Introduction to the State Program Report
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1. Logging In & Account Management
2. Reporting Concepts
3. Adding Projects
4. Intents, Subjects, Activities, Outcomes and Tags
5. Reporting Tips
6. Financial Reports
7. Validating and Certifying Reports
Logging in & Account management

- Logging In
- User Types
- Permissions
- Subrecipients
- User Info
- Password Management
- State Info
- State Goals
- Subaward Info

(return to Table of Contents)
Logging In: https://imls-spr.imls.gov/Login

NOTE:
• Chrome and Firefox are recommended browsers
• Don’t open two browser windows or tabs for the SPR at the same time - issue tend to occur

Grants To States Program Report
Sign In To Continue To The State Program Report

If you have trouble signing in, contact your Program Officer.
Grants To States Program Report

Welcome to the online reporting system for IMLS' State Grant Program. Before entering your data and descriptions, please take a moment to review this information about security and privacy. After reading the information, click the "I Accept" button to demonstrate that you understand and agree to the conditions below and are ready to enter the system.

**Security and Accuracy of Information:** You are entering an Official United State Government System, which may be used only for authorized purposes. The Government may monitor and audit the usage of this system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information and/or change information on this web site are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1030. Federal law provides criminal penalties of up to $10,000 or imprisonment of up to five years, or both for knowingly providing false information to an agency of the United States Government. 18 U.S.C. Section 1001.

**Privacy:** Except as otherwise indicated, the information you submit through the online reporting system may be made publicly available through a public IMLS website. Information submitted to IMLS through the online reporting system may also be subject to disclosure as required by law under the Freedom of Information Act or other statutory provisions. For more information about privacy, please see our Privacy Policy.

I Accept
State Library Dashboard

The purpose of the State Program Report (SPR) is to provide a record of grant-funded projects, collect information on project outcomes, and share promising practices. IMLS uses these data to report to Congress and the Office of Management and Budget about the agency’s progress on addressing its strategic goals which focus on learning, community, and content.

Select a fiscal year: 2015

Fiscal Year: 2015
Projects Entered: 5
Projects in Draft Status: 5
Projects marked as Completed: 0
Projects Certified: 0
Projects Approved: 0
Projects Accepted: 0
Administrative Project Status: Draft
Final Financial Status Report Status: Draft
LSTA Award (i.e., Allotment): $100,000.00
LSTA Funds Expended: $0.00
Match Funds Expended: $0.00

You do not have any alerts.

There are no announcements.
Two Types of User Accounts:

- IMLS administered
- State Library Administrative Agency (SLAA) administered
SLAA users that IMLS adds to system

Four SLAA user roles:

- LSTA Coordinator
- SLAA Project Data Entry
- Financial Manager (optional)
- Authorized Certifying Official (ACO)*

*Typically the Chief Officer, but in states where the Chief Officer is not the ACO, the Chief will be assigned a coordinator-role account.
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
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<td>Yes</td>
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<td>Coordinator</td>
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<tr>
<td>SLAA Project Data Entry</td>
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<tr>
<td>Financial Manager</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
User accounts – SLAA administered

Logging in & Account Management: Subrecipients (return to Table of Contents)
Add User

**General Information**

Email (Username):  
Title:  
First Name:  
Last Name:  
Phone:  
Fax:  
Address1:  
Address2:  
Address3:  
City:  

[Logging in & Account Management: Subrecipients](#)
Logging in & Account Management

Zip:

Password *
New Password:
Repeat New Password:

User Assigned Subrecipient
Subrecipient: * -- Select A Subrecipient --

Cancel  Save User
User Information

General Information

First Name: Z

Last Name: Test

Title: Test Coordinator

Email: zt-coordinator@imls.gov

Phone: 

Fax: 

Address1: 

Address2: 

Address3: 

City: 
Logging in & Account Management: Password Management

Address:

Address3:

City:

State: *

Zip:

**Change Password**

Current Password:

New Password:

Repeat New Password:

Update Information

[ return to Table of Contents ]
# State Information

## Agency Information

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<th>Field</th>
<th>Value</th>
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<tr>
<td>Name of SLAA</td>
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<tr>
<td>Address</td>
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<tr>
<td>City</td>
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<td>State</td>
<td>ZT</td>
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<tr>
<td>Zip</td>
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<tr>
<td>DUNS</td>
<td></td>
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<tr>
<td>EIN</td>
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<td>Parent Organization</td>
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## Chief Officer

