



# State Program Report (SPR) Refresher

Grants to States



# Overview

- Warm-up quiz!
- Top takeaways
- Upcoming reporting deadlines
- Obligating vs. liquidating funds
- Costs that are NOT allowable
- Frequent mistakes in the Interim Federal Financial Report (FFR)
- How to enter FY 2022 award project data
  - Administrative Costs
- Refresher and general best practices for the SPR



# Warm-up quiz!

## Question 1

True or False: Both the interim financial report and final report are due on December 30<sup>th</sup>.



# Warm-up quiz!

## Question 2

Which are the best dates to reflect in a project?

- a) The default dates of the entire two-year grant period
- b) Dates for when the project actually ran
- c) Project dates can start 30 days before the start of the grant period and 30 days after



# Warm-up quiz!

## Question 3

Which of these is an administrative cost?

- a) Collections for a new Teen Room
- b) A trainer's salary and benefits for a computer class
- c) New office furniture for the SLAA
- d) All of the above



# Warm-up quiz!

## Question 4

What is a baseline consideration for bundling discrete grant activities into a single SPR project?

- a) When a single grantee is running multiple grants
- b) When grants with statewide audiences and large price tags don't have a lot of exciting outcomes
- c) When the work all supports a single intent and the same subjects and beneficiary audiences



# Top takeaways

- Submit all reports in the SPR, not eGMS
- DO NOT have two tabs or windows open when in the SPR, use the “print” function and save a PDF of prior work for reference
- Open the Final FSR and SAVE before you certify the report to reflect all the latest auto-calculations
- For any state contact updates use State Info, not eGMS
- These are the Authorizing Official certification steps:
  - **Interim FFR:** Projects > Financial Status Report > Interim (FFR) > Certify button at the top
  - **FSR:** Projects > Certify Reports > click “Certify Reports” again and enter password



# Upcoming reporting deadlines

## December 30, 2023

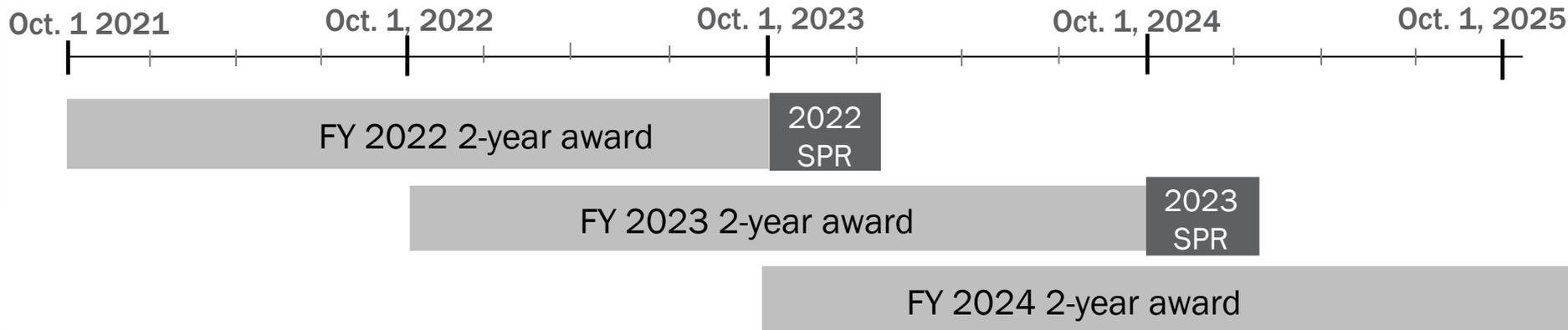
- 2023 interim federal financial report (FFR)

## January 29, 2024

- 2022 final financial status report (FSR) encompassing final performance report (SPR) for FY 2022 award

If you are unable to meet your reporting deadline, you need to contact IMLS before that deadline to ask for a reporting extension.

