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

- Upcoming reporting deadlines
- American Rescue Plan Act (ARPA) Extensions and MOE
- Unique Entity Identifier (UEI) required to be in the SPR
- How to enter Interim FFR data for both FY 2021 ARPA and LSTA funds
- Obligating vs. liquidating funds
- How to enter FY 2021 award and ARPA project data
- Refresher and general best practices for the SPR
- eGMS transition with Login.gov
- New: site visit checklist in SPR
Upcoming reporting deadlines

December 30, 2022 for:
• 2022 interim federal financial report (FFR)

January 30, 2023*
• 2021 final financial status report (FSR) and final financial status report (SPR) including FY 2021 award and ARPA

*unless you have an extension
Reporting (2 C.F.R. §§ 200.329 and 200.328)

- **Final Performance Reports (2 C.F.R. § 200.329(c)(1))**:
  - Must be submitted by the SLAA to IMLS no later than 120 calendar days (previously 90 days) after the period of performance end date. For new IMLS awards, the new final report due date is January 30, with Grants to States reports submitted through the State Program Report (SPR) system.
  - Subrecipients must submit theirs to the SLAA (as pass-through entity) no later than 90 days after the period of performance end date (this has not changed).

- **Annual (Interim) Reports (2 C.F.R. §§ 200.328 and 200.329(c)(1))**:
  - Annual (interim) reports submitted by the non-Federal entity and/or SLAA are due no later than 90 calendar days (this has not changed) after the reporting period.
Reminder: 120 days to liquidate funds

• From the 2021 G2S guidance:

• “All project activities must be completed and all funds obligated by September 30, 2022. All financial obligations incurred under the award must be liquidated by January 30, 2023.”
REMINDER: submit all reports through the SPR for the LSTA Grants to States program

https://imls-spr.imls.gov/Login
REMINDER: even if you have an ARPA extension:

You still need to report allotment grant details in the SPR by the original deadline (Jan. 2023)

(you won’t be able to certify until ARPA is finalized)
NOTE: even if you have an extension:

You must fill in the Maintenance of Effort (MOE) field in the FSR by March 1, 2023
REQUIRED: Update State Info with your Unique Entity Identifier (UEI)

- DUNS field updated to “UEI” for FSR, Interim FFR
- UEI is now required and yours can be found in SAM.gov
- To add a UEI, edit “State Info” under “Account Management”
Entering Interim FFR data for the FY 2022 LSTA funds
FY 2022 interim FFR reporting

• Add the FY22 grant number in the “identifying number” field

This number comes from the award document (available in eGMS)
Interim FFR financial fields

- “Total Federal funds authorized” auto-calculates the 2022 award amount
- Tip: Hit “Save” for the correct auto-calculated figures to populate (not there initially)
- Report on spent funds for FY 2022 in “Federal share of expenditures” and related fields, as of 9/30/2022

<table>
<thead>
<tr>
<th>Federal Expenditures and Unobligated Balance</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Federal funds authorized</td>
<td>$4,197,554.00 (Auto-calculated: allotment)</td>
</tr>
<tr>
<td>Federal share of expenditures</td>
<td>$3,732,894.00 (Report amt drawn down as of 9/30/22)</td>
</tr>
<tr>
<td>Federal share of unliquidated obligations</td>
<td>$172,002.00</td>
</tr>
<tr>
<td>Total Federal share</td>
<td>$3,904,896.00</td>
</tr>
<tr>
<td>Unobligated balance of Federal funds</td>
<td>$292,658.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recipient Share</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total recipient share required</td>
<td>$2,162,376.30 (Auto-calculated)</td>
</tr>
<tr>
<td>Recipient share of expenditures</td>
<td>$1,973,423.00 (Report on match as of 9/30/22)</td>
</tr>
</tbody>
</table>
Interim FFR common issues

- “Cash Disbursements” should match eGMS Reach “Payments” (as of 9/30/2022)
- Amount in “Cash Disbursements” typically matches “Federal share of expenditures”
- Leave “Indirect Expenses” blank
- Typically leave “Program Income” blank

Certify the Interim FFR

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

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
Locating amount drawn down in Reach

- Go to the payments Tab in the 2022 award record
- Look at “Total Approved Requests” figure
- Look at the Request Status/Date and subtract any requests approved after September 30, 2022
APRA: SPR projects

- SPR ARPA projects titled “ARPA: ...”
- Start date of 4/8/2021 or later
Reminder to frame ARPA as pandemic response

• Couch ARPA spending under the umbrella of the pandemic
• The narrative should reflect this as much as possible
ARPA: SPR project budgets

• Report ARPA projects separately, if possible, but if a project uses both FY 2021 LSTA and ARPA funds, differentiate them in the budget narrative.

<table>
<thead>
<tr>
<th>Supplies/Materials</th>
<th>3700.00</th>
<th>0.00</th>
<th>0.00</th>
<th>$3,700.00</th>
</tr>
</thead>
</table>

Description

FY21 LSTA funds used for purchase of featured books purchased for the story time and for lending = $700
ARPA funds used for Wifi extenders = $3000
NV example of CARES highlights (ARPA potential)

- 17 libraries received subawards, based on population, number of outlets, SNAP, unemployment, and broadband data
- 7 libraries acquired 449 hotspots for lending

  “During this pandemic this has been a godsend. It has helped my kids with school and saved me money w/my bill.”