<table>
<thead>
<tr>
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<tbody>
<tr>
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<tr>
<td>Fax</td>
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<td>Email</td>
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</table>

*Required fields marked with an asterisk (*)

[Logging in & Account Management: State Info (return to Table of Contents)]
Authorized Certifying Official

Is the Chief Officer also the Authorized State Agency Official? (If No, please fill out the fields below)

Yes  ○
No   ○

Name *
Title *
Address *
City *
State *
Zip *
Phone *
Email *
<table>
<thead>
<tr>
<th><strong>LSTA Coordinator</strong></th>
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<tbody>
<tr>
<td>Name</td>
<td></td>
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<tr>
<td>Title</td>
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<tr>
<td>Email</td>
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<table>
<thead>
<tr>
<th><strong>Library Development</strong></th>
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<tbody>
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<td>Name</td>
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<table>
<thead>
<tr>
<th><strong>Fiscal Officer</strong></th>
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<tbody>
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<td>Name</td>
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[Logging in & Account Management: State Info (return to Table of Contents)]
### State Goals

<table>
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<th>Goal</th>
<th>Description</th>
<th>Fiscal Years</th>
<th>Status</th>
</tr>
</thead>
<tbody>
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<td>2013-2017 access to information</td>
<td>providing electronic and print access to general info</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>workforce readiness</td>
<td>providing pathways to sustainable employment</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>2018-2022: Community</td>
<td>Libraries will be connected with their communities</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>2018-2022 IE Test Goal</td>
<td>Test goal for IE production</td>
<td>2018-2022</td>
<td>Active</td>
</tr>
<tr>
<td>2018-2022 3.5 Firefox Test Goal</td>
<td>Test goal of 3.5 release</td>
<td>2018-2022</td>
<td>Active</td>
</tr>
<tr>
<td>2018-2022 Test Goal for Chrome Pro</td>
<td>3.5 release test goal</td>
<td>2018-2022</td>
<td>Active</td>
</tr>
</tbody>
</table>

[Logging in & Account Management: State Goals](#)
Add State Goal

Name *

Description *

Fiscal Years *
State Library Dashboard

The purpose of the State Program Report (SPR) is to provide a record of grant-funded projects, collect information on project outcomes, and share promising practices. IMLS uses these data to report to Congress and the Office of Management and Budget about the agency's progress on addressing its strategic goals which focus on learning, community, and content.

Select a fiscal year: 2015

You do not have any alerts.

Fiscal Year: 2015
Projects Entered: 3
Projects in Draft Status: 0
Projects marked as Completed: 0
Projects Certified: 3
Projects Approved: 0
Projects Accepted: 0
Administrative Project Status: Certified
Final Financial Status Report Status: Certified
LSTA Award (i.e., Allotment): $100,000.00
LSTA Funds Expended: $20,000.00
Match Funds Expended: $5,000.00

There are no announcements.
## Subaward Information

Select a fiscal year: **2015**

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>State</td>
<td>ZT</td>
</tr>
<tr>
<td>Number of subaward applications</td>
<td>0</td>
</tr>
<tr>
<td>Number of subawards funded</td>
<td>0</td>
</tr>
<tr>
<td>Number of applicants</td>
<td>0</td>
</tr>
<tr>
<td>Number of applicants receiving subawards</td>
<td>0</td>
</tr>
<tr>
<td>Total amount of subaward funds requested</td>
<td>0</td>
</tr>
<tr>
<td>Total amount of subaward funds awarded</td>
<td>0</td>
</tr>
</tbody>
</table>

[Logging in & Account Management: Subaward Info](#)
Reporting Concepts

- Projects
- Focal Areas and Intents
- Activities
- Administrative Project
LSTA Program

Project

Intent

Activity

Mode
Format
Quantity
Partner
Beneficiaries
Locale
Projects

- Set of discrete and interdependent activities carried out to achieve an intended outcome
- Contains allocable resources - e.g., dollars spent, people responsible for accomplishing tasks, venue or service location(s), time spent
<table>
<thead>
<tr>
<th>Focal Area</th>
<th>Intent(s)</th>
</tr>
</thead>
</table>
| Lifelong Learning | • Improve users’ formal education  
                      • Improve users’ general knowledge and skills |
| Information Access| • Improve users’ ability to discover information resources.  
                      • Improve users’ ability to obtain and/or use information resources. |
<table>
<thead>
<tr>
<th>Focal Area</th>
<th>Intent(s)</th>
</tr>
</thead>
</table>
| Institutional Capacity           | • Improve the library workforce  
• Improve the library’s physical and technological infrastructure  
• Improve library operations |
| Employment & Economic Development | • Improve users’ ability to use resources and apply information for employment support  
• Improve users’ ability to use and apply business resources |
## Focal areas and Intents