# Periods of performance





# Obligating vs. liquidating funds

- From the [2022 G2S guidance](#):
  - *“All project activities must be completed and all funds **obligated** by September 30, 2023. All financial obligations incurred under the award must be **liquidated** by January 29, 2024.”*
- Liquidating funds can include reconciling accounts and making payment requests from IMLS

**REMINDER: submit all reports through the SPR for the LSTA Grants to States program Not eGMS!**

The screenshot shows the SPR system interface. On the left is a navigation menu with the following items: Home, Projects (List Projects, Add Project, Batch Upload Projects, Administrative Project, Financial Status Report, Certify Reports), User Reports, Account Management, Help, and SPR Data Export. The main content area is titled 'List Projects' and includes a 'Select a fiscal year' dropdown set to '2021'. Below this are buttons for 'View Admin Project', 'View Final Financial Status Report', 'Batch Upload Projects', 'Print All Projects', and 'Add Project'. A 'Move projects to:' section has a dropdown menu set to '-- Select A Status --'. Below this is a table of projects with columns for Status, System Code, State Code, Title, Grantee, and LSTA. A 'Save' button is located at the bottom of the table.

<input type="checkbox"/>	Status	System Code	State Code	Title	Grantee	LSTA
<input type="checkbox"/>	Draft	2021-ZT-88082		ARPA: Hotspot lending sds	ZT Public Library 3.6	28000
<input type="checkbox"/>	Draft	2021-ZT-88083		Early Readers Story Time in	Ztest Public Library	6200
<input type="checkbox"/>	Draft	2021-ZT-88084		Statewide Databases		50000
<input type="checkbox"/>	Draft	2021-ZT-89020		Test saving	ZT out-of-state evaluator	20000
<input type="checkbox"/>	Complete	2021-ZT-89112		Firefox saving/formatting test	Ztest Public Library	30000
<input type="checkbox"/>	Complete	2021-ZT-89985		example title	ZT Public Library 3.6	100430
<input type="checkbox"/>	Draft	2021-ZT-90252	1234	Test April 2023	ZT School Library	0
<input type="checkbox"/>	Draft	2021-ZT-90254		Testing hidden activity field w	ZT Public Library 3.6	20000
<input type="checkbox"/>	Draft	2021-ZT-90284		Test with WYSIWYG		0

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



# References we don't want to see in a Project

The following costs are NOT allowable:

- Entertainment
- Advocacy
- General marketing (must be specific to an LSTA-funded project)
- Furniture with no programmatic purpose
- Supplanting funds (federal funds used in place of local funds)
- Costs associated with starting a new organization
- Operational costs in SLAA projects (Admin project instead)
- Activities unrelated to the [LSTA purposes and priorities](#)



**Entering Interim FFR data for the  
FY 2023 LSTA funds  
(including frequent mistakes)**

# FY 2023 interim FFR report

- Home
- Projects
  - List Projects
  - Add Project
  - Batch Upload Projects
  - Administrative Project
  - Financial Status Report
  - Certify Reports
- User Reports
- Account Management
- Help

## Financial Status Report

I'd like to work with the:

Interim (FFR)

Final (FSR)



# FY 2023 interim FFR reporting

Add the FY23 grant number in the “identifying number” field

Federal Grant or Other Identifying Number Assigned by Federal Agency \*

This number comes from the award document (available in eGMS)

## Official Award Notification for Grants and Cooperative Agreements Institute of Museum and Library Services

Action Taken: Award

Date of Action: 2/9/2023

Award Date: 2/9/2023

### FEDERAL AWARD INFORMATION

Federal Award ID Number (FAIN)

LS-253612-OLS-23

# Locating amount drawn down in Reach

- Go to the payments Tab in the 2023 award record
- Look at “Total Approved Requests” figure
- Look at the request Status Date and **subtract** any requests approved after September 30, 2023

Home Offers Awards Account Help

Award: LS-252280-OLS-22

Information Funding Instructions Documents Forms and Reports Products and Media Venues Change Requests Payments