- 10 libraries acquired 192 devices (Chromebooks and tablets) for lending
- 6 libraries boosted internet speeds and extended the range of their Wi-Fi signals
- A total of 136,609 people were helped
- The SLAA also funded educational databases to support distance learning and skill-building
Thinking ahead to national analysis of ARPA

CARES funded area by projects (n=476); some categories include double-counting

- Connectivity (general)
  - Internet upgrades*
  - Digital content
  - Workforce*
  - PPE/sanitizing
  - Learning kits
  - Online reading
  - Book lockers/self-check
  - Furniture
  - Vehicle

*subsets of other areas

States reported purchasing at least 7,800 hotspots and another 7,700 devices such as laptops or tablets.
Reflecting the Five-Year Evaluation/Plan

• Many states report the Five-Year Evaluation and/or Plan as a discrete project
• Can also be under Admin funds, or Match-only
• Use the activity mode “Planning & Evaluation”
• See examples at: https://imls-spr.imls.gov/Public/Results/?rows=20&start=0&sort=0&q=five-year&activity="Planning %26 Evaluation"
Administrative project

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

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

Auto-calculated: 4% of FY 21 + ARPA
Auto-populated from Admin project
Financial Status Report (FSR)

- Two log numbers (manual) for FY 2021 & ARPA, combined funds (autofill)
- NOTE: must save report initially to see combined amount
<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 IMLS-approved date)</td>
<td>$0.00</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>

**Notes:**
- Match auto-populated from projects
- Required match auto-calculated (allotment only)
- Federal outlays auto-populated from projects
Refresher: General best practices for the SPR
Logging In: 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 - issues tend to occur
Account Management

In the system update:

- User Info
- State Info (UEI)
- Subaward Info
Subaward Info

Remember to enter Subaward Info!
Writing Tips

• Think about the entire project report as a whole.
• Use plain language (avoid acronyms and jargon)
• Write in the past tense
• Avoid First Person
• 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 if a continuing project
• Should reflect the budget & activities
• No bullets; no colored text
• Pay attention to formatting and copy/paste
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>
• 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)
### Crosswalk Alignment with SPR

<table>
<thead>
<tr>
<th>State Goal</th>
<th>IMLS Focal Area(s)</th>
<th>Associated Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1 Lifespan Learning</td>
<td>Lifelong Learning</td>
<td>STEM for All</td>
</tr>
</tbody>
</table>

- **General Information**
  - **Title:** STEM for All
  - **Start Date:** 10/01/2022
  - **End Date:** 09/30/2024
  - **Status:** Draft

- **Abstract:**
  - Science for all
  - Technology for all
  - Engineering for all
  - Math for all

- **Goal:** Lifespan Learning

<table>
<thead>
<tr>
<th>Project Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director Name:</td>
</tr>
<tr>
<td>Director Phone:</td>
</tr>
<tr>
<td>Director Email:</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Title:</th>
<th>Awesome Alphabet Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract:</td>
<td>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.</td>
</tr>
<tr>
<td>Intent:</td>
<td>Improve users’ general knowledge and skills.</td>
</tr>
<tr>
<td>Activity:</td>
<td>Instruction</td>
</tr>
<tr>
<td>Mode:</td>
<td>Consultation/drop-in/referral</td>
</tr>
<tr>
<td>Format:</td>
<td>In-person</td>
</tr>
</tbody>
</table>
Activity Types (4) and their Modes

- **Instruction** (Program, Consultation, Other, etc.)
- **Content** (Acquisition, Creation, Lending, etc.)
- **Planning & Evaluation** (Prospective, Retrospective)
- **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
### 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)

**Salaries/Wages/Benefits**

<table>
<thead>
<tr>
<th>Description</th>
<th>LSTA</th>
<th>MATCH-State</th>
<th>MATCH-Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSTA: 25% Project Manager’s salary; State: 50% Project Manager’s salary</td>
<td>$15,599.41</td>
<td></td>
<td></td>
<td>$45,086.78</td>
</tr>
</tbody>
</table>

**Budget Information**

<table>
<thead>
<tr>
<th>Salaries/Wages/Benefits</th>
<th>LSTA</th>
<th>MATCH-State</th>
<th>MATCH-Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary and benefits for State Data Coordinator (SDC). NOTE: This figure corresponds to the amount of time attributed to statistics tasks. The SDC also performs general consulting service and that portion of the salary is included in Consulting Services.</td>
<td>$0.00</td>
<td>$16,950.00</td>
<td>$0.00</td>
<td>$16,950.00</td>
</tr>
</tbody>
</table>
## Budget Examples: Other operational expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</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>$11,362.67</td>
</tr>
</tbody>
</table>
Additional Materials

- Consider all types of relevant materials
  - Press releases
  - Social media activity
  - Toolkits or Reports
  - Photos
- 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
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.
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

Certify Financial and Project Reports

I certify to the best of my knowledge and belief that all these reports are correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

Select a fiscal year: 2015

Certify Reports
Reminders

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

Reporting deadlines
• **December 30, 2022**: Interim Federal Financial Report for FY 2022

• **January 30, 2023**: Final Report includes all projects and the Final Financial Status Report for FY2021 and ARPA (you may have an extension)

• Resources are available at:
Coming soon: eGMS Transition to Login.gov

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.

Already have a Login.gov account associated with your Reach email address?

Your authorized Reach email address appears on official documents or has been used for communication with the agency.

Login.gov

Have a Login.gov account associated with a different email address?

Associate your authorized Reach email with your Login.gov account below, then return to this page to sign in.

Add Email

Don’t have a Login.gov account?

Click Create Account and follow the prompts. Be sure your account uses the email address provided to the agency for official communication and is unique to you.

Create Account
New: site visit checklist in SPR

- More site visit discussion to come at spring conference
- Reference copy of checklist on the G2S Manual
Contact Us

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