<table>
<thead>
<tr>
<th>Focal Area</th>
<th>Intent(s)</th>
</tr>
</thead>
</table>
| Human Services        | • Improve users’ ability to apply information that furthers their personal, family, or household finances  
                        |   • Improve users’ ability to apply information that furthers their personal or family health & wellness  
                        |   • Improve users’ ability to apply information that furthers their parenting and family skills |
| Civic Engagement      | • Improve users’ ability to participate in their community  
                        |   • Improve users’ ability to participate in community conversations around topics of concern |
Activities are action(s) through which the intent of a project is accomplished.

<table>
<thead>
<tr>
<th>Activity Name</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>Involves an interaction for knowledge or skill transfer.</td>
</tr>
<tr>
<td>Content</td>
<td>Involves the acquisition, development, or transfer of information.</td>
</tr>
<tr>
<td>Planning/Evaluation</td>
<td>Involves design, development, or assessment of operations, services, or resources.</td>
</tr>
<tr>
<td>Procurement</td>
<td>Involves purchasing facilities, equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure.</td>
</tr>
</tbody>
</table>
Project activity: Scenario 1

The library sought to increase job-seeking skills in their community which continues to struggle with high unemployment. Using LSTA funds from the State Library the public library:

- Purchased laptops for a mobile training lab
- Hired an instructor to teach six resume workshops and
- Purchased a collection of 50 books to assist job-seekers.
How should this be reported?

A. 3 projects with 1 activity each:
   - Project A) Laptops (Procurement)
   - Project B) Workshops (Instruction)
   - Project C) Collection Development (Content)

B. 1 project with 3 activities:
   - Activity A) Laptops (Procurement)
   - Activity B) Workshops (Instruction)
   - Activity C) Collection Development (Content)

C. 1 project with 2 activities:
   - Activity A) Workshops & Laptops (Instruction)
   - Activity B) Collection Development (Content)

*Reporting Concepts: Activities (return to Table of Contents)*
West Dakota (SLAA) sought to increase access to information for all residents in the state.

The SLAA:

• purchased electronic databases from three vendors; and
• provided online training for librarians across the state; and
• surveyed participants in online training sessions to evaluate the sessions.
How should this be reported?

A. 1 activity: Activity A) *Information Access for West Dakotans* (Content – Acquisition)

B. 2 activities: Activity A) *Databases* (Content – Acquisition); Activity B) *Training for Librarians* (Instruction – Program)

C. 3 activities: Activity A) *Databases* (Content – Acquisition); Activity B) *Training for Librarians* (Instruction – Program); Activity C) *Participant Surveys* (Planning & Evaluation)

D. 5 activities: Activity A) *Purchase of Databases* (Content – Acquisition); Activities B - E) *Training for Librarians reported by session* (Instruction – Program)
Project Activity: Scenario 3

The Youth Services Consultant at the West Dakota State Library (SLAA) led efforts to increase participation in lifelong learning activities for children and teens in the state.

The SLAA:
• Provided training to library staff on designing summer reading programs;
• Purchased and distributed summer reading manuals to 45 libraries across the state;
• Offered Every Child Ready to Read training to library staff around the state; and
• Subscribed to an online homework help service.
How should this be reported?

A. 1 project: Project A) Services to increase lifelong learning among children and teens

B. 4 projects: Project A) Summer Reading Materials; Project B) Summer Reading Workshops; Project C) Every Child Ready to Read; and Project D) Homework Help

C. 2 projects: Project A) Summer Reading and Every Child Ready to Read and Project B) Homework Help

D. 3 projects: Project A) Summer Reading Materials and Workshops; Project B) Every Child Ready to Read; and Project C) Homework Help
Many states use the 4% allowed for administration.

There is a separate box for this project.

