Reporting in the State Program Report (SPR)

INSTITUTE *of* **Museum** and **Library** SERVICES

Reporting Allotments

- For reporting on Annual allotment grants
  - Two-year awards: After first year, only submit a financial report
  - After end of second year, submit a final financial and narrative report
  - Interim Financial Report due on December 30th
  - Final Narrative and Financial Report due on January 30th
- For the final report for 2019 Pacific competitive award, you will report as you have been ("paper")
- Quarterly Grant Accruals: Required to submit each quarter to

LSTA-QRTAccrual@imls.gov

Goals of Online SPR Report

- A more dynamic tool to capture data
  - How are funds used?
  - Who are the beneficiaries?
  - Where are activities happening?
- Standardize reporting process to increase comparability of project reports
- Share information to facilitate peer learning

Resources for the SPR

- [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

- The SPR Sandbox is available for practicing and training: http://imls-testsprimls.gov

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

INSTITUTE of Museum and Library SERVICES

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

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.

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
Authorized Certifying Official (ACO)	Yes	Yes	Yes		Yes
Coordinator	Yes	Yes		Yes	Yes
SLAA Project Data Entry	Yes				
Financial Manager	Yes	Yes			

State Info

- Important contact information

- 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)

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    Subrecipient Access
    User Info

Help

State Information

Last Modified Date: 09/01/2021

Agency Information

Name of SLAA *	Pretend State Library
Address *	123 Main
City *	z
State	ZT
Zip *	99999
DUNS/UEI	DUNS: 123456780 UEI: WUP7EE6M4875
EIN	456789012
Parent Organization *	Ztest Official Name

Final Reporting

Final Reports

- Contains:
  - narrative report
  - administrative project
  - financial report
- Covers full period of award performance (10/1/2020 - 9/30/2022)
- You will report on the FY2021 Allotment AND ARPA Act combined
- Use exact figures
- **NEW!** Due January 30, 2023 (unless you have an extension)
- Must be certified by the Authorized Certifying Official

Narrative Report

- Narrative Report is made of up projects

- What is a project?

  - 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

Project Info you will need

- Think of the work you did as <u>Projects</u>

- It's a "data driven" story...

  - Who... managed the work?

  - What... was the focus?

  - How... did they do it?

  - Where... did they do it?

  - How much... did it cost?

  - Who... were the partners (if any)?

  - Who... were the beneficiaries?

  - How well did it go? What are the outcomes?

General SPR Project Framework

- Project examples:
  - Summer reading
  - Bookmobile
  - Digitization
- Intent = broad areas of impact

Starting a project

- Give the project a title

- Start and End dates need to be within the project period

- The State Project Code is optional

- The Abstract needs to briefly describe what you did in this project, and be no longer than 150 words

Add a Project

Cancel   Save and Continue   Save Project

Table of Contents

General Information
Project Director
Grantee
Additional Materials
Budget Information
Intent
Activities
Project Outcomes
Exemplary
Project Tags

G2S Project Code: *Unassigned*
State: *Ztest*
Fiscal Year: *2020*

General Information

Title: *

State Project Code: ⓘ

Start Date: *   10/01/2019

End Date: *   09/30/2021

Abstract: ⓘ

ARPA: SPR projects

- SPR CARES Act projects titled "ARPA: …"

- Start date of 4/8/2021 or later

System Code	State Code	Title	Grantee	LSTA
2020-ZT-82742		Early Literacy Initiatives	Ztest Public Library	55000
2020-ZT-82743		Library Training Institute	Ztest University Library	23000
2020-ZT-82744		CARES Act: Parking Lot Wifi	Ztest Public Library	3400
2020-ZT-82745		CARES Act: Online Summer	ZT Public Library 3.6	5000

General Information

Title: *   CARES Act: Parking Lot W

State Project Code: ⓘ

Start Date: *   04/21/2020

End Date: *   09/18/2020

- The project needs to be assigned to one of your state goals

- The Project director is who was in charge of that project (it could be you)

