

Orientation for New LSTA Coordinators: Grants to States Resources

Acronyms

LSTA – Library Services and Technology Act, as amended, a subchapter of the authorizing legislation for IMLS (see 20 U.S.C. § 9101 et seq., particularly § 9121 et seq.)

- Shorthand in the field for Grants to States funds, though LSTA also encompasses IMLS discretionary programs

G2S – Grants to States

SLAA – State Library Administrative Agency

COSLA – Chief Officers of State Library Agencies

SPR – State Program Report

- The online system for annual Grants to States reporting
- Available at <https://imls-spr.imls.gov/Login>

MOE – Maintenance of Effort (see 20 U.S.C. § 9133 (c))

- Statutory requirement for States to maintain their financial contributions to the Grants to States program at not less than the amount of the average contributions over three fiscal years
- Represents State funds for library programs consistent with the Purposes of LSTA
- When a State does not meet its MOE in a given reporting year, its next allotment is reduced by the same percentage as the missed MOE
- An annual MOE waiver process allows States to make the case for missed MOE

Resources

Grants to States Manual

<https://www.imls.gov/grants/grants-states/grants-states-manual>

Includes all statutes and regulations pertinent to the program as well as forms, instructions, and guidance on how to administer and report on the use of Grants to States funds.

- Two SPR user guides (Under “Financial and Performance Reporting” header)
 - **“IMLS State Program Reporting Requirements”**
Describes SPR framework, includes a list of all SPR questions, and defines SPR data elements
 - **“SPR Reporting System User Documentation – SLAA View”**
Guides users through the SPR system, with screenshots and a glossary
- **Site Visit Checklist**
<https://www.imls.gov/sites/default/files/sitevisitchecklist2018.pdf>
Includes overall indicators of administrative and financial health of the SLAA
- **Grant Cycle Calendar**
- **Istac list for LSTA Coordinators** - lstac@listsmart.osl.state.or.us

How To

Update SLAA Contacts in the SPR

IMLS maintains 4-5 contacts per state (Chief Officer, Authorized Certifying Official – if different, LSTA Coordinator, Library Development, and Fiscal Officer). Every time a state has a contact change you must take the following steps and notify IMLS:

- Log into the SPR system: <https://imls-spr.imls.gov/Login>
- Use the menu navigation to go to Account Management > State Info
- Make any appropriate adjustments to the listed contacts. To maintain uniformity, please provide phone numbers in the XXX-XXX-XXXX format.
- Click the orange Update button at the bottom of the window.
- Send an email to your Program Officer once updated. We will then ensure that your latest contacts are reflected in the various lists we manage internally.

Add Users to the SPR

IMLS: Contact your Program Officer to update or add users to the SPR system with the following levels of access:

- LSTA Coordinator (up to 2 per state)
- Authorized Certifying Official – ACO – (1 per state, to match certifications on file with IMLS)
- Financial Manager (up to 1 per state, to match Fiscal Officer in SPR State Info)

Their levels of permissions:

	Add/View/Edit All Projects and FSR	Certify Report	Validate Report	Add Subrecipient User Accounts
<i>User Account Type</i>				
ACO	√	√		√
Coordinator	√		√	√
Financial Manager	√			

SLAA: The LSTA coordinator and ACO accounts have permission to manage subrecipient user accounts in the system. They may establish user accounts as well as update lost/forgotten passwords for subrecipients.

- Log into the SPR system: <https://imls-spr.imls.gov/Login>
- Use the menu navigation to go to Account Management > Subrecipient Access
- Click Add User, and enter contact information (email address will be used to log in)
- Enter and confirm password
- Select assigned subrecipient (affiliated institution)
- Select Save User
- NOTE: to “delete” any existing SPR users, click their name, and under User Status, select “Inactive” then click Update User.