If you don’t use any of the 4%, enter $0.00 in that project area.
Adding Projects

- New and Copied Projects
- Batch Upload
- List Projects
- Adding/Editing Project Info
- Budget Info
- Reminders
- Printing Projects
Add a Project

Select a fiscal year: 2015

I would like to:

- [ ] Add a new project
- [ ] Continue a project from a prior fiscal year
- [ ] Copy a project

Add Project
List Projects

Select a fiscal year: 2015

View Admin Project  View Final Financial Status Report  Batch Upload Projects
Print All Projects  Add Project

<table>
<thead>
<tr>
<th>Status</th>
<th>System Code</th>
<th>State Code</th>
<th>Title</th>
<th>Grantee</th>
<th>LSTA</th>
</tr>
</thead>
</table>

Adding Projects: New and Copied Projects (return to Table of Contents)
Add a Project

Select a fiscal year: 2015

I would like to:

- Add a new project
- Continue a project from a prior fiscal year
- Copy a project

Select a fiscal year:

2014

Select A Project:

-- Select A Project --

Add Project
Add a Project

Select a fiscal year: 2015

I would like to:

- Add a new project
- Continue a project from a prior fiscal year
- Copy a project

Select a fiscal year:

2014

Select A Project:

-- Select A Project --

Add Project
Project Batch Upload

Purpose
The Batch Upload Templates provide a method to create a stub record containing selected information about SPR projects. You may include as many projects as desired in this template, but mistakenly added projects must be deleted individually. This template does not upload all SPR fields due to the relationships between fields, but will provide a jump-start on data entry.

How-To
Download one of the Excel Templates (below) and add the named fields for your projects. Any formatting added to the fields will not be retained when adding projects using the Batch Upload Template. Below is an explanation of each of the fields for the template:

- **Title** - *REQUIRED* Can contain any alphanumeric characters.
- **Fiscal Year** - *REQUIRED* Should be a four number year for the fiscal year. Pay particular attention to this date.
- **Project Abstract** - Can contain any alphanumeric characters.
- **State Project Code** - Can contain any alphanumeric characters.
- **Start Date** - *REQUIRED* Should be a date (e.g. 12-31-2014)
- **End Date** - *REQUIRED* Should be a date (e.g. 12-31-2014)
- **Project Tags** - Comma separated list of project tags
- **Project Budgets** - Decimal fields, each type in its own column.
Adding Projects: Batch Upload

Templates
2003 Template (.xls)
Excel 2007+ Template (.xlsx)

Choose a file to upload:
Browse... No file selected.
<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
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<tbody>
<tr>
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<td>ProjectAbstract</td>
<td>StateProjectCode</td>
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<td>EndDate</td>
<td>Tags</td>
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</table>
Successful batch upload

File imported successfully!
List Projects

Select a fiscal year: 2015

- View Admin Project
- View Final Financial Status Report
- Batch Upload Projects
- Print All Projects
- Add Project

<table>
<thead>
<tr>
<th>Status</th>
<th>System Code</th>
<th>State Code</th>
<th>Title</th>
<th>Grantee</th>
<th>LSTA</th>
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</table>
**List Projects**

Select a fiscal year: 2015

- View Admin Project
- View Final Financial Status Report
- Batch Upload Projects
- Print All Projects
- Add Project

<table>
<thead>
<tr>
<th>Status</th>
<th>System Code</th>
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<th>Title</th>
<th>Grantee</th>
<th>LSTA</th>
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<tbody>
<tr>
<td>Draft</td>
<td>2015-NC-74802</td>
<td>NC-15-36</td>
<td>EZ Planning</td>
<td>FONTANA REGIONAL LII 22849.94</td>
<td></td>
</tr>
</tbody>
</table>
Edit project

Edit A Project

Table of Contents
- General Information
- Project Director
- Grantee
- Additional Materials
- Budget Information
- Intent
- Activities
- Project Outcomes
- Exemplary
- Project Tags
- Project Status

[Save] [Save and Continue] [Cancel]

Adding Projects: Adding/Editing Project Info (return to Table of Contents)
Add or edit project info

General Information

Title: *

State Project Code:

Start Date: * 10/01/2014

End Date: * 09/30/2016

Abstract:

State Goal:  

Back to Top

Adding Projects: Adding/Editing Project Info (return to Table of Contents)
**Project Director**

- Director Name:
- Director Phone: i
- Director Email:

**Grantee:** i

- Select A Grantee

**Additional Materials**

- Attach File (file limit: 40MB)
- Enter URL i

```
Browse...  Upload
```
```
Add URL
```

