump-start on data entry.

### How-To

Download one of the Excel Templates (below) and add the named fields for your projects. Any formatting added to the fields will not be retained when adding projects using the Batch Upload Template. Below is an explanation of each of the fields for the template:

*Title* - \*REQUIRED\* Can contain any alphanumeric characters.

*Fiscal Year* - \*REQUIRED\* Should be a four number year for the fiscal year. **Pay particular attention to this date.**

*Project Abstract* - Can contain any alphanumeric characters.


*State Project Code* - Can contain any alphanumeric characters.

*Start Date* - \*REQUIRED\* Should be a date (e.g. 12-31-2014)

*End Date* - \*REQUIRED\* Should be a date (e.g. 12-31-2014)

*Project Tags* - Comma separated list of project tags

*Project Budgets* - Decimal fields, each type in its own column.



Templates

2003 Template (.xls)

Excel 2007+ Template (.xlsx)

**Choose a file to upload:**

No file selected.

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FILE

HOME

INSERT

PAGE LAYOUT

FORMULAS

DATA

REVIEW

VIEW

ACROBAT

A2

*fx*

	A	B	C	D	E	F	G	H
1	ProjectTitle	FiscalYear	ProjectAbstract	StateProjectCode	StartDate	EndDate	Tags	Salaries-LSTA
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								



# Successful batch upload

File imported successfully!

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## List Projects

Select a fiscal year: 2015

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View Final Financial Status Report

Batch Upload Projects

Print All Projects

Add Project

Status	System Code	State Code	Title <sup>▲</sup>	Grantee	LSTA
<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x

## List Projects

Select a fiscal year: 2015


[View Admin Project](#)

[View Final Financial Status Report](#)

[Batch Upload Projects](#)

[Print All Projects](#)

[Add Project](#)

Status	System Code	State Code	Title 	Grantee	LSTA
<input type="text" value=""/> x	<input type="text" value=""/> x	<input type="text" value=""/> x	<input type="text" value=""/> x	<input type="text" value="fontana"/> x	<input type="text" value=""/> x
Draft	2015-NC-74802	NC-15-36	<a href="#">EZ Planning</a>	FONTANA REGIONAL LI	22849.94
Draft	2015-NC-74814	NC-15-48	<a href="#">Project Access &amp; Digitization</a>	FONTANA REGIONAL LI	86200

# Edit project

## Edit A Project

Save

Save and Continue

Cancel

### Table of Contents

General Information

Project Director

Grantee

Additional Materials

Budget Information

Intent

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Project Outcomes

Exemplary

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Project Status





## Project Director

Director Name:

Director Phone: 

Director Email:

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**Grantee:** 

-- Select A Grantee --



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## Additional Materials

Attach File (file limit: 40MB)

Browse...

Upload

Enter URL 

Add URL



### Budget Information

LSTA	MATCH-State	MATCH-Other	Total
<b>Salaries/Wages/Benefits</b>			
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	\$0.00
Description	<input type="text"/>		
<b>Consultant Fees</b>			
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	\$0.00
Description	<input type="text"/>		
<b>Travel</b>			
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	\$0.00
Description	<input type="text"/>		
<b>Supplies/Materials</b>			
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	\$0.00
Description	<input type="text"/>		



**Equipment**

0.00

0.00

0.00

\$0.00

Description

**Services**

0.00

0.00

0.00

\$0.00

Description

**Other Operational Expenses**

0.00

0.00

0.00

\$0.00

Description

Totals:

\$0.00

\$0.00

\$0.00

\$0.00

# Reminders

- Save Often
- Unique Project Title Names
- Abstract Lengths

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## Add a Project

Cancel Save Project

G2S Project Code: *Unassigned*  
State: *Northern Marianas*  
Fiscal Year: *2014*  
Exemplary

### General Information

Title: \* Information Access for West Dakotans

State Project Code: ⓘ

Start Date: \* 04/01/2014

End Date: \* 09/30/2015

### Abstract: ⓘ

Rich text editor toolbar with options for Bold, Italic, Underline, Font, Size, and other formatting tools.

