



## New LSTA Coordinator Orientation: Grants to States Program

### Acronyms

**MLSA:** Museum and Library Services Act, the broader act that encompasses LSTA

**LSTA:** Library Services and Technology Act, as amended, a subchapter of the authorizing legislation for IMLS (see 20 U.S.C. § 9101 et seq., particularly § 9121 et seq.) Shorthand in the field for Grants to States funds, though LSTA also encompasses IMLS discretionary programs.

**CARES Act:** Coronavirus Aid, Relief, and Economic Security Act, one-time stimulus funding from 2020

**ARPA:** American Rescue Plan Act of 2021, a one-time funding for museum and library services support

**G2S:** Grants to States

**SLAA:** State Library Administrative Agency

**ACO:** Authorized Certifying Official

**COSLA:** Chief Officers of State Library Agencies

**eGMS:** IMLS's electronic Grants Management System

**Reach:** the email system used in eGMS

**DUNS:** Data Universal Numbering System

**UEI:** Universal Entity Identifier, will be new number that replaces the DUNS number by April 2022

**TIN:** Taxpayer Identification Number used by the IRS

**EIN:** Employer Identification Number

**FAIN:** Federal Award Identification Number, a unique number assigned to your grant by IMLS, e.g., LS-246139-OLS-20

**PTE:** Pass-through entity, a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program

**IDC:** Indirect cost rate is typically for overhead expenses like rent or utilities

**SAM.gov:** System for Award Management website, where a grantee registers to do business with the US government

**FFATA:** Federal Funding Accountability and Transparency Act

**FSRS.gov:** FFATA State Reporting System. Enter information on subrecipients who received grants of \$30,000 or more

**SPR:** State Program Report, the online system developed by IMLS for the annual Grants to States reporting. Available at <https://imls-spr.imls.gov/Login>

**Match:** The amount of money (34% of the program budget) our LSTA legislation requires a state library to contribute toward the grant program using non-Federal funds.

**MOE:** Maintenance of Effort (see 20 U.S.C. § 9133 (c))

Statutory requirement for States to maintain their financial contributions to the Grants to States program at not less than the amount of the average contributions over three fiscal years. Represents State funds for library programs consistent with the Purposes of LSTA. When a State does not meet its MOE in a given reporting year, its next allotment is reduced by the same percentage as the missed MOE. An MOE waiver process allows SLAA to make a case for missed MOE.

## Resources

**Grants to States Manual:** <https://www.ims.gov/grants/grants-states/grants-states-manual>

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. There are three SPR user guides under the Financial and Performance Reporting header:

- **“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 - SLAAView”**
  - Guides users through the SPR system, with screenshots and a glossary

**Site Visit Checklist:** <https://www.ims.gov/sites/default/files/sitevisitchecklist2018.pdf>

Includes overall indicators of administrative and financial health of the SLAA

**Grant Cycle Calendar:** [Grant Cycle Calendar for FY 2021 State Grant \(ims.gov\)](#)

**Istac list for LSTA Coordinators:** [lstac@oms.oregon.gov](mailto:lstac@oms.oregon.gov), with information about signing up here: <https://www.ims.gov/sites/default/files/2021-03/IstacIstacoordinatorlistserv.pdf>

### Update SLAA Contacts in the SPR

IMLS maintains 4-5 contacts per state (Chief Officer, Authorized Certifying Official – if different than Chief, LSTA Coordinator, Library Development, and Fiscal Officer). Every time a state has a contact change you must take the following steps and notify IMLS:

- Log into the SPR system: <https://ims-spr.ims.gov/Login>
- Use the menu navigation to go to **Account Management > State Info**
- Make any appropriate adjustments to the listed contacts. To maintain uniformity, please provide phone numbers in the XXX-XXX-XXXX format.
- Click the orange Update button at the bottom of the window.
- Send an email to your Program Officer once updated. We will then ensure that your latest contacts are reflected in the eGMS system and various other lists we manage internally.

### Add Users to the SPR

Contact your Program Officer to update or add users to the SPR system with the following levels of access:

- LSTA Coordinator (up to 2 perstate)
- Authorized Certifying Official – ACO – (1 per state, to match certifications on file with IMLS)
- Financial Manager/Fiscal Officer and 2 Other Fiscal Officers. You need to request SPR-level access for any Fiscal Officers. They will automatically be added to the eGMS system and authorized to make drawdowns.
- SLAA project data entry (unlimited number per state). Role allows someone to add, view or edit all projects, but they cannot validate, certify, or change state goals. It may be a useful role for additional state library consultants.

## Levels of permission in the SPR

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
LSTA Coordinator	Yes	Yes		Yes	Yes
SLAA Project Data Entry	Yes				
Financial Manager /Fiscal Officer	Yes	Yes			

The LSTA coordinator and ACO accounts have permission to manage **subrecipient user accounts** in the system. They may establish user accounts as well as update lost/forgotten passwords for subrecipients.

- Log into the SPR system: <https://imls-spr.imls.gov/Login>
- Use the menu navigation to go to Account Management > Subrecipient Access
- Click Add User, and enter contact information (email address will be used to log in)
- Enter and confirm password
- Select assigned subrecipient (affiliated institution)
- Select Save User
- NOTE: to “delete” any existing SPR users, click their name, and under User Status, select “Inactive” then click Update User.

## eGMS

Overview of eGMS: <https://www.imls.gov/sites/default/files/g2s-egms-reach-overview-guide-grantee-webinar.pdf>

How to Navigate Reach: [https://www.imls.gov/sites/default/files/reach\\_how\\_to\\_navigate\\_reach.pdf](https://www.imls.gov/sites/default/files/reach_how_to_navigate_reach.pdf)

Reach: [HelpDesk@imls.gov](mailto:HelpDesk@imls.gov) (for system access issues)

Use the Messages tab in Reach for submitting:

- Equipment (\$5,000 or over for one item) requests
- Submission of certifications and assurances
- MOE waiver requests
- Any other official prior approval requests

Use the Payments tab in Reach for submitting drawdown requests.

Use regular email for:

- Allowable cost questions
- SPR issues
- General feedback or questions for your program officer

Send quarterly grant accruals to: [LSTA-ORTAccrual@imls.gov](mailto:LSTA-ORTAccrual@imls.gov)