---

**Adding Projects:** Adding/Editing Project Info (return to Table of Contents)
## Budget Information

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<th></th>
<th>LSTA</th>
<th>MATCH-State</th>
<th>MATCH-Other</th>
<th>Total</th>
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<td>0.00</td>
<td>0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Description</td>
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<tr>
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<td>Description</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>0.00</td>
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<td>$0.00</td>
</tr>
<tr>
<td>Description</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Supplies/Materials</td>
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<td>0.00</td>
<td>0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Description</td>
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<td></td>
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</tr>
<tr>
<td>Description</td>
<td>Equipment</td>
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<td></td>
<td>$0.00</td>
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<tr>
<td>-------------</td>
<td>-----------</td>
<td>-----------------</td>
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<td>0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Services</td>
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<td>$0.00</td>
</tr>
<tr>
<td>Description</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Operational Expenses</td>
<td>0.00</td>
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<td>0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Description</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals:</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
• Save Often
• Unique Project Title Names
• Abstract Lengths
Printing Projects

List Projects

Select a fiscal year: 2015

- View Admin Project
- View Final Financial Status Report
- Batch Upload Projects
- Print All Projects
- Add Project

<table>
<thead>
<tr>
<th>Status</th>
<th>System Code</th>
<th>State Code</th>
<th>Title</th>
<th>Grantee</th>
<th>LSTA</th>
</tr>
</thead>
</table>

Adding Projects: Printing Projects (return to Table of Contents)
Intents, Subjects, Activities, Outcomes, and Tags

- Intents
- Subjects
- Activities
  - Mode and Format
  - Quantity
  - Partners
  - Beneficiaries and Target Groups
  - Locale and Institution Type
- Outcomes
- Exemplary and Tags
- Project Status
Add/edit project intent

**Intent**

Add Intent

Back to Top
**Intent:**

--- Select An Intent ---

--- Lifelong Learning ---
Improve users' formal education.
Improve users' general knowledge and skills.

--- Information Access ---
Improve users' ability to discover information resources.
Improve users' ability to obtain and/or use information resources.

--- Institutional Capacity ---
Improve the library workforce.
Improve library's physical and technology infrastructure.
Improve library operations.

--- Employment and Economic Development ---
Improve users' ability to use resources and apply information for employment support.
Improve users' ability to use and apply business resources.

--- Human Services ---
Improve users' ability to apply information that furthers their personal, family or household finances.
Improve users' ability to apply information that furthers their personal or family health & wellness.
Improve users' ability to apply information that furthers their parenting and family skills.

--- Civic engagement ---
Improve users' ability to participate in their community.
Subjects

• Further describe the project’s “Intent”
• At least one and no more than two subjects are chosen after selecting the “Intent”
<table>
<thead>
<tr>
<th>Intent: Improve users' ability to obtain and/or use information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts, Culture &amp; Humanities</td>
</tr>
<tr>
<td>Business &amp; Finance</td>
</tr>
<tr>
<td>Employment</td>
</tr>
<tr>
<td>Personal Finance</td>
</tr>
<tr>
<td>Small Business</td>
</tr>
<tr>
<td>Civic Affairs</td>
</tr>
<tr>
<td>Community Concerns</td>
</tr>
<tr>
<td>Government</td>
</tr>
<tr>
<td>Education</td>
</tr>
<tr>
<td>After-school activities</td>
</tr>
<tr>
<td>Curriculum support</td>
</tr>
<tr>
<td>Environment</td>
</tr>
<tr>
<td>General (select only for electronic databases or other data sources)</td>
</tr>
</tbody>
</table>
Library Infrastructure & Capacity
  Broadband Adoption
  Buildings & Facilities
  Certification
  Collection Development & Management
  Continuing Education and Staff Development
  Disaster Preparedness
  Library Skills
  Programming & Event Planning
  Research & Statistics
  Outreach & Partnerships
  Systems & Technologies

Other
Add an activity

Activities

Add Activity

Back to Top
Activity: Select a mode

Activity Information

| Activity: * | Content |
| Mode: *     | Acquisition |
| Format: *   | – Select A Mode – |
|             | Acquisition |
|             | Creation    |
|             | Preservation |
|             | Description |
|             | Lending     |
|             | Other       |

Intents, Subjects, Activities, Outcomes and Tags: Activities- Mode and Format (return to Table of Contents)
Activity: Select a format