To serve the information needs of West Dakotans, three sets of online databases were purchased to provide access to full-text information on a range of topics. The state library contracted with Learning LLC to provide regional training events for librarians to improve staff capacity for assisting users. EBSCOhost, Gale, and Learning Express resources are now available to all citizens through the state's public, K-12 and academic libraries.

State Goal: ⓘ -- Select A Goal --

# Printing Projects

## List Projects

Select a fiscal year: 2015 ▼

View Admin Project


View Final Financial Status Report

Batch Upload Projects

Print All Projects

Add Project

Status	System Code	State Code	Title	Grantee	LSTA
--------	-------------	------------	-------	---------	------



# Intents, Subjects, Activities, Outcomes, and Tags

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# Add/edit project intent

Intent ⓘ

Add Intent

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Intent:

-- Select An Intent --

**-- Select An Intent --**

**--- Lifelong Learning**  
Improve users' formal education.  
Improve users' general knowledge and skills.

**--- Information Access**  
Improve users' ability to discover information resources.  
Improve users' ability to obtain and/or use information resources.

**--- Institutional Capacity**  
Improve the library workforce.  
Improve library's physical and technology infrastructure.  
Improve library operations.

**--- Employment and Economic Development**  
Improve users' ability to use resources and apply information for employment support.  
Improve users' ability to use and apply business resources.

**--- Human Services**  
Improve users' ability to apply information that furthers their personal, family or household finances.  
Improve users' ability to apply information that furthers their personal or family health & wellness.  
Improve users' ability to apply information that furthers their parenting and family skills.

**--- Civic engagement**  
Improve users' ability to participate in their community.





# Subjects

- Further describe the project's "Intent"
- At least one and no more than two subjects are chosen after selecting the "Intent"

Intent:

Improve users' ability to obtain and/or use information ▼

Arts, Culture & Humanities

Business & Finance

Employment

Personal Finance

Small Business

Civic Affairs

Community Concerns

Government

Education

After-school activities

Curriculum support

Environment

General (select only for electronic databases or other data sources)

Health & Wellness

Parenting & Family skills

Personal/Family health & wellness

History

Languages

Literacy

Adult Literacy

Digital Literacy

Early Literacy

Reading Program (Not Summer Reading)

Summer Reading

Science, Technology, Engineering, & Math (STEM)



- Library Infrastructure & Capacity
- Broadband Adoption
- Buildings & Facilities
- Certification
- Collection Development & Management
- Continuing Education and Staff Development
- Disaster Preparedness
- Library Skills
- Programming & Event Planning
- Research & Statistics
- Outreach & Partnerships
- Systems & Technologies
  
- Other



# Add an activity

Activities **i**

[Add Activity](#)


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# Activity Information

**Activity Information**

Title: \*

Abstract:



Intent: \*

Cancel

Next >>

# Select an activity

**Activity Information**

Activity: \*

Mode: \*

Format: \*

Cancel

<< Prev

Next >>

# Activity: Select a mode

## Activity Information

Activity: \*

Mode: \*

Format: \*

Content

Acquisition

– Select A Mode –

Acquisition

Creation

Preservation

Description

Lending

Other

# Activity: Select a format

## Activity Information

Activity: \*

Content

Mode: \*

Acquisition

Format: \*

Digital

– Select A Format –

Digital

Physical

Combined physical & digital



### Activity Information

Activity: \*

Content

Mode: \*

Acquisition

Format: \*

Digital

### Quantity Information

Number of hardware acquired

0

Number of software acquired

0

Number of licensed databases acquired

48

Number of print materials (books & government documents) acquired

0

Number of electronic materials acquired

0

Number of audio/visual units (audio discs, talking books, other recordings) acquired

0

Cancel

<< Prev

Next >>

## Partner Information

Please identify the area(s) in which your partner organization(s) operates.

