

## **Activities, Projects, and Programs, Oh My! Observations from the IMLS Program Officers**

### Common Reporting Issues in the New State Program Report (SPR)

- **Abstracts** that are too short or too long (ideally 90-160 words)
- Use of the “Other” budget box for anything but **indirect** costs
- No **quantities** listed in certain activities (we expect to see some number(s) there)
- Misapplication of **instructional activity quantities** (watch for identical values in Number of sessions in program and Number of times administered = possibly duplicative)
- Multiple **partners** logged in activities, but no evidence of a formal partnership (we expect many projects will have 0s in partners)
- Project **survey** components coded as an Evaluation activity (save them for Outcomes)
- Project **communication** components, such as flyers or updating a Facebook page, coded as Content Creation activity (most don’t rise to the level of 10% of the budget)
- No **locales** listed in certain activities (we expect to see some number(s) there)

### SPR Reminders

- There should only be one intent per project
- There should not be more than ten activities per project
- Conference attendance should be logged as "Instruction - Other"
- For projects with partners, both partner questions should be answered

### Ongoing Red Flags (often need more context)

- Prizes
- Contests
- Giveaways
- Reception
- Party
- Entertainer
- Renovation
- Soliciting donations
- Book or bake sale
- Candy
- Treats
- Toys
- Food (with exceptions for working lunch/per diem)

NOTE: **Unallowable costs apply both to LSTA funds AND match.** For more information see Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards 2 CFR 200.