- If you made sub-grant, you will assign a sub-grantee

- Additional materials are optional, but encouraged. These can be photos, websites, pamphlets, lesson plans or any additional things you want to share

State Goal: ⓘ   -- Select A Goal --   ⌄

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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)
Choose File No file chosen   Upload
Enter URL ⓘ

                                         Add URL

Project Report Budgets

- Similar to Pacific competitive application budgets:

  - Salaries/Wages/Benefits

  - Consultant Fees

  - Travel

  - Supplies/Materials

  - Equipment ($5,000+ each)

  - Services

  - Other Operational Expenses (indirect costs)

- Must have a description of how funds were spent

Budget Information

	LSTA	MATCH-State	MATCH-Other	Total
Salaries/Wages/Benefits	0.00	0.00	0.00	$0.00
Description				
Consultant Fees	0.00	0.00	0.00	$0.00
Description				
Travel	0.00	0.00	0.00	$0.00
Description				
Supplies/Materials	0.00	0.00	0.00	$0.00
Description				

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

| 3400.00 | 0.00 | 0.00 | $3,400.00 |

Description

12 WiFi extenders with CARES Act funds = $3,200
FY20 LSTA funds used for the balance of the purchase = $200

Intent: the "why" of a Project

- Each Project is assigned <u>one</u> Intent

    - Intent: an objective or expected result in a project

    - Intents correspond to the 6 focal areas (broad impact)

    - There are 14 possible intents, which include:

Focal Area	*Intent(s)*
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

Intent (continued)

Focal Area	Intent(s)
Institutional Capacity	• Improve the library **workforce** • Improve the library's physical and technological **infrastructure** • Improve library **operations**
Employment & Economic Development	• Improve users' ability to use resources and apply information for **employment** support • Improve users' ability to use and apply **business** resources

Intent (continued)

Focal Area	Intent(s)
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** • Improve users' ability to participate in community **conversations around topics of concern**

Project/Intent Notes

- Remember that you should only have one intent per project

- This means some large projects may need to be divided into smaller projects

Activities: the "how" of a project

- Action through which the intent of a project is accomplished

- Should account for at least 10% of the project budget

- No more than 10 activities per project

- Activity types:

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.

Activities

Activities ℹ

🏷 ✏ 🗑   test activity

[Outcomes]

[Add Activity]

Activity information

Activity information

Activity Information

Activity: *   Instruction ⌄

Mode: *   Program ⌄

Format: *   Virtual ⌄

Quantity Information

Session length (minutes)	60
Number of sessions in program	1
Average number in attendance per session	14
Number of times program administered	3

Cancel   << Prev   Save and Continue >>

Activity Modes: Instruction

- A mode is a characteristic of an activity

- There are multiple mode choices per activity:

Instruction

Program	Active user engagement (e.g., class on computer skills)
Presentation	Passive user engagement (e.g., author talk)
Consultation	Informal interaction such as expert advice or reference services

Activity Modes: Content

Content

Acquisition	Purchasing library materials or software/hardware for storing and retrieving information
Creation	Designing or producing new materials, including digitization
Description	Cataloging or otherwise describing materials
Lending	Circulating materials
Preservation	Extending the useful life of materials

Activity Modes (continued)

Planning & Evaluation

Retrospective	Historical assessment of a program or service (e.g., third-party Program Evaluation)
Prospective	Future assessment (e.g., Five-Year Plan)

Procurement (only for Institutional capacity Intents)

(no mode)	Acquiring or leasing facilities or purchasing supplies, materials, or equipment that support general infrastructure (not content)

Other Activity Areas

- Activities also have areas for:
  - Partners (if they commit resources to projects)
  - Beneficiaries
    - Library Workforce
    - General Population
    - Targeted Population
  - Locale (participating institutions)
    - Statewide? (most likely)
    - Institution types

SPR Outcomes: Activities

- Designated survey questions from IMLS, specific to the project beneficiary

- At the activity (not project) level

- Outcomes involve concrete gains:

  - Knowledge
  - Confidence
  - Behavior change
  - Awareness

- Reference sheet: https://www.imls.gov/sites/default/files/regfolderl1-handout-outcomes-qs-quick-reference-sheet.pdf

When to Input Responses - SPR

The key to the orange or gray SPR buttons...