- |   |                          |
|---|--------------------------|
| Libraries                                 | <input type="checkbox"/> |
| Historical Societies or Organizations     | <input type="checkbox"/> |
| Museums                                   | <input type="checkbox"/> |
| Archives                                  | <input type="checkbox"/> |
| Cultural Heritage Organization Multi-type | <input type="checkbox"/> |
| Preschools                                | <input type="checkbox"/> |
| Schools                                   | <input type="checkbox"/> |
| Adult Education                           | <input type="checkbox"/> |
| Human Service Organizations               | <input type="checkbox"/> |
| Other                                     | <input type="checkbox"/> |

Please identify the legal type of the partner organization(s) for this project.

- |   |                          |
|---|--------------------------|
| Federal Government                            | <input type="checkbox"/> |
| State Government                              | <input type="checkbox"/> |
| Local Government (excluding school districts) | <input type="checkbox"/> |
| School District                               | <input type="checkbox"/> |
| Non-Profit                                    | <input type="checkbox"/> |
| Private Sector                                | <input type="checkbox"/> |
| Tribe/Native Hawaiian Organization            | <input type="checkbox"/> |

# Activity: Beneficiaries

## Beneficiaries

Is the activity directed at the library workforce (includes volunteers and trustees)? \*

Yes

No

Is the activity for a targeted group or for the general population? \*

Targeted Group

General Population

Which best describes the geographic community of the targeted group?

Urban

Suburban

Rural

**Which best describes the geographic community of the targeted group?**

Urban

Suburban

Rural

**Select one or more of the following activity target age groups.**

All Ages

0-5 years

6-12 years

13-17 years

18-25 years

26-49 years

50-59 years

60-69 years

70+ years

Cancel

<< Prev

Next >>

## Locale

Is the activity statewide? \*

Yes

No

## Institution Types

Public Libraries

46

Academic Libraries

5

SLAA

1

Consortia

0

Special Libraries

0

School Libraries

78

Other

0

Cancel

<< Prev

Next >>

### Beneficiaries

Is the activity directed at the library workforce:	No
For a targeted group or for the general population:	General
Geographic community of the targeted group:	Urban

### Locale

Is the activity state-wide:	No
Specific Locations:	Yes

#### **Name: My Public Library**

Address: 123 Main

City: Happy Hollow

State: VA

Zip: 99999

Cancel

<< Prev

Save Activity

# Add or edit activity outcomes

Activities 



Database Purchasing

Outcomes

Add Activity

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# Questionnaire for Library Workforce about Planning and Evaluation Activities



## Quick Survey about the Activity

Thank you for agreeing to complete this questionnaire about a planning or evaluation activity. Please provide your feedback by completing the following questions. Thank you!

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
<b>1. I believe the planning and evaluation addresses library needs.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>


	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
<b>2. I am satisfied with the extent to which the plan or evaluation addresses library needs.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>





# Project outcomes

## Project Outcomes

List any important findings or outcomes from your project: 

Please briefly describe importance of findings.

What methods did you use to determine your findings? Check all that apply.

Survey	<input type="checkbox"/>
Review of Administrative Data	<input type="checkbox"/>
Interview/Focus Group	<input type="checkbox"/>
Participant Observation	<input type="checkbox"/>
Other	<input type="checkbox"/>

Based on outputs, outcomes and/or other results, explain any significant lessons learned from these findings for either the SLAA or others in the LIS field.

# Exemplary Box and Project Tags

## Exemplary

Exemplary



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## Project Tags

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# Project Status

## Project Status

Selecting Completed will lock fields for further editing. If further editing is required after "Completing" the project, you can reselect Draft.

This project must be set to Completed to allow for the fiscal year's Report to be Certified and submitted to IMLS.

