



Welcome to the Orientation

Come on in!





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



More Terms

- 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



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



Use regular email

- 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 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

The screenshot shows the eGMS REACH login interface. At the top, there's a blue header with 'eGMS' and 'REACH' tabs, and a 'Help' link. Below the header, on the left, are two paragraphs of guidance text with links to the IMLS website and the Grants to States Manual. The main content area has a 'Welcome to eGMS Reach' heading, followed by a description of the system and instructions for new users and IMLS staff. There are input fields for 'User name' and 'Password', a 'Sign in' button, and a 'Sign in help' link highlighted with a red box. At the bottom, there's a footer with the IMLS logo and a 'Privacy and Terms of Use' link.

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](#)

 INSTITUTE of Museum and Library SERVICES

[Privacy and Terms of Use](#)



Use Reach messaging

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

Grants to States Manual

State Information Data	
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	>

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 - issue 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.



- 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 *	<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"/>

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			



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

Grant Cycle Calendar for 2021

States must notify IMLS and electronically submit new contact information 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 style="list-style-type: none"> FY 2021 Federal Fiscal Year Begins FY 2021 Two-Year Grant Award Period Begins FY 2021 Grant Awards issued after the President signs the Budget States return signed Assurances and Certifications within 10 business days 90-day Liquidation Period Begins for Obligated FY 2019 Funds
12-30	2020	<ul style="list-style-type: none"> FY 2019 SPR/FSR, and FY 2020 Interim FFR due to IMLS (integrated with SPR) 90-day Liquidation Period Ends for Obligated FY 2019 Funds
1-07	2021	<ul style="list-style-type: none"> Quarterly Grant Accrual Report due for FY 2020 & FY 2021 Awards
4-01	2021	<ul style="list-style-type: none"> If Needed – Revision of Current Five-Year Plan Due to IMLS for FY 2022
4-06	2021	<ul style="list-style-type: none"> Quarterly Grant Accrual Report due for FY 2020 & FY 2021 Awards
7-07	2021	<ul style="list-style-type: none"> Quarterly Grant Accrual Report due for FY 2020 & FY 2021 Awards
9-21	2021	<ul style="list-style-type: none"> One-Week Drawdown Suspension for End of Federal Fiscal Year Closeout
9-30	2021	<ul style="list-style-type: none"> FY 2020 Two-Year Grant Award Period Ends FY 2021 Federal Fiscal Year Ends
10-01	2021	<ul style="list-style-type: none"> FY 2022 Federal Fiscal Year Begins FY 2022 Two-Year Grant Award Period Begins FY 2022 Grant Awards will be issued after the President signs the Budget States return signed Assurances and Certifications within 10 business days 90-day Liquidation Period Begins for Obligated FY 2020 Funds
10-06	2021	<ul style="list-style-type: none"> 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 style="list-style-type: none"> FY 2020 SPR/FSR and FY 2021 Interim FFR due to IMLS (integrated with SPR) 90-day Liquidation Period Ends for Obligated FY 2020 Funds
1-07	2022	<ul style="list-style-type: none"> Quarterly Grant Accrual Report due for FY 2021 & FY 2022 Awards
3-30	2022	<ul style="list-style-type: none"> Five-Year Evaluation (2018-2022) due to IMLS

Quarterly Grant Accrual Reports

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

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: tamara.ottum@slo.oregon.gov

Questions?