Messages Write Ups

Request Summary

View Payment Request Instructions

Award Amount: \$3,139,047.00  
Total Approved Requests: \$232,617.24  
Remaining Funds: \$2,906,429.76

Progress Report Approved

Add Payment Request

Actions	Request Number	Amount Requested	Date Submitted	Status/Date	Decision Comment
	1	3083.3300	4/8/2022	Approved 4/11/2022	
	2	15203.3400	5/6/2022	Approved 5/9/2022	
	3	9588.3300	5/20/2022	Approved 5/23/2022	
	4	31000.0000	7/11/2022	Approved 7/11/2022	

# Interim FFR financial fields

- “Total Federal funds authorized” auto-calculates the 2023 award amount
- Tip: Hit “Save” for the correct auto-calculated figures to populate (not there initially)
- Report on spent funds for FY 2023 in “Federal share of expenditures” and related fields, as of 9/30/2023

## Federal Expenditures and Unobligated Balance

Total Federal funds authorized	\$	4,197,554.00	<b>Auto-calculated: allotment</b>
Federal share of expenditures	\$	3,732,894.00	<b>Report amt drawn down as of 9/30/23</b>
Federal share of unliquidated obligations	\$	172,002.00	
Total Federal share	\$	3,904,896.00	
Unobligated balance of Federal funds	\$	292,658.00	

## Recipient Share

Total recipient share required	\$	2,162,376.30	<b>Auto-calculated</b>
Recipient share of expenditures	\$	1,973,423.00	<b>Report on match as of 9/30/23</b>

# Interim FFR frequent mistakes

- “Cash Disbursements” should match eGMS Reach “Payments” (as of 9/30/2023)
- Amount in “Cash Disbursements” typically matches “Federal share of expenditures”
- Leave “Indirect Expenses” blank
- Typically leave “Program Income” blank

Federal Cash	
Cash Receipts	\$ 320,000.00
Cash Disbursements	\$ 320,000.00
Cash on Hand	\$ 0.00
Federal Expenditures and Unobligated Balance	
Total Federal funds authorized	\$ 3,477,989.00
Federal share of expenditures	\$ 320,000.00
Federal share of unliquidated obligations	\$ 3,157,989.00
Total Federal share	\$ 3,477,989.00
Unobligated balance of Federal funds	\$ 0.00

# Certify the Interim FFR

Home

Projects

- List Projects
- Add Project
- Batch Upload Projects
- Administrative Project
- Financial Status Report**
- Certify Reports

User Reports

Account Management

Help

## 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	Institute of Museum and Library Services
Federal Grant or Other Identifying Number Assigned by Federal Agency *	<input type="text"/>

# Administrative project

- Use the Administrative Project to report on funds under the 4% federal cap, as well as any state or other match

Title *	<input type="text" value="Administrative Project"/>
Abstract <b>i</b> *	<input type="text" value="LSTA Coordinator salary to administer and report on the program"/>
Intent	<input type="text" value="Administer the LSTA Program"/>
Grantee <b>i</b>	<input type="text"/>
Start Date	<input type="text" value="10/01/2021"/>
End Date	<input type="text" value="09/30/2023"/>

## Budget Information

	LSTA	MATCH- State	MATCH- Other	Total
Salaries/Wages/Benefits	<input type="text" value="72500.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	\$72,500.00

Description

1 FTE



# Administrative Costs (4%)

- Administrative costs are:
  - Necessary, reasonable, allocable, and allowable
  - Associated with the SLAA's management, oversight, and administration of plans and activities funded under LSTA
- Examples of Administrative costs:
  - Personnel and consultants who manage and administer the LSTA program (staff time prorated as needed).
  - Travel expenses to carry out the management/oversight/administrative activities of the LSTA program.
  - Financial management costs, including audit costs, for the LSTA program.
  - All facilities-related costs, such as rent, maintenance, utilities and security, incurred at the State level.
  - State advisory council on libraries, other advisory councils or committee expenses for the LSTA Program.
  - Publicizing the State Plan.
  - Grant selection and award activities.
  - Time reporting on LSTA funds.
- 4% ceiling on federally-funded Administrative costs at the SLAA
- There is NOT a ceiling on state funds that go to administrative costs (and can count towards Match)
- Administrative costs in subawards are counted within the project and do not count toward the 4% ceiling