Activities

Edge Outreach and Support

Support Document Creation

Edge Evaluation

Outcomes

Outcomes

Outcomes

...is in this table:

		Beneficiary	
		Library Workforce	General Public
Activity	Instruction	Yes if mode is Program	Yes if mode is Program
	Content	Yes if mode is Acquisition or Creation	No
	Planning & Evaluation	Yes	No
	Procurement	No	No

Activity Survey Timeline

- Orange buttons will prompt you when to input responses

Activities

Scanner Purchase

OPAC for ASLC

Outcomes

Outcomes

- But you'll have to disseminate the surveys much earlier than reporting, during the project period
- Do not survey people under 18 years old

SPR – Survey Response Area

Total number of survey responses: 0

I am satisfied that the resource is meeting library needs.

SD	D	NA/ND	A	SA	NR
0	0	0	0	0	0

Applying the resource will help improve library services to the public.

SD	D	NA/ND	A	SA	NR
0	0	0	0	0	0

Outcomes →

Response options: Strongly Disagree (SD), Disagree (D), Neither Agree nor Disagree (NA/ND), Agree (A), Strongly Agree (SA) or Non-response (NR)

Resources – Survey Templates

- Four survey templates available on IMLS website:
  - https://www.imls.gov/sites/default/files/instructionpublic.pdf
  - https://www.imls.gov/sites/default/files/instructionlibraryworkforce.pdf
  - https://www.imls.gov/sites/default/files/contentlibraryworkforce.pdf
  - https://www.imls.gov/sites/default/files/planevallibraryworkforce.pdf

Example Scenarios

- Workshop for adults to learn computer skills
  - Activity is Instruction–Program
  - Beneficiary is General Public
  - You SHOULD survey for this

Activity	Beneficiary	
	Library Workforce	General Public
Instruction	Yes if mode is Program	Yes if mode is Program
Content	Yes if mode is Acquisition or Creation	No
Planning & Evaluation	Yes	No
Procurement	No	No

- Summer reading manuals for library staff
  - Activity is Content–Acquisition
  - Beneficiary is Library Workforce
  - You SHOULD survey for this

Activity	Beneficiary	
	Library Workforce	General Public
Instruction	Yes if mode is Program	Yes if mode is Program
Content	Yes if mode is Acquisition or Creation	No
Planning & Evaluation	Yes	No
Procurement	No	No

Project Outcomes

- For all projects
- Tell the story and lessons learned of your project

Project Outcomes

List any important outcomes or findings not previously reported.

Please briefly describe the importance of these outcomes and findings for future program planning.

Explain one or two of the most significant lessons learned for others wanting to adopt any facets of this project.

Do you anticipate continuing this project after the current reporting period ends?

Yes ○   No ◉

Was an evaluation conducted for this project?

Yes ○   No ◉

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

Questions?

Administrative Project

- This is where you report on your administrative expenses covered in the 4% administrative cap. You must submit an Administrative Project, even if no LSTA funds have been expended

- To locate the project in the SPR, click Administrative Project under Projects menu.

- Enter title and abstract describing expenditure of funds (enter NA if no funds expended).

- Intent: Defaults to "Administer the LSTA Program."

- Grantee: Defaults to name of SLAA.

- Start Date: Enter start date of Administrative Project.

- End Date: Enter end date of Administrative Project.

- Enter Budget information.

- Note: a description must be entered for any budget category that includes an expenditure.

- Click Save. Note: Administrative Project must be marked "Complete" to be certified.