Version:

Status:

Draft



Completed



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Save Project

Save and Continue

Cancel

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3 Projects Saved

## List Projects

Select a fiscal year: 2017

View Admin Project

View Final Financial Status Report

Batch Upload Projects

Print All Projects

Add Project

Move projects to: 

- Select A Status --
- Draft
- Completed

<input type="checkbox"/>	Status	System Code	State Code	Title	Grantee	LSTA
<input type="checkbox"/>		x	x	x	x	x
<input type="checkbox"/>	Draft	2017-ZT-76472		this is an outcomes test	Ztest University Library	0
<input type="checkbox"/>	Draft	2017-ZT-79321		we're testing attachments		200
<input type="checkbox"/>	Draft	2017-ZT-79644		This is a QA Test		0

Save

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## List Projects

Select a fiscal year: 2017

Move projects to:

Completed

<input checked="" type="checkbox"/>	Status	System Code	State Code	Title	Grantee	LSTA
<input type="checkbox"/>	x	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>
<input checked="" type="checkbox"/>	Complete	2017-ZT-76472		this is an outcomes test	Ztest University Library	0
<input checked="" type="checkbox"/>	Complete	2017-ZT-79321		we're testing attachments		200
<input checked="" type="checkbox"/>	Complete	2017-ZT-79644		This is a QA Test		0



# Reporting Tips

- [General System Tips](#)
- [First-Time User Tips](#)
- [General Narrative Tips](#)
- [Abstract Tips](#)
- [Statewide Projects Tips](#)
- [Consolidating Subawards Tip](#)
- [Match-Only Project Tips](#)
- [Intent Tips](#)
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- [Tags Tips](#)
- [Project Status Tips](#)
- [FFATA Requirement Tips](#)

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# General System Tips

- Chrome and Firefox are recommended browsers
- Don't open two browser windows or tabs for the SPR at the same time.
  - This often occurs when users want to look back at the prior year's report while completing the current year's
  - However, this often leads to editing and reporting bugs



# First-Time User Tips

In the system update:

- User Info
- State Info
- Subaward Info





# General Narrative Tips


- Use plain language (avoid acronyms and jargon)
- Write in the past tense
- Use position titles, not staff names




# Abstract Tips

A. **Abstract:**  
OCLC software

B. **Abstract:**  
Project staff created a documentary toolkit that addresses curatorial, scholarly, legal, and ethical issues associated with archiving harvested social media data.



C. **Abstract:**  
The library purchased the Community Profiles software, a collaborative tool that allows organizations to establish a presence at the library and within the community, and created a database of local organizations, agencies and resources along with information about their services, locations and events. Registration forms and instructional packets were developed and a library card was given to each organization that linked to the record in the ILS system. Some created digital carousels of library materials related to their services and programs, encouraging the use of library resources.



D. **Abstract:**  
The NC Digital Heritage Center supports the discovery and sharing of cultural heritage materials by providing digitization and digital publishing services to libraries, archives, and museums, resulting in increased awareness and use of the collections by the public. During the 2014-2015 fiscal year, the Center worked with 53 organizations, digitizing more than 180,000 images and adding them to DigitalNC.org. In the past year alone, DigitalNC.org registered 2.6 million views from users in NC and beyond. The Center encourages smart and sustainable digital library projects by providing consultation services related to digitization, both with institutions who had received LSTA-funded EZ Digitization grants as well as others. The Center also supports the discovery and use of all digital collections at North Carolina institutions by serving as the statewide service hub for the Digital Public Library of America. 182 institutions now contribute over 260,000 records to DPLA through the Center.

E. **Abstract:**  
The Statewide Reference Resource Center (SRRC) provides access to online reference services, statewide databases and online learning tools through the state's online portal for library resources. State funds paid for reference services, project coordination and promotion, technical support, and subscriptions to EBSCO databases, WorldBook, ProQuest's HeritageQuest, Tutor.com and AtoZdatabases. State library staff work to coordinate services and evaluate usage, seeking input from the library community to identify tools for inclusion in the service. The public library consortium contributes to the cost of EBSCO databases.

LSTA funds paid for database subscriptions to supplement the electronic resources. The supplemental resources, Learning Express Library and Mango Languages, provide tools and information services for job seekers and the underemployed, students and language learners. Over 460,000 public library and 196,000 academic library card holders can access these products using the service or library websites. The resources were also made available at the state's One Stop Centers and were promoted to adult education providers.