See: [https://www.ims.gov/sites/default/files/administrativecosts\\_feb2015.pdf](https://www.ims.gov/sites/default/files/administrativecosts_feb2015.pdf)

# FSR administrative costs

## LSTA Administrative Costs

Allowed	Actual	Difference
<b>Auto-calculated: 4% of FY 22</b>	<b>Auto-populated from Admin project</b>	
\$ 102,444.92	\$ 7,954.00	\$ 94,490.92

Tip: If you notice any incorrect calculations in this section, try saving the FSR again.

# Financial Status Report (FSR)

- You must add the Grant Award number for FY 2022
- Federal Funds amount is auto-filled

## General Information

State	AL
Fiscal Year	2022
Federal Grant or Other Identifying Number Assigned By Federal Agency	LS-252411-OLS-22
Total Federal Funds Authorized for This Funding Period	\$ 2715590.00
Recipient Account Number or Identifying Number	

INSTITUTE OF MUSEUM AND LIBRARY SERVICES  
LIBRARY SERVICES AND TECHNOLOGY ADMINISTRATION  
STATE ALLOTMENT TABLE  
FY 2022 IMLS Appropriations (Public Law 117-163)

Total Distributed to States:	\$168,803,000	
State	Federal Funds from IMLS (66%) (1), (2)	State Funds
ALABAMA	\$2,715,590.00	

## Official Award Notification for Grants and Cooperative Agreements Institute of Museum and Library Services

Action Taken: Award	Date of Action: 4/8/2022	Award Date: 4/8/2022
<b>FEDERAL AWARD INFORMATION</b>		
Federal Award ID Number (FAIN)	LS-252411-OLS-22	
Award Recipient	Alabama Public Library Service	

# FSR match and federal outlays

MATCH-State funds expended specifically on the Five-Year Plan	\$ 2,658,941.00
MATCH-Other funds expended specifically on the Five-Year Plan <span>i</span>	\$ 217,697.00
Total Match	\$ 2,876,638.00
Minimum Match Required <span>i</span>	\$ 1,319,366.39
All other recipient outlays not previously reported	\$ 0.00

Match auto-populated from projects

Required match auto-populated

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) <span>i</span>	\$ 0.00
Federal share of net outlays <span>i</span>	\$ 2,561,123.00

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
- [Do NOT open two browser windows or tabs for the SPR at the same time - issues tend to occur](#)
- [Use the "Print" \(PDF\) function to view previous reports concurrently](#)

## 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.

# Account Management pertinent to reporting

In the system update:

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

Home	State Information
Projects	Last Modified Date: 10/04/2022
User Reports	<b><u>Agency Information</u></b>
<b>Account Management</b>	Name of SLAA * <input type="text" value="Pretend State Library"/>
Manage Subrecipients	Address * <input type="text" value="123 Main St"/>
Subaward Info	City * <input type="text" value="Zen"/>
State Goals	State <input type="text" value="ZT"/>
State Info	Zip * <input type="text" value="99999"/>
Subrecipient Access	UEI <input type="text" value="WUP7EE6M4875"/>
User Info	EIN <input type="text" value="456789012"/>
Help	Parent Organization * <input type="text" value="Ztest Official Name"/>
	<b><u>Chief Officer</u></b>
	Name * <input type="text" value="ZT Chief"/>
	Title * <input type="text" value="Chief Z"/>
	Phone ⓘ * <input type="text" value="111-222-3333"/>
	Fax * <input type="text" value="111-222-4444"/>
	Email * <input type="text" value="zt@zt.org"/>

# Subaward Info

Remember  
to enter  
Subaward  
Info!

