

# Welcome to the Orientation

Come on in!



**Grants to States Virtual Conference** 

March 29, 2021



# Orientation to the Grants to States Program March 29, 2021



## Glossary

- MLSA Museum and Library Services Act
- LSTA Library Services and Technology Act
- CARES Coronavirus Aid, Relief, and Economic Security Act
- ARPA American Rescue Plan Act of 2021
- G2S Grants to States
- SLAA State Library Administrative Agency
- ACO Authorized Certifying Official
- COSLA Chief Officers of State Library Agencies



# **Glossary of Terms**

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



# **Glossary of Terms, Continued**

DUNS is the Data Universal Numbering System that assigns a unique number to a single business entity

- UEI is the Universal Entity Identifier which will replace the DUNS number
- TIN stands for Taxpayer Identification Number and is used by the IRS
  - EIN means Employer Identification Number
- FAIN means Federal Award Identification Number that is a unique number assigned to your grant, e.g., LS-246139-OLS-20



- PTE Pass-through entity is a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program
- IDC is the indirect cost rate



- Welcome to the program
- Notification of your mentor
- Instructions for setting up your SPR password
- Instructions for setting up your eGMS password



- 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
- <u>LSTA-QRTAccrual@imls.gov</u> 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. For Grants to State awards, please visit the Grants to States Manual: https://www.imls.gov/grants/grant- programs/grants-states/grants-states- manual.	Image: Constraint of 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 <u>Sign in help</u> below to select a password.           For IMLS staff access click <u>here</u> .	
	User name Password Sign in Sign in hele	
	Museumand Library SERVICES	



- Equipment (\$5,000 or over for one item) requests
- Submission of certifications and assurances
- MOE waiver requests
- Payment requests

#### **Grants to States Manual**

Five Year Plans				
Five Year Evaluations				
Purposes and Priorities of LSTA				
Grants to States Manual				
Apply for a Grant	>			
Manage Your Grant				
Search Awarded Grants				
Peer Review	>			

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#### 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

<u>SPR Reporting System User Documentation – SLAA View</u>

Guides users through the SPR system with screenshots and a glossary



# https://imls-spr.imls.gov/Login

#### NOTE:

 Chrome and Firefox are recommended browsers

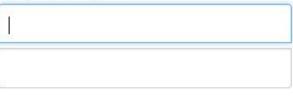
Museumand Library

 Don't open two browser windows or tabs for the SPR at the same time issue tend to occur

G	r	a	n	ts	Т	0	S	ta	te	S	Ρ	r	0	q	r	a	n	n

#### Report

Sign In To Continue To The State Program Report



Sign In

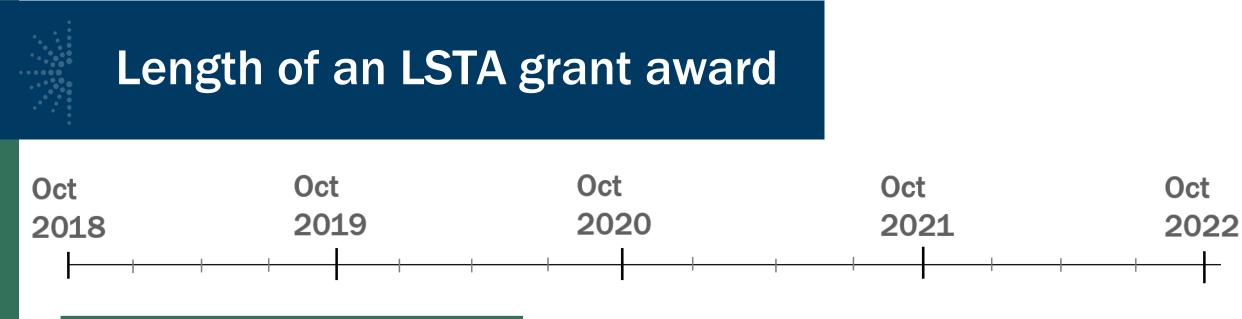
If you have trouble signing in, contact your Program Officer.

Home	State Information	
Projects	Agency Information	
User Reports	Name of SLAA *	
Account Management Manage Subrecipients	Address *	
Subaward Info S <del>tate Goal</del> s	City *	
State Info Subrecipient Access	State	ZT
User Info	Zip *	
Help	DUNS	
	EIN	
	Parent Organization *	
	Chief Officer	
	Name *	
	Title *	
	Phone 🚯 *	
	Fax *	
	Email *	Ι

Fiscal Officer	
Name	
Title	
Phone	
Email	
Other Fiscal Officer 1	
Name	
Title	
Phone	
Email	
Other Fiscal Officer 2	
Name	
Title	
Phone	
Email	

# **Table of User Roles**

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 /Fiscal Officer	Yes	Yes			



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

#### Grant Cycle Calendar for 2021

States must notify IMLS and <u>electronically</u> submit new <u>contact information</u> whenever any details of the LSTA Contacts have changed. Please note that any references to FY 2020 incorporate the CARES Act award.

DATE	CALENDAR YEAR	ACTIVITY
10-01	2020	<ul> <li>FY 2021 Federal Fiscal Year Begins</li> <li>FY 2021 Two-Year Grant Award Period Begins</li> <li>FY 2021 Grant Awards 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>
12-30	2020	<ul> <li>FY 2019 SPR/FSR, and FY 2020 Interim FFR due to IMLS (integrated with SPR)</li> <li>90-day Liquidation Period Ends for Obligated FY 2019 Funds</li> </ul>
1-07	2021	Quarterly Grant Accrual Report due for FY 2020 & FY 2021 Awards
4-01	2021	If Needed – Revision of Current Five-Year Plan Due to IMLS for FY 2022
4-06	2021	Quarterly Grant Accrual Report due for FY 2020 & FY 2021 Awards
7-07	2021	Quarterly Grant Accrual Report due for FY 2020 & FY 2021 Awards
9-21	2021	One-Week Drawdown Suspension for End of Federal Fiscal Year Closeout
9-30	2021	<ul> <li>FY 2020 Two-Year Grant Award Period Ends</li> <li>FY 2021 Federal Fiscal Year Ends</li> </ul>
10-01	2021	<ul> <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> <li>90-day Liquidation Period Begins for Obligated FY 2020 Funds</li> </ul>
10-06	2021	Quarterly Grant Accrual Report due for FY 2021 Award and Amount of FY 2020     Award not obligated by 9-30-2020
12-30	2021	<ul> <li>FY 2020 SPR/FSR and FY 2021 Interim FFR due to IMLS (integrated with SPR)</li> <li>90-day Liquidation Period Ends for Obligated FY 2020 Funds</li> </ul>
1-07	2022	Quarterly Grant Accrual Report due for FY 2021 & FY 2022 Awards
3-30	2022	Five-Year Evaluation (2018-2022) due to IMLS

# **Quarterly Grant Accrual Reports**

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			

#### Worksheet to Calculate Grant Accrual Amounts

Email all Quarterly Grant Accrual Reports to LSTA-QRTAccrual@imls.gov

## **LSTAC Listserv**

"Does anyone have a sample risk assessment form they would be willing to share? We are looking to create our own risk assessment form to assess future LSTA grant opportunity seekers and would greatly benefit by seeing what already exists out there."

To subscribe or unsubscribe via the web, send email to: <a href="mailto:tamara.ottum@slo.oregon.gov">to: tamara.ottum@slo.oregon.gov</a>

# Questions?