The state has suffered one of the highest unemployment rates in the country through 2015. Learning Express Library provides career and education test preparation and includes tutorials and eBooks for students and job seekers. Resources include practice tests for professional certification exams, the Armed Services Vocational Aptitude Battery (ASVAB), college entrance exams, graduate school entrance exams and much more. In 2015, 4,241 tests, 953 tutorials, and 1,317 eBooks were downloaded through the service.

As an ethnically diverse state, one out of five speak a language other than English. Mango Languages provides online language courses in over 60 different languages for English speakers and 17 courses for speakers of other languages to learn English. Mango Languages enables any citizen in the state seeking to learn a language, whether a foreign language for English speakers or English for non-English speakers or those with limited English proficiency. In addition, Mango Languages fosters understanding of other cultures through language and the cultural resources included in the product. Mango Languages is used in schools to supplement language learning, by adults seeking to learn a language for business or pleasure, and job seekers who need to improve their English proficiency. In 2015, users logged 15,054 sessions on Mango Languages; each session averaged 14 minutes.



# Statewide Projects Tips

- 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 Tip

- 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.



# Match-Only Project Tips

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



# Intent Tips

## 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/Mode Tips

- You should have no more than 10 activities per project
- Conference Attendance = “Instruction – Other” (Activity Type)



# Quantity Tips

- Instruction – Program
  - Total # of events = (# of Sessions) X (# of times administered)
  - Average # in attendance = Total participants divided by total events





# Quantity Tips

An SLAA offered a series of 3 one-hour, hands-on workshops on customer service (Intro, Intermediate, and Advanced). They presented all three sessions in 4 different locations around the state. A total of 180 staff attended the sessions.

- # sessions = 3
- # times administered = 4
- Total participants = 180
- Total # events =  $3 \times 4 = 12$
- Average attendance =  $180 / 12 = 15$



# Quantity Tips

## Content – Creation

- Number of items digitized
  - An item is a “work” e.g., a book, a newspaper, a map, a score, or an album



# Tags Tips

- Broadband
- Early literacy
- Gaming/STEM
- Making
- New Americans
- Summer Meals
- Veterans
- Workforce development
- Promise Zones  
<https://www.hudexchange.info/programs/promise-zones/>



# Project Status Tips

- 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
- 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



# FFATA Requirement Tips

- Federal Funding Accountability and Transparency Act (FFATA)
- Must report subawards of \$25,000 or more in fsrs.gov



# Financial Reports

- [Overview](#)
- [Final Financial Status Report \(FSR\)](#)
- [Interim Federal Financial Report \(FFR\)](#)

# Financial Reports

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## State Library Dashboard

The purpose of the State Program Report (SPR) is to provide a record of grant-funded projects, collect information on project outcomes, and share promising practices. IMLS uses these data to report to Congress and the Office of Management and Budget about the agency's progress on addressing its strategic goals which focus on learning, community, and content.

Select a fiscal year:

You do not have any alerts.

There are no announcements.

Fiscal Year: **2015**

Projects Entered: **5**

Projects in Draft Status: **5**

Projects marked as Completed: **0**

Projects Certified: **0**

Projects Approved: **0**

Projects Accepted: **0**

Administrative Project Status: **Draft**

Final Financial Status Report Status: **Draft**

LSTA Award (i.e., Allotment): **\$100,000.00**

LSTA Funds Expended: **\$0.00**

Match Funds Expended: **\$0.00**

# Working with Financial Reports

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## Financial Status Report

I'd like to work with the:

Interim (FFR)

Final (FSR)



# Final Financial Status Report

## Final Financial Status Report

Select a fiscal year:

Select Version:

Save

Cancel

Print

### General Information

Federal Grant or Other Identifying Number Assigned By Federal Agency \*

Total Federal Funds Authorized for This Funding Period

\$ 100000.00

Recipient Account Number or Identifying Number

### Report Basis \*

Cash

Accrual

Total SLAA funds expended to meet the purposes of LSTA, including the Five-Year-Plan (MOE) ⓘ *	\$	<input type="text" value="0.00"/>
Minimum MOE Required	\$	<input type="text" value="0.00"/>

