

# Getting started with Blackboard

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- Or dial in: 1-888-272-8702; code 2053175#



As you arrive,  
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Audio Setup  
Wizard



December 17, 2015

# LSTA Grants to States Financial Reporting





# Overview

- Welcome & Introduction
- Financial Reports
  - Interim Financial Report (**new for FY 2015!**)
  - Final Financial Status Report (FSR)
- Reporting Tips & Reminders



# Financial Reports

## 2 CFR §200.327 Financial reporting.

Unless otherwise approved by OMB, the Federal awarding agency may solicit only the standard, OMB-approved governmentwide data elements for collection of financial information... **This information must be collected with the frequency required by the terms and conditions of the Federal award, but no less frequently than annually nor more frequently than quarterly** except in unusual circumstances... and preferably in coordination with performance reporting.



# Financial Reports

**Match** – any combination of state, local, and private funds used to support any of the eight Grants to States Program priorities included in the SLAA’s five-year plan.

**Maintenance of Effort (MOE)** – all SLAA funds expended for library programs consistent with the nine purposes of LSTA, including SLAA funds reported in the Match



# Financial Reports

## **FY 2014 Award**

- **Final Financial Status Report (FSR)**

## **FY 2015 Award**

- **Interim Financial Report (SF425)**



# Financial Reports

## **Final Financial Status Report (FY 2014 award)**

- Submitted in the online report system
- Includes Match and MOE
- Due January 29, 2016

## **Interim Financial Report (FY 2015 award)**

- PDF form submitted by e-mail to [imlsreporting@imls.gov](mailto:imlsreporting@imls.gov)
- Includes Match contributed through 9/30/15
- Due January 29, 2016

# Interim Financial Report

## FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)		Page	of	
				1		
3. Recipient Organization (Name and complete address including Zip code)						
4a. DUNS Number		4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)		6. Report Type <input type="radio"/> Quarterly <input type="radio"/> Semi-Annual <input type="radio"/> Annual <input type="radio"/> Final	7. Basis of Accounting <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual
8. Project/Grant Period From: (Month, Day, Year)			To: (Month, Day, Year)		9. Reporting Period End Date (Month, Day, Year)	
10. Transmittal				11. Comments		

Form: <https://www.imls.gov/sites/default/files/sf-425.pdf>

Instructions: [https://www.imls.gov/sites/default/files/sf425\\_ffr\\_instructions.pdf](https://www.imls.gov/sites/default/files/sf425_ffr_instructions.pdf)

# Interim Financial Report

10. Transactions	Cumulative
<i>(Use lines a-c for single or multiple grant reporting)</i>	
<b>Federal Cash (To report multiple grants, also use FFR Attachment):</b>	
a. Cash Receipts	
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	
<i>(Use lines d-o for single grant reporting)</i>	
<b>Federal Expenditures and Unobligated Balance:</b>	
d. Total Federal funds authorized	
e. Federal share of expenditures	
f. Federal share of unliquidated obligations	
<b>g. Total Federal share (sum of lines e and f)</b>	
h. Unobligated balance of Federal funds (line d minus g)	
<b>Recipient Share:</b>	
i. Total recipient share required	
j. Recipient share of expenditures	
k. Remaining recipient share to be provided (line i minus j)	

# Interim Financial Report

n. Remaining recipient share to be provided (line l minus j)							
<b>Program Income:</b>							
l. Total Federal program income earned							
m. Program income expended in accordance with the deduction alternative							
n. Program income expended in accordance with the addition alternative							
o. Unexpended program income (line l minus line m or line n)							
11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
				g. Totals:			
12. <i>Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:</i>							
13. <b>Certification:</b> By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)							
a. Typed or Printed Name and Title of Authorized Certifying Official					c. Telephone (Area code, number and extension)		
					d. Email address		
b. Signature of Authorized Certifying Official					e. Date Report Submitted (Month, Day, Year)		
14. Agency use only:							

# Interim Financial Report

- Email Interim report in PDF format to [imlsreporting@imls.gov](mailto:imlsreporting@imls.gov)
- Include the award number in the 'Subject' of the email (i.e., LS-00-15-00xx-15)



*Questions?*

# Final FSR



## Grants to States Program Report -- SLAA View

Home

Projects

List Projects

Add Project

Batch Upload Projects

Administrative Project

Financial Status Report

Certify Projects

User Reports

Account Management

Help

### State Library Dashboard

The purpose of the State Program Report (SPR) is to provide a information on project outcomes, and share promising practice; and the Office of Management and Budget about the agency's which focus on learning, community, and content.

You do not have any :

Fiscal Year: **2014**

Projects Entered: **0**

Projects in Draft Status: **0**

Projects marked as Completed: **0**

Projects Certified: **0**

Projects Approved: **0**

Projects Accepted: **0**

Administrative Project Status: **Draft**

Financial Status Report Status: **Draft**

# Final FSR

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

## Financial Status Report

I'd like to work with the:

- Interim ESR
- Final FSR**

# Final FSR

## Financial Status Report - Final

Select a fiscal year: 2014

Select Version: 1

Update

Cancel

Print

### General Information

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

Total Federal Funds Authorized for This Funding Period \*

\$ 2416705.00

Recipient Account Number or Identifying Number

### Report Basis \*

Cash

Accrual

# Final FSR

## Funding Grant Period of Performance

Start Date

10/01/2013

End Date

09/30/2015

## Period Covered by This Report

Start Date

10/01/2013

End Date

09/30/2015

Total SLAA funds expended to meet the purposes of LSTA, including the Five-Year-Plan (MOE)  \*

\$ 0.00

Minimum MOE Required

\$ 0.00

# Final FSR

MATCH-State funds expended specifically on the Five-Year Plan \$ 0.00

MATCH-Other funds expended specifically on the Five-Year Plan \$ 0.00



Total Match \$ 0.00

Minimum Match Required  \$ 0.00

All other recipient outlays not previously reported \$ 0.00

# Project Match

## Budget Information

LSTA	MATCH-State	MATCH-Other	Total
<b>Salaries/Wages/Benefits</b>			
<input type="text" value="22500.00"/>	<input type="text" value="12750.00"/>	<input type="text" value="0.00"/>	\$35,250.00

Description

.75 FTE for system administration and vendor negotiation

### **Consultant Fees**

<input type="text" value="2500.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	\$2,500.00
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Description

Training consultant fee for 5 workshops.