Activity Information

| Activity: * | Content |
| Mode: *     | Acquisition |
| Format: *   | Digital |

- Select A Format -
  - Digital
  - Physical
  - Combined physical & digital
### Activity Information

<table>
<thead>
<tr>
<th>Activity: *</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode: *</td>
<td>Acquisition</td>
</tr>
<tr>
<td>Format: *</td>
<td>Digital</td>
</tr>
</tbody>
</table>

### Quantity Information

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of hardware acquired</td>
<td>0</td>
</tr>
<tr>
<td>Number of software acquired</td>
<td>0</td>
</tr>
<tr>
<td>Number of licensed databases acquired</td>
<td>48</td>
</tr>
<tr>
<td>Number of print materials (books &amp; government documents) acquired</td>
<td>0</td>
</tr>
<tr>
<td>Number of electronic materials acquired</td>
<td>0</td>
</tr>
<tr>
<td>Number of audio/visual units (audio discs, talking books, other recordings) acquired</td>
<td>0</td>
</tr>
</tbody>
</table>
# Partner Information

Please identify the area(s) in which your partner organization(s) operates.

- Libraries
- Historical Societies or Organizations
- Museums
- Archives
- Cultural Heritage Organization Multi-type
- Preschools
- Schools
- Adult Education
- Human Service Organizations
- Other

Please identify the legal type of the partner organization(s) for this project.

- Federal Government
- State Government
- Local Government (excluding school districts)
- School District
- Non-Profit
- Private Sector
- Tribe/Native Hawaiian Organization
Activity: Beneficiaries

**Beneficiaries**

Is the activity directed at the library workforce (includes volunteers and trustees)? *
- Yes
- No

Is the activity for a targeted group or for the general population? *
- Targeted Group
- General Population

Which best describes the geographic community of the targeted group?
- Urban
- Suburban
- Rural

*Intents, Subjects, Activities, Outcomes and Tags: Activities- Beneficiaries and Target Groups*
Which best describes the geographic community of the targeted group?

- Urban [✓]
- Suburban [✓]
- Rural [✓]

Select one or more of the following activity target age groups.

- All Ages [✓]
- 0-5 years
- 6-12 years
- 13-17 years
- 18-25 years
- 26-49 years
- 50-59 years
- 60-69 years
- 70+ years
### Locale

**Is the activity statewide?**

- Yes
- No

### Institution Types

<table>
<thead>
<tr>
<th>Type</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Libraries</td>
<td>46</td>
</tr>
<tr>
<td>Academic Libraries</td>
<td>5</td>
</tr>
<tr>
<td>SLAA</td>
<td>1</td>
</tr>
<tr>
<td>Consortia</td>
<td>0</td>
</tr>
<tr>
<td>Special Libraries</td>
<td>0</td>
</tr>
<tr>
<td>School Libraries</td>
<td>78</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
</tr>
</tbody>
</table>
### Beneficiaries

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the activity directed at the library workforce:</td>
<td>No</td>
</tr>
<tr>
<td>For a targeted group or for the general population:</td>
<td>General</td>
</tr>
<tr>
<td>Geographic community of the targeted group:</td>
<td>Urban</td>
</tr>
</tbody>
</table>

### Locale

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the activity state-wide:</td>
<td>No</td>
</tr>
<tr>
<td>Specific Locations:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Name: My Public Library

- Address: 123 Main
- City: Happy Hollow
- State: VA
- Zip: 99999
Add or edit activity outcomes

Database Purchasing

Add Activity

Intents, Subjects, Activities, Outcomes and Tags: Outcomes (return to Table of Contents)
Questionnaire for Library Workforce about Planning and Evaluation Activities

Quick Survey about the Activity
Thank you for agreeing to complete this questionnaire about a planning or evaluation activity. Please provide your feedback by completing the following questions. Thank you!

<table>
<thead>
<tr>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neither Agree nor Disagree</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I believe the planning and evaluation addresses library needs.</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>2. I am satisfied with the extent to which the plan or evaluation addresses library needs.</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
</tbody>
</table>
Project outcomes

**Project Outcomes**

List any important findings or outcomes from your project:

Please briefly describe the importance of findings:

What methods did you use to determine your findings? Check all that apply.
- Survey
- Review of Administrative Data
- Interview/Focus Group
- Participant Observation
- Other

Based on outputs, outcomes and/or other results, explain any significant lessons learned from these findings for either the SLAA or others in the LIS field.