- Home
- Projects
- User Reports
- Account Management
  - Manage Subrecipients
  - Subaward Info**
  - State Goals
  - State Info
  - Subrecipient Access
  - User Info
- Help

## Subaward Information

Select a fiscal year: 2021

State	ZT
Number of subaward applications	35
Number of subawards funded	27
Number of applicants	35
Number of applicants receiving subawards	27
Total amount of subaward funds requested	340567.00
Total amount of subaward funds awarded	250000.00

Save Cancel

# Writing Tips for Projects

- Adjust the default dates to reflect the actual project dates.
- Think about the entire project report as a whole.
- Use plain language (avoid acronyms and jargon)
- Write in the past tense
- Avoid First Person singular (use “the library” vs. “I”)
- Use position titles, not staff names
- For continuing projects, tell us what you did **this year**

## View Project

Select Version: 1 ▼

G2S Project Code: 2021-MD-87944  
State: *Maryland*  
Fiscal Year: 2021

### General Information

Title: Infrastructure

State Project Code: Subgrants

Start Date: 07/01/2021

End Date: 06/30/2022

#### Abstract:

The Maryland State Library funded several projects statewide to help support and improve the infrastructure of library systems. These are projects that are essential for supporting libraries and librarians in the various regions of Maryland. They include:



# 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
- IMLS updated the system this year to override any formatting in abstracts



# 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
  - If only a small number of libraries participate, it may not be statewide; instead, in the Activity area, indicating the participating libraries by name or number would be optimal for reporting



# Bundling Projects

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

- Are smaller projects (historically under \$5,000/per project)
- Support the same Intent
- Cover the same subjects
- Target similar beneficiary audiences
- When bundled, there still must be no more than 10 activities

# Bundling scenario: 75 libraries with kits

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

**Locale**

Is the activity statewide? \*

Yes

No

Can you identify specific institutions? \*

Yes

No

**Institutions**

Name:  ✖

Address:

City:

State:  Zip:

OR

**Locale**

Is the activity statewide? \*

Yes

No

**Institution Types**

Public Libraries	55
Academic Libraries	10
SLAA	0
Consortia	0
Special Libraries	0
School Libraries	10
Other	0



# 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**)



# 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



# Activity Abstracts

**Title:** Awesome Alphabet Activities

**Abstract:**

Once a month the Watauga County Library offered a drop-in program for parents and children. The library meeting room was set up with various literacy stations that spanned a large range of motor skills and interest levels. The library desired 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** (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
- Many purchases are not “Procurement” Activity
  - Purchasing databases = “Content – Acquisition” Activity
  - Purchasing laptops for learning lab = “Instruction” Activity

# Activity Outcomes

## When To Survey Participants in a Grants to States Project

		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

### Activities

Sirsi Dynix Subscription Renewal and Upgrades

Outcomes

Horizon ILS System

Tinian Technology Upgrade

Outcomes

Rota Technology Upgrade

Outcomes

CNMISL Virtual Learning Resources

Outcomes

Front Circulation Counter

Outcomes

Update CNMISL Technology and Equipment

Outcomes



# 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

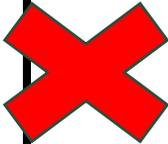
- Provide position titles and FTE equivalents
- Differentiate LSTA and Match funds (narrative)

<b>Salaries/Wages/Benefits</b>	\$15,599.41	\$29,487.37	\$0.00	\$45,086.78
Description	LSTA: 25% Project Manager's salary; State: 50% Project Manager's salary			

<u>Budget Information</u>				
	LSTA	MATCH- State	MATCH- Other	Total
<b>Salaries/Wages/Benefits</b>	\$0.00	\$16,950.00	\$0.00	\$16,950.00
Description	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.			

# Budget Examples: Other operational expenses

<b>Other Operational Expenses</b>	\$40,977.88	\$0.00	\$0.00	\$40,977.88
Description	Database subscriptions for State Library's collection available to public.			



<b>Other Operational Expenses</b>	\$57.51	\$0.00	\$0.00	\$57.51
Description	Domain renewal and postage used to promote the site			



<b>Other Operational Expenses</b>	\$11,382.67	\$0.00	\$0.00	\$11,382.67
Description	Indirect costs at the federally negotiated rate of 33%.			