MATCH-State funds expended specifically on the Five-Year Plan	\$	<input type="text" value="0.00"/>
MATCH-Other funds expended specifically on the Five-Year Plan ⓘ	\$	<input type="text" value="0.00"/>
Total Match	\$	<input type="text" value="0.00"/>
Minimum Match Required ⓘ	\$	<input type="text" value="0.00"/>
All other recipient outlays not previously reported	\$	<input type="text" value="0.00"/>

Total unliquidated obligations (expected to clear by Dec. 30 or later IMLS-approved date)	\$	<input type="text" value="0.00"/>
Unobligated balance of Federal funds (these funds to be deobligated) ⓘ	\$	<input type="text" value="0.00"/>
Federal share of net outlays ⓘ	\$	<input type="text" value="0.00"/>

**LSTA Administrative Costs**

Allowed	Actual	Difference
\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>



IMLS-approved date unliquidated obligations are expected to clear

01/01/0001

Name of Authorized Certifying Official

Title of Authorized Certifying Official

Signature of Authorized Certifying Official

Phone Number of Authorized Certifying Official

Email of Authorized Certifying Official

Report Status

Draft

Date Report Certified

01/01/0001

Agency DUNS

Agency EIN

Agency Name

Save

Cancel



# Interim Federal Financial Report

## 2 CFR §200.327 Financial reporting.

Unless otherwise approved by OMB, the Federal awarding agency may solicit only the standard, OMB-approved government-wide data elements for collection of financial information... This information must be collected with the frequency required by the terms and conditions of the Federal award, *but no less frequently than annually* nor more frequently than quarterly except in unusual circumstances... and preferably in coordination with performance reporting.

# Interim Federal Financial Report

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## 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 *	<input type="text"/>
Recipient Organization (Name and complete address including Zip code)	Ztest 123 Main z, ZT 99999
DUNS Number	00
EIN	00
Recipient Account Number or Identifying Number	<input type="text"/>

### Report Type \*

- Quarterly
- Semi-Annual
- Annual
- Final

### Basis of Accounting \*

- Cash
- Accrual

## 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 *	<input type="text"/>
Recipient Organization (Name and complete address including Zip code)	Zitel, 123 Main z, ZT 99999
DUNS Number	00
EIN	00
Recipient Account Number or Identifying Number	<input type="text"/>

### Report Type \*

- Quaterly
- Semi-Annual
- Annual
- Final

### Basis of Accounting \*

- Cash
- Accrual

# Interim Federal Financial Report

## Recipient Organization

- Populated from State Info: Parent Organization
- Should match name on Official Award Notification and name associated with DUNS

### State Information

#### Agency Information

Name of SLAA *	ZTest
Address *	123 Main St
City *	ZT
State	ZT
Zip	99999
DUNS	001234567
EIN	123456700
Parent Organization *	Ztest SLAA



## Interim Federal Financial Report

Select a fiscal year: 2016

Select Version: 1

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 *	<input type="text"/>
Recipient Organization (Name and complete address including Zip code)	Ztest 123 Main z, ZT 99999
DUNS Number	00
<b>EIN</b>	00
Recipient Account Number or Identifying Number	<input type="text"/>

### Report Type \*

Quarterly

Semi-Annual

**Annual**

Final

### Basis of Accounting \*

Cash

Accrual

# Interim FFR- Report Type

## 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-00-16-####-16		
Recipient Organization (Name and complete address including Zip code): Ztest SLAA, 123 Main St, ZT 99999				
DUNS Number: 001234567	EIN: 123456700	Recipient Account Number or Identifying Number:	Report Type: <input type="radio"/> Quarterly <input type="radio"/> Semi-Annual <input checked="" type="radio"/> Annual <input type="radio"/> Final	Basis of Accounting: <input type="radio"/> Cash <input checked="" type="radio"/> Accrual
Project/Grant Period: From: 10/01/2015	To: 09/30/2017	Report Period End Date: 09/30/2016		