*[Intents, Subjects, Activities, Outcomes and Tags: Outcomes (return to Table of Contents)]*
Exemplary Box and Project Tags

Exemplary
Exemplary

Project Tags

Back to Top
Project Status

Selecting Completed will lock fields for further editing. If further editing is required after "Completing" the project, you can reselect Draft. This project must be set to Completed to allow for the fiscal year's Report to be Certified and submitted to IMLS.

Version: 1
Status: Draft

Draft
Completed

Save Project  Save and Continue  Cancel
List Projects

Select a fiscal year: 2017

- View Admin Project
- View Final Financial Status Report
- Batch Upload Projects
- Print All Projects
- Add Project

Move projects to: Completed

<table>
<thead>
<tr>
<th>Status</th>
<th>System Code</th>
<th>State Code</th>
<th>Title</th>
<th>Grantee</th>
<th>LSTA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft</td>
<td>2017-ZT-7647</td>
<td></td>
<td>this is an outcomes test</td>
<td>Ztest University Library</td>
<td>0</td>
</tr>
<tr>
<td>Draft</td>
<td>2017-ZT-7932</td>
<td></td>
<td>we're testing attachments</td>
<td></td>
<td>200</td>
</tr>
<tr>
<td>Draft</td>
<td>2017-ZT-7954</td>
<td></td>
<td>This is a QA Test</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

Save

**Intents, Subjects, Activities, Outcomes and Tags:** Project Status (return to Table of Contents)
## List Projects

Select a fiscal year: 2017

- [View Admin Project](#)
- [View Final Financial Status Report](#)
- [Batch Upload Projects](#)
- [Print All Projects](#)
- [Add Project](#)

Move projects to:  
- [Completed](#)

<table>
<thead>
<tr>
<th>Status</th>
<th>System Code</th>
<th>State Code</th>
<th>Title</th>
<th>Grantee</th>
<th>LSTA</th>
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</thead>
<tbody>
<tr>
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<td></td>
<td>this is an outcomes test</td>
<td>Ztest University Library</td>
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<td>we're testing attachments</td>
<td></td>
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<tr>
<td>Complete2017-ZT-79644</td>
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<td></td>
<td>This is a QA Test</td>
<td></td>
<td>0</td>
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</tbody>
</table>

[Save](#)
Reporting Tips

- General System Tips
- First-Time User Tips
- General Narrative Tips
- Abstract Tips
- Statewide Projects Tips
- Consolidating Subawards Tip
- Match-Only Project Tips
- Intent Tips
- Activity/Mode Tips
- Quantity Tips
- Tags Tips
- Project Status Tips
- FFATA Requirement Tips
• Chrome and Firefox are recommended browsers

• Don’t open two browser windows or tabs for the SPR at the same time.
  • This often occurs when users want to look back at the prior year’s report while completing the current year’s
  • However, this often leads to editing and reporting bugs
In the system update:

- User Info
- State Info
- Subaward Info
General Narrative Tips

- Use plain language (avoid acronyms and jargon)
- Write in the past tense
- Use position titles, not staff names
Abstract Tips

A. Abstract:
OCLC software

B. Abstract:
Project staff created a documentary toolkit that addresses curatorial, scholarly, legal, and ethical issues associated with archiving harvested social media data.

C. Abstract:
The library purchased the Community Profiles software, a collaborative tool that allows organizations to establish a presence at the library and within the community, and created a database of local organizations, agencies and resources along with information about their services, locations and events. Registration forms and instructional packets were developed and a library card was given to each organization that linked to the record in the ILS system. Some created digital carousels of library materials related to their services and programs, encouraging the use of library resources.

D. Abstract:
The NC Digital Heritage Center supports the discovery and sharing of cultural heritage materials by providing digitization and digital publishing services to libraries, archives, and museums, resulting in increased awareness and use of the collections by the public. During the 2014-2015 fiscal year, the Center worked with 53 organizations, digitizing more than 180,000 images and adding them to DigitalNC.org. In the past year alone, DigitalNC.org registered 2.6 million views from users in NC and beyond. The Center encourages smart and sustainable digital library projects by providing consultation services related to digitization, both with institutions who had received LSTA-funded EZ Digitization grants as well as others. The Center also supports the discovery and use of all digital collections at North Carolina institutions by serving as the statewide service hub for the Digital Public Library of America. 152 institutions now contribute over 260,000 records to DPLA through the Center.