# Additional Materials

- Consider all types of relevant materials
  - Press releases
  - Social media activity
  - Toolkits or Reports
  - Photos
- Provide examples of administrative material





# Project Outcomes

- Some projects may not have obvious outcomes, but this section is a good place to justify why you are continuing to do this project from year to year, or why you will not be continuing it
- Ideas for Project outcomes:
  - Cost savings
  - Changes in logistics and reasons for the changes
  - Quotes from users or library staff
  - Anecdotal stories
- If one of questions doesn't apply, instead of leaving it blank, put in "N/A." That will signal that you didn't just inadvertently skip it.
- Remember that Outcomes questions are made public on the [SPR public website](#),



# Project Tags

- To help with national-level analysis, consider adding project tags, such as Broadband, Making, Summer meals, and Veterans

Project Tags ⓘ

summer meals, making



# Match-Only Projects

- Entered as regular project
- Still need to be allowable costs
- 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

Move projects to: 

<input type="checkbox"/>	Status	System Code	State C			
<input type="checkbox"/>	<input type="text" value="x"/>	<input type="text" value="x"/>				<input type="text" value="x"/>
<input checked="" type="checkbox"/>	Draft	2019-ZT-82555		Technology infrastructure	Ztest Public Library	0
<input type="checkbox"/>	Draft	2019-ZT-82779		Literacy for all	Ztest Public Library	0

-- Select A Status --

-- Select A Status --

Draft

Completed

# Project Status for Admin/FSR

- You still have to open the Administrative Project separately in order to change its status
- Open and SAVE the Financial Status Report at the very end of your reporting process to reflect the final information in the projects

The screenshot shows a web application interface. On the left is a navigation menu with a 'Home' button and a 'Projects' section containing links for 'List Projects', 'Add Project', 'Batch Upload Projects', 'Administrative Project', 'Financial Status Report', and 'Certify Reports'. The 'Administrative Project' and 'Financial Status Report' links are highlighted with a red box. The main content area is titled 'List Projects' and features a 'Select a fiscal year:' dropdown menu set to '2019'. Below this are several orange buttons: 'View Admin Project', 'View Final Financial Status Report', 'Batch Upload Projects', 'Print All Projects', and 'Add Project'. A red box highlights the 'View Admin Project' and 'View Final Financial Status Report' buttons.

Home

Projects

- List Projects
- Add Project
- Batch Upload Projects
- Administrative Project
- Financial Status Report
- Certify Reports

List Projects

Select a fiscal year: 2019

View Admin Project View Final Financial Status Report Batch Upload Projects

Print All Projects Add Project

# Certify the SPR

Home

Projects

- List Projects
- Add Project
- Batch Upload Projects
- Administrative Project
- Financial Status Report
- Certify Reports**

## 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** Validate Reports



# Reminders

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

## Reporting deadlines

- **December 30, 2023**: Interim Federal Financial Report for FY 2023
- **January 29, 2024**: Final Report includes all projects and the Final Financial Status Report for FY 2022
- Resources are available at:  
<https://www.imls.gov/grants/grant-programs/grants-states/grants-states-manual>



# Contact Us

- Teri DeVoe, Associate Deputy Director  
[tdevoe@imls.gov](mailto:tdevoe@imls.gov); 202-653-4778
- Laura McKenzie, Program Specialist  
[lmckenzie@imls.gov](mailto:lmckenzie@imls.gov); 202-653-4644
- Madison Bolls, Senior Program Officer  
[mbolls@imls.gov](mailto:mbolls@imls.gov); 202-653-4786
- Cindy Boyden, Senior Program Officer  
[cboyden@imls.gov](mailto:cboyden@imls.gov); 202-653-4776
- Dennis Nangle, Senior Program Officer  
[dnangle@imls.gov](mailto:dnangle@imls.gov); 202-653-4661