# Interim FFR- Transactions

Transactions	
<b>Federal Cash</b>	
Cash Receipts	\$50,000.00
Cash Disbursements	\$57,336.76
Cash on Hand	\$-7,336.76
<b>Federal Expenditures and Unobligated Balance</b>	
Total Federal funds authorized	\$95,000.00
Federal share of expenditures	\$57,336.76
Federal share of unliquidated obligations	\$0.00
Total Federal share	\$57,336.76
Unobligated balance of Federal funds	\$37,663.24

# Interim FFR- Cash Receipts

Transactions	
<b>Federal Cash</b>	
Cash Receipts	\$50,000.00
Cash Disbursements	\$57,336.76
Cash on Hand	\$-7,336.76
<b>Federal Expenditures and Unobligated Balance</b>	
Total Federal funds authorized	\$95,000.00
Federal share of expenditures	\$57,336.76
Federal share of unliquidated obligations	\$0.00
Total Federal share	\$57,336.76
Unobligated balance of Federal funds	\$37,663.24

# Interim FFR- Disbursements/Expenditures

Transactions	
<b>Federal Cash</b>	
Cash Receipts	\$50,000.00
Cash Disbursements	\$57,336.76
Cash on Hand	\$-7,336.76
<b>Federal Expenditures and Unobligated Balance</b>	
Total Federal funds authorized	\$95,000.00
Federal share of expenditures	\$57,336.76
Federal share of unliquidated obligations	\$0.00
Total Federal share	\$57,336.76
Unobligated balance of Federal funds	\$37,663.24

# Interim Federal Financial Report

## Recipient Share

Total recipient share required	\$48,939.39
Recipient share of expenditures	\$12,000.00
Remaining recipient share to be provided	\$36,939.39

## Program Income

Total Federal program income earned	\$0.00
Program income expended in accordance with the deduction alternative	\$0.00
Program income expended in accordance with the addition alternative	\$0.00
Unexpended program income	\$0.00

## Indirect Expense(s)

Type	Rate	Period From	Period To	Base	Amount Charged	Federal Share
0	0	10/01/2015	09/30/2017	\$0.00	\$0.00	\$0.00
0	0	10/01/2015	09/30/2017	\$0.00	\$0.00	\$0.00
Totals				\$0.00	\$0.00	\$0.00

Remarks



## Interim Federal Financial Report tip

- Reporting Period = Oct. 1<sup>st</sup> – Sept. 30<sup>th</sup> = first year of award period
- Transactions
  - Reflect activity during first twelve months of award period
  - No rounding, use exact figures
  - “Cash Disbursements” should equal “Federal Share of Expenditures”



# Interim Federal Financial Report tip

- Federal Grant Number is in format:
  - LS-00-##-#####-##
- Check DUNS hasn't expired in SAM.gov
  - Recipient Organization name
  - EIN
- Report Type = “Annual”
- System defaults to correct project and report dates





Remarks

**Certification**

Name of Authorized Certifying Official

Title of Authorized Certifying Official

Signature of Authorized Certifying Official

Phone Number of Authorized Certifying Official

Email of Authorized Certifying Official

Report Status

Date Report Certified

**Comments (for SLAA review)**



# Validating and Certifying Reports

- [Validating Reports](#)
- [Certifying Reports](#)

# Validating Reports

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## State Library Dashboard

The purpose of the State Program Report (SPR) is to provide a record of grant-fur information on project outcomes, and share promising practices. IMLS uses these and the Office of Management and Budget about the agency's progress on address which focus on learning, community, and content.

You do not have any alerts.

# Validating 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



# Coordinator Validates Report

This report successfully validates.