ARPA: Administrative project

- Use the Administrative Project to report on FY 21 and/or ARPA funds under the 4% federal cap (e.g. CARES administrative support), as well as any state or other match

Title: Administrative Project

Abstract: LSTA coordinator salary (Match - state) and temp staff (LSTA funds) to help administer CARES

Intent: Administer the LSTA Program

Grantee:

Start Date:

10/01/2019

End Date:

09/30/2021

Budget Information

	LSTA	MATCH-State	MATCH-Other	Total
Salaries/Wages/Benefits	$ 40,000.00	$ 70,000.00	$ 0.00	$110,000.00
Description	LSTA: part-time temp staff to help administer CARES (total of 1,150 hours) Match: LSTA coordinator salary and benefits (1 FTE)			

Questions?

Final Financial Status Report (FSR)

- FSR data should be entered for the two-year award period.

- The FSR corresponds to entered projects, which populate most of FSR data.

- We recommend you look at this last, as it automatically captures all of the project budget information

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Financial Status Report

I'd like to work with the:

Interim (FFR)   Final (FSR)

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

- Enter Maintenance of Effort (MOE) *F.A.S. only*
- Enter all other recipient outlays not previously reported (if applicable – typically $0).
- Enter total unliquidated obligations (Should be $0)
- Enter IMLS-approved date unliquidated obligations are expected to clear (if applicable).

These fields are system-generated and cannot be edited:
- Minimum MOE Required
- MATCH-State Funds expended specifically on the Five-Year-Plan (auto-populated from projects)
- MATCH-Other funds expended specifically on the Five Year-Plan (auto-populated from projects)
- Total Match (system calculated; must be at least $.01 to successfully validate report) *F.A.S. only*
- Minimum Match Required (system calculated)
- Unobligated balance of Federal funds (these funds to be deobligated) (system calculated)
- Federal share of net outlays (system calculated)
- LSTA Administrative Costs:

Allowed: This figure represents 4% of the federal allotment (system calculated)
Actual: Auto-populated from the Administrative Project.
Difference: The system-calculated difference between the allowed 4% and what the State Library spent to administer this grant program.

Field	Amount
Total SLAA funds expended to meet the purposes of LSTA, including the Five-Year-Plan (MOE) *	$ 0.00
Minimum MOE Required	$ 0.00
MATCH-State funds expended specifically on the Five-Year Plan	$ 7100.00
MATCH-Other funds expended specifically on the Five-Year Plan	$ 1600.00
Total Match	$ 8,700.00
Minimum Match Required	$ 0.00
All other recipient outlays not previously reported	$ 0.00
Total unliquidated obligations (expected to clear by Dec. 30 or later IMLS-approved date)	$ 0.00
Unobligated balance of Federal funds (these funds to be deobligated)	$ -56,830.00
Federal share of net outlays	$ 56,830.00

LSTA Administrative Costs

Allowed	Actual	Difference
$ 0.00	$ 30,000.00	$ 0.00

Field	Value
IMLS-approved date unliquidated obligations are expected to clear	01/01/0001

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

Interim Financial Report: FY2022

Interim Financial Reports

- You are reporting on FY2022 allotment

- Due December 30th

- Covers October 1, 2021-September 30, 2022: the first year of the award period

- Use exact figures

- Must be certified by the Authorized Certifying Official

ARPA: FY 2021 interim FFR report

- Enter Federal Grant Number (e.g., LS-XXXXXX-OLS-XX; required to save record).
- Enter Recipient Account Number or Identifying Number, if any.
- Keep the default Report Type (should be Annual).
- Select Basis of Accounting (required to save record).
- Keep the default dates for Project/Grant Period (the full two years of the award) and Report Period End Date (September 30 of the first year of the award).

