State Program Report (SPR) and CARES ACT Refresher
Grants to States
Overview

- Upcoming reporting deadline
- Where to submit reports for the LSTA Grants to States program
- How to enter FY 2020 award and CARES Act project data
- How to enter Interim FFR data for both the FY 2021 ARPA and LSTA funds
- Refresher and general best practices for the SPR
- How to bundle projects
Upcoming reporting deadline*

December 30, 2021 for:

- 2020 final financial status report (FSR) and narrative reports (SPR) including FY 2020 award and CARES Act
- 2021 interim federal financial report (FFR) including FY 2021 award and ARPA Award

*unless you have an extension
REMINDER: submit reports through the SPR for the LSTA Grants to States program

https://imls-spr.imls.gov/Login
SPR Enhancements

- Project defaults to “draft” when in edit mode
- Incremental saving of activities
- Only one intent can be selected now
  - If you carry over a previous project with multiple intents, you will need to pick one intent before certification
- DUNS field changed to DUNS/UEI
- SPR authentication button for the evaluation CoP
CARES Act: SPR projects

- SPR CARES Act projects titled “CARES Act: …”
- Start date of 4/21/2020 or later
CARES Act: SPR project budgets

- Report CARES Act projects separately, if possible, but if a project uses both FY 2020 LSTA and CARES Act funds, differentiate them in the budget narrative.

**Supplies/Materials**

<table>
<thead>
<tr>
<th>Description</th>
<th>3400.00</th>
<th>0.00</th>
<th>0.00</th>
<th>$3,400.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 WiFi extenders with CARES Act funds = $3,200</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY20 LSTA funds used for the balance of the purchase = $200</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Use the Administrative Project to report on FY 20 and/or CARES funds under the 4% federal cap (e.g. CARES administrative support), as well as any state or other match
# CARES Act: FSR administrative costs

<table>
<thead>
<tr>
<th>LSTA Administrative Costs</th>
<th>Allowed</th>
<th>Actual</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$102,444.92</td>
<td>$7,954.00</td>
<td>$94,490.92</td>
</tr>
</tbody>
</table>

Auto-calculated: 4% of FY 20 + CARES

Auto-populated from Admin project
CARES Act: Financial Status Report (FSR)

- Two log numbers (manual) for FY 2020 & CARES Act, combined funds (autofill)
- NOTE: must save report initially to see combined amount
### CARES Act: FSR match and federal outlays

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Match-State funds expended specifically on the Five-Year Plan</td>
<td>$2,658,941.00</td>
</tr>
<tr>
<td>Match-Other funds expended specifically on the Five-Year Plan</td>
<td>$217,697.00</td>
</tr>
<tr>
<td>Total Match</td>
<td>$2,876,638.00</td>
</tr>
<tr>
<td>Minimum Match Required</td>
<td>$1,319,366.39</td>
</tr>
<tr>
<td>All other recipient outlays not previously reported</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total unliquidated obligations (expected to clear by Dec. 30 or later</td>
<td>$0.00</td>
</tr>
<tr>
<td>IMLS-approved date)</td>
<td></td>
</tr>
<tr>
<td>Unobligated balance of Federal funds (these funds to be deobligated)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Federal share of net outlays</td>
<td>$2,561,123.00</td>
</tr>
</tbody>
</table>
CARES Act Reporting Questions?
Entering Interim FFR data for both the FY 2021 ARPA and LSTA funds
ARPA: FY 2021 interim FFR report

Financial Status Report

I'd like to work with the:

- Interim (FFR)
- Final (FSR)
ARPA: FY 2021 interim FFR reporting

• Add two grant numbers (FY 2021 and ARPA) 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-249947-OLS-21, LS-250192-OLS-21

Recipient Organization (Name and complete address including Zip code):

• Number comes from award document (available in eGMS)
ARPA: interim FFR financial fields

- “Total Federal funds authorized” auto-calculates total of both awards
- Tip: Hit “Save” for the correct auto-calculated figures to populate (not there initially)
- Report on combined funds for FY 2021 and ARPA in “Federal share of expenditures” and related fields
- “Total recipient share required” field only reflects FY 2021 match

