

# Helpful Hints for completing the IMLS Pacific Competitive Grant 2018 Financial Status Report (FSR)

In completing the online form, you will only need to make entries in the cells that are shaded in **Light Green**; all the other cells are locked. The cells shaded in **Yellow** have formulas built-in and will make the necessary calculations for you. The cells shaded in **Gray** do not need your input. You may make your entries in the **Light Green** cells in any order you like; the formulas will take care of the rest.

If you have trouble using the form, you can print it out to be completed by other means.

Upper right corner of form - State: Enter the name of your State, U.S. Territory, or Freely Associated State.

Item 1 – Federal Grant or Other Identifying Number Assigned By Federal Agency: This is the ten-digit Federal Award Identification Number (FAIN) assigned by IMLS.

Item 2 – Financial Report: After printing the form, check “Final” if this is your Final FSR for the 2018 Pacific Competitive award. You cannot submit an Interim Report unless you have received approval from IMLS and a Final submission date has been approved; if both of these conditions have been met, check “Interim.”

Item 4 – EIN: This is the Employer Identification Number (EIN), also known as a Federal Tax Identification Number, and is used to identify a business entity. It is issued by the IRS.

Item 5 – DUNS: This is the Data Universal Numbering System or D-U-N-S® Number. This number is D&B's copyrighted, proprietary means of identifying business entities on a location-specific basis. Assigned and maintained solely by D&B, this unique nine-digit identification was adopted as the standard business identifier for Federal electronic commerce.

Item 6 – Recipient Account Number or Identifying Number: This is the account number or any other identifying number assigned by the recipient to the award. This number is for the recipient's use only and is not required by the Federal agency.

Item 10 a – Total Match – State and Other (for example, local governments, corporations, and foundations): These are the State funds expended plus the match (cost share) that local governments, corporations, foundations, and organizations other than the State expended to specifically support the activities of the grant award. The total match figure for Freely Associated States (the Federated States of Micronesia, the Republic of Palau, and the Republic of the Marshall Islands) must meet or exceed 34% of total project costs. (To calculate minimum match requirement multiply grant award by .5152) Territories are not required to match<sup>1</sup>, but are encouraged to report any match.

Item 10 b – Total Federal funds authorized for this funding period: Enter the total amount of your 2018 Pacific Competitive Grant Award.

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<sup>1</sup> 48 U.S.C. §1469a(d).

Item 10 c – Total unliquidated obligations (expected to clear by Dec. 29 or later IMLS-approved date): Enter the amount of any 2018 Pacific Competitive Grant funds that you have obligated by Sep. 30 but will not have liquidated by Dec. 29. (You can only do this if you have received prior approval from IMLS to go beyond the 90-day liquidation period)

Item 10 d – Unobligated balance of Federal funds (these funds to be deobligated): Enter the amount of 2018 Pacific Competitive Grant funds that were not obligated before Sep. 30. These are funds that you know will not be spent. These funds will have to be returned to IMLS if drawn down, and they will be deobligated and returned to the U.S. Treasury.

Item 10 e – Federal share of net outlays: This is the grant award amount minus the amount recorded in 10 d. If using the electronic form, this field will auto-calculate. If using a print form, enter the total of 10 b minus 10 d.

Item 11 a – Administrative Costs – Grant Award: If using the electronic form, this field will auto-populate. If using a print form, enter the amount of the 2018 Pacific Competitive Grant Award.

Item 11 a – Administrative Costs - Allowed: This is 4% of the grant award that may be expended on administrative costs. (See 20 U.S.C. 9132). If using the electronic form, this field will auto-populate. If using a print form, multiply the amount of the 2018 Pacific Competitive Grant Award by .04 and enter that amount.

Item 11 a – Administrative Costs - Actual: Enter the amount (if any) of 2018 Pacific Competitive Grant funds you spent to administer the program. This figure cannot exceed the amount shown in “Allowed” which represents 4% of your 2018 Pacific Competitive Grant Award.

Item 11 a – Administrative Costs - Difference: This is “Allowed” minus “Actual.” If using the electronic form, this field will auto-calculate. If using a print form, enter the difference between the amount allowed and your actual federal expenses to administer the program.

Item 11 b – IMLS-approved date unliquidated obligations are expected to clear: If applicable, enter the date that has been agreed upon with IMLS staff for you to extend your liquidation period. On or before that date you must submit a Final FSR to reflect any changes. This refers to item 10 c above.

Bottom left of page – Name and Title of Authorized Certifying Official: Enter the name and title of the current Authorized Certifying Official as reflected on the form entitled “State Legal Officer’s Certification of Authorized Certifying Official” that has been submitted to IMLS.

Bottom left of page – Signature of Authorized Certifying Official: The Authorized Certifying Official is to sign the form here in Blue ink.

Bottom right of page – Date Report Certified: This is the date of certification by the Authorized Certifying Official. In the case of a re-submission of the form, enter the new date of submission along with the word “Revised”.

Revised 7/20/18