The following fields are system-generated and cannot be edited:
The Recipient Organization, DUNS Number and EIN

- Enter Cash Receipts (any funds drawn down as of September 30th)
- Enter Cash Disbursements (any funds paid out that you will be charging to the federal award; number should match "Federal share of expenditures").
- Enter Federal share of expenditures (number should match "Cash Disbursements").
- Enter Federal share of unliquidated obligations, if any.
- Enter Recipient share of expenditures, if any (Match funds).
- Enter Program Income, if any (typically will be 0).

- Tip: Hit "Save" for the correct auto-calculated figures to populate (not there initially)

The following fields are system-generated and cannot be edited: Cash on Hand, Total Federal funds authorized, Total Federal share, Unobligated balance of Federal funds, Total recipient share required (Allotment only), Remaining recipient share to be provided

Transactions

Federal Cash

Cash Receipts *	$ 0.00
Cash Disbursements *	$ 0.00
Cash on Hand	$ 0.00

Federal Expenditures and Unobligated Balance

Total Federal funds authorized *Auto-calculated)	$ 0.00
Federal share of expenditures *	$ 0.00
Federal share of unliquidated obligations *	$ 0.00
Total Federal share	$ 0.00
Unobligated balance of Federal funds	$ 0.00

Recipient Share

Total recipient share required * Auto-calculated	$ 0.00
Recipient share of expenditures * Report on match	$ 0.00
Remaining recipient share to be provided	$ 0.00

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

For the purpose of the Interim Financial Report, leave indirect expenses blank.

After you complete all of these fields, Hit SAVE.

Indirect Expense(s)

Type	Rate	Period
0	0	From: 10/01/2019
		To: 09/30/2021

Base	Amount Charged	Federal Share
$ 0.00	$ 0.00	$ 0.00

Type	Rate	Period From-To
0	0	From: 10/01/2019
		To: 09/30/2021

Base	Amount Charged	Federal Share
$ 0.00	$ 0.00	$ 0.00

Base Total	Amount Charged Total	Federal Share Total
$ 0.00	$ 0.00	$ 0.00

Certify the Interim FFR

Questions?

Try validating the SPR

Possible errors

- You could receive an error message if your projects aren't completed

Certify the SPR

Remember: Only the Authorized Official can certify

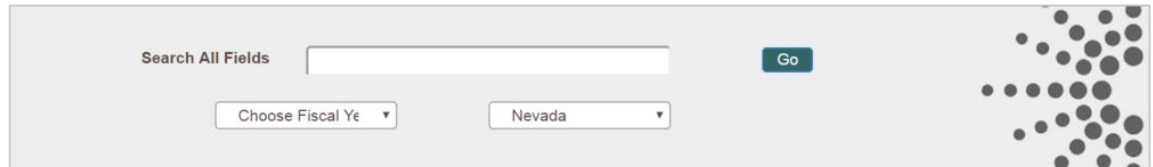# Search the Report Database

- URL: https://imls-spr.imls.gov/Public

- Contains report data from 2014 onward from 56 states

IMLS Labs: Search SPR Projects

Welcome to **IMLS Labs**, a place for visitors to try new capabilities IMLS is exploring for sharing information with the public. Some of these capabilities may still have bugs in them—please help us find those issues and send us feedback.

The Grants to States program is the largest source of federal funding support for library services in the U.S. Using a population based formula, funds are distributed among the State Library Administrative Agencies (SLAAs) every year and ultimately support over 1,500 projects. These include statewide initiatives and services, and SLAAs may also distribute the funds through competitive subawards to, or cooperative agreements with, public, academic, research, school, or special libraries or consortia (for-profit and federal libraries are not eligible).

The tools available here will allow you to search or browse these annual IMLS Grants to States projects. Please note that these are two-year awards that are reported after the period of performance; for example, funds distributed in Fiscal Year 2014 were not reported until the end of calendar year 2015. See the IMLS Grants to States program overview for more information.

Search All Fields [   ] Go

Choose Fiscal Ye ▼   Nevada ▼

Questions?

Helpful Resources

- Grants to States Manual

- Grant Cycle Calendar

- Online Conference Slides and Recordings

- Your Program Officer!