<table>
<thead>
<tr>
<th>Federal Expenditures and Un obligated Balance</th>
<th>Auto-calculated: allotment + ARPA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Federal funds authorized</strong></td>
<td>$4,197,554.00</td>
</tr>
<tr>
<td><strong>Federal share of expenditures</strong></td>
<td>$3,732,894.00</td>
</tr>
<tr>
<td><strong>Federal share of unliquidated obligations</strong></td>
<td>$172,002.00</td>
</tr>
<tr>
<td><strong>Total Federal share</strong></td>
<td>$3,904,896.00</td>
</tr>
<tr>
<td><strong>Un obligated balance of Federal funds</strong></td>
<td>$292,658.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recipient Share</th>
<th>Auto-calculated (allotment only)</th>
<th>Report on match</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total recipient share required</strong></td>
<td>$2,162,376.30</td>
<td></td>
</tr>
<tr>
<td><strong>Recipient share of expenditures</strong></td>
<td>$1,973,423.00</td>
<td></td>
</tr>
</tbody>
</table>
NEW: Option to add Unique Entity Identifier (UEI)

- DUNS field updated to “DUNS/UEI” for FSR, Interim FFR
- To add a UEI, edit “State Info” under “Account Management”
- Find your UEI in SAM.gov
- Only DUNS required this year (UEI optional)
REMINDER: you won’t enter ARPA projects until next year’s SPR
Reminder to frame ARPA as pandemic response

- Couch ARPA spending under the umbrella of the pandemic
- For next year’s reporting, the narrative should reflect this as much as possible
Questions?
Refresher: General best practices for the SPR
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
Account Management

In the system update:

- User Info
- State Info
- Subaward Info
• 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; no colored text
- 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
Bundling Projects

Individual projects may be combined into a single project report if they:

- Support the same Intent
- Cover the same subjects
- Target similar beneficiaries
- When bundled, there still must be no more than 10 activities
Bundling scenario: 75 libraries with PPE

- SLAA as grantee
- Single project/single activity
- Locales noted individually or, if “statewide,” as numbers

<table>
<thead>
<tr>
<th>Institution Types</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Libraries</td>
<td>55</td>
</tr>
<tr>
<td>Academic Libraries</td>
<td>10</td>
</tr>
<tr>
<td>SLAA</td>
<td>0</td>
</tr>
<tr>
<td>Consortia</td>
<td>0</td>
</tr>
<tr>
<td>Special Libraries</td>
<td>0</td>
</tr>
<tr>
<td>School Libraries</td>
<td>10</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
</tr>
</tbody>
</table>
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
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
Activity Types (4) and their Modes

- **Instruction** (Program, Consultation, Other, etc.)
- **Content** (Acquisition, Creation, Lending, etc.)
- **Planning & Evaluation** (Retrospective, Prospective)
- **Procurement** (no mode applicable) – NOTE: only available with Institutional Capacity intent
Procurement

- Only available for “Institutional Capacity” Intents:
  - Improve the library workforce
  - Improve the library’s physical and technological infrastructure
  - Improve library operations
  - NOTE: PPE could be an example of Procurement (if the Intent is Institutional Capacity) or Content (if the Intent is something else)

- 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

<table>
<thead>
<tr>
<th>Activity</th>
<th>Library Workforce</th>
<th>General Public</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>Yes if mode is Program</td>
<td>Yes if mode is Program</td>
</tr>
<tr>
<td>Content</td>
<td>Yes if mode is Acquisition or Creation</td>
<td>No</td>
</tr>
<tr>
<td>Planning &amp; Evaluation</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Procurement</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
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)
<table>
<thead>
<tr>
<th>Description</th>
<th>Other Operational Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Database subscriptions for State Library's collection available to public.</td>
<td>$40,977.88</td>
</tr>
<tr>
<td>Domain renewal and postage used to promote the site</td>
<td>$57.51</td>
</tr>
<tr>
<td>Indirect costs at the federally negotiated rate of 33%.</td>
<td>$11,382.67</td>
</tr>
</tbody>
</table>
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
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.
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.
Certify the SPR (certification 1 of 2)
Certify the Interim FFR (certification 2 of 2)

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

Federal Grant or Other Identifying Number Assigned by Federal Agency *

Institute of Museum and Library Services
Reminders

- The SPR Sandbox is available for practicing and training: [http://imls-testsprimls.gov](http://imls-testsprimls.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
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Final Questions?