## 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.

# Certifying Reports (Chief/ACO)

## Certify Financial and Project Reports

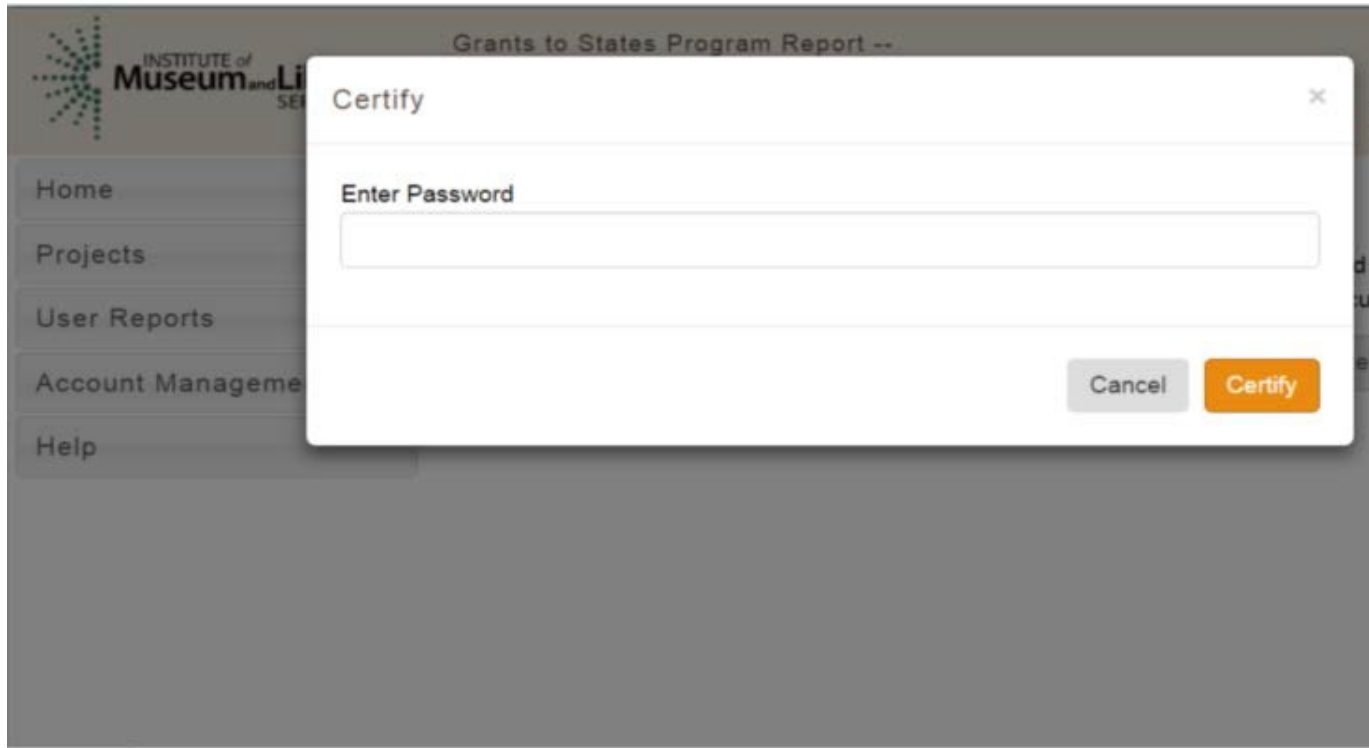
I certify to the best of my knowledge and belief that all these reports are correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

Select a fiscal year: 2015 ▼

Certify Reports

Validate Reports

# Chief Certifies Report




The screenshot shows a web application interface. At the top, there is a dark blue header with the text "Chief Certifies Report". Below the header, the main content area is a light gray page titled "Grants to States Program Report --". On the left side, there is a navigation menu with the following items: "Home", "Projects", "User Reports", "Account Management", and "Help". The "INSTITUTE of Museum and Li" logo is visible in the top left corner. A white dialog box titled "Certify" is overlaid on the page. The dialog box has a close button (X) in the top right corner. Inside the dialog, there is a label "Enter Password" above a text input field. At the bottom right of the dialog, there are two buttons: "Cancel" (gray) and "Certify" (orange).

# Report is Certified

The report was successfully certified.

## 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:  

Certify Reports

Validate Reports



# Certifying the Interim Federal Financial Report

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## Financial Status Report

I'd like to work with the:

Interim (FFR) Final (FSR)

# Chief Certifies the Interim Federal Financial Report

## Interim Federal Financial Report

Select a fiscal year: 2016

Select Version: 1

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 both 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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