# Project Match

## Travel

\$750.00

Description

Travel for 2 SLAA staff to five regional workshops.

## Supplies/Materials

\$2,000.00

Description

Brochures for libraries to use to promote databases

## Equipment

\$0.00

Description

# Project Match

## Services

Description

Databases purchased from EBSCOhost, Gale, and Learning Express.

## Other Operational Expenses

Description

Totals:

\$351,750.00

\$38,750.00

\$0.00

\$390,500.00



# Project Match

## Match-Only Project

- Entered as regular project
- Assign “Intent”
- Report at least one “Activity”
- Include “Match-Only” in title

# Final FSR

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) [i](#)

\$ 0.00

Federal share of net outlays [i](#)

\$ 0.00

## LSTA Administrative Costs

Allowed

\$ 0.00

Actual

\$ 0.00

Difference

\$ 0.00

IMLS-approved date unliquidated obligations are  
expected to clear

# Final FSR

Name of Authorized Certifying Official	<input type="text"/>
Title of Authorized Certifying Official	<input type="text"/>
Signature of Authorized Certifying Official	<input type="text"/>
Phone Number of Authorized Certifying Official	<input type="text"/>
Email of Authorized Certifying Official	<input type="text"/>
Report Status	<input type="text" value="Draft"/>
Date Report Certified	<input type="text"/>
Agency DUNS	<input type="text"/>
Agency EIN	<input type="text"/>
Agency Name	<input type="text"/>



*Questions?*

# Tips & Reminders

## Interim Financial Report

- Deadline: January 29, 2016
- Covers 1<sup>st</sup> year of FY 2015 award
- Submit PDF by e-mail to [imlsreporting@imls.gov](mailto:imlsreporting@imls.gov)
- Manual Entry
- Includes Match but not MOE
- Form:  
<https://www.imls.gov/sites/default/files/sf-425.pdf>
- Instructions:  
[https://www.imls.gov/sites/default/files/sf425 ffr instructions.pdf](https://www.imls.gov/sites/default/files/sf425_ffr_instructions.pdf)

# Tips & Reminders

## Final Financial Status Report

- Covers all of FY 2014 award period
- Submit in the online reporting system
- Manual entry required for:
  - Federal Grant Number
  - Recipient Account Number (optional)
  - MOE
  - Unliquidated Obligations

# Tips & Reminders

## Final Financial Status Report

- System calculates:
  - Minimum MOE required
  - Total Match (sums up from individual projects)
  - Minimum Match Required
- Match-only project option

# Tips & Reminders

## Online System

- Log in: <http://imls-spr.imls.gov/>

## User Account Roles

- Authorized Certifying Official (ACO)
- LSTA Coordinator
- Financial Manager (optional)
- All three accounts can add, view, and edit all projects and the Financial Status Report

# Tips & Reminders

- Periodically “Validate” report (coordinator)
- Update “FSR” to refresh Match on Dashboard
- Administrative Project required for all states (even if funds expended on admin = \$0)
- Match rolls up from individual projects to FSR
- MOE must be manually entered



# Tips & Reminders

## Documentation

<http://stateprograms.imls.gov/NewProgramReport.htm>

(username: lsta / password: statepgms55)

Sandbox version is available for training:

<http://imls-testspr.imls.gov/>

# Tips & Reminders

- System offline for IMLS Network Maintenance every Wednesday from 6:00 pm to 10:00 pm Eastern
- Lost/Forgotten Password: contact program officer or e-mail [sprhelp@imls.gov](mailto:sprhelp@imls.gov)

# Mentor States

**ALASKA**  
**WASHINGTON**  
**CALIFORNIA**  
**HAWAII**  
**NEVADA**  
**OREGON**  
**UTAH**

**COLORADO**  
**OKLAHOMA**  
**KANSAS**  
**MINNESOTA**  
**NEBRASKA**  
**TEXAS**  
**LOUISIANA**

**MICHIGAN**  
**OHIO**  
**INDIANA**  
**KENTUCKY**  
**TENNESSEE**  
**WEST VIRGINIA**  
**PENNSYLVANIA**

**NORTH CAROLINA**  
**VIRGINIA**  
**GEORGIA**  
**MARYLAND**  
**SOUTH CAROLINA**  
**DISTRICT OF COLUMBIA**  
**VIRGIN ISLANDS**  
**PUERTO RICO**

**ARIZONA**  
**IDAHO**  
**MONTANA**  
**NEW MEXICO**  
**NORTH DAKOTA**  
**WYOMING**  
**SOUTH DAKOTA**

**ARKANSAS**  
**ILLINOIS**  
**ALABAMA**  
**IOWA**  
**MISSISSIPPI**  
**MISSOURI**  
**WISCONSIN**

**MASSACHUSETTS**  
**NEW YORK**  
**CONNECTICUT**  
**DELAWARE**  
**MAINE**  
**NEW HAMPSHIRE**  
**NEW JERSEY**  
**RHODE ISLAND**



*Questions?*



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