E. Abstract:
The Statewide Reference Resource Center (SRRC) provides access to online reference services, statewide databases and online learning tools through the state’s online portal for library resources. State funds paid for reference services, project coordination and promotion, technical support, and subscriptions to EBSCO databases, WorldBook, ProQuest’s HeritageQuest, Tutor.com and AtozDatabases. State library staff work to coordinate services and evaluate usage, seeking input from the library community to identify tools for inclusion in the service. The public library consortium contributes to the cost of EBSCO databases.

LSTA funds paid for database subscriptions to supplement the electronic resources. The supplemental resources, Learning Express Library and Mango Languages, provide tools and information services for job seekers and the underemployed, students and language learners. Over 460,000 public library and 196,000 academic library card holders can access these products using the service or library websites. The resources were also made available at the state’s One Stop Centers and were promoted to adult education providers.

The state has suffered one of the highest unemployment rates in the country through 2015. Learning Express Library provides career and education test preparation and includes tutorials and eBooks for students and job seekers. Resources include practice tests for professional certification exams, the Armed Services Vocational Aptitude Battery (ASVAB), college entrance exams, graduate school entrance exams and much more. In 2015, 4,241 tests, 993 tutorials, and 1,317 eBooks were downloaded through the service.

As an ethnically diverse state, one out of five speak a language other than English. Mango Languages provides online language courses in over 60 different languages for English speakers and 17 courses for speakers of other languages to learn English. Mango Languages enables any citizen in the state seeking to learn a language, whether a foreign language for English speakers or English for non-English speakers or those with limited English proficiency. In addition, Mango Languages fosters understanding of other cultures through language and the cultural resources included in the product. Mango Languages is used in schools to supplement language learning, by adults seeking to learn a language for business or pleasure, and job seekers who need to improve their English proficiency. In 2015, users logged 15,054 sessions on Mango Languages, each session averaged 14 minutes.

Reporting Tips: Abstract Tips (return to Table of Contents)
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; AND
- if the state effort supports a single intent, it will generally be reported as one project.
Consolidating Subawards Tip

- Individual subawards of $5,000 or less may be combined together in a single project report if they:
  - Support a single Intent;
  - Cover the same subjects; AND
  - Target similar beneficiaries.
Match-Only Project Tips

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

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
  • Subscription to data collection service = “Content – Creation” Activity
Activity/Mode Tips

- You should have no more than 10 activities per project
- Conference Attendance = “Instruction – Other” (Activity Type)
Quantity Tips

• Instruction – Program
  • Total # of events = (# of Sessions) \times (# of times administered)
  • Average # in attendance = Total participants divided by total events
An SLAA offered a series of 3 one-hour, hands-on workshops on customer service (Intro, Intermediate, and Advanced). They presented all three sessions in 4 different locations around the state. A total of 180 staff attended the sessions.

- # sessions = 3
- # times administered = 4
- Total participants = 180
- Total # events = 3 x 4 = 12
- Average attendance = 180 / 12 = 15
Quantity Tips

Content – Creation

• Number of items digitized
  • An item is a “work” e.g., a book, a newspaper, a map, a score, or an album.
Tags Tips

- Broadband
- Early literacy
- Gaming/STEM
- Making
- New Americans
- Summer Meals
- Veterans
- Workforce development
- Promise Zones

https://www.hudexchange.info/programs/promise-zones/
Project Status Tips

• 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.

• You still have to open the Administrative project separately in order to change its status.

• We recommend opening and saving the Financial Status Report at the very end of your reporting process to reflect the final information in the projects.
FFATA Requirement Tips

• Federal Funding Accountability and Transparency Act (FFATA)
• Must report subawards of $25,000 or more in fsrs.gov
Financial Reports

- Overview
- Final Financial Status Report (FSR)
- Interim Federal Financial Report (FFR)
State Library Dashboard

The purpose of the State Program Report (SPR) is to provide a record of grant-funded projects, collect information on project outcomes, and share promising practices. IMLS uses these data to report to Congress and the Office of Management and Budget about the agency's progress on addressing its strategic goals which focus on learning, community, and content.

Select a fiscal year: 2015

You do not have any alerts.

Fiscal Year: 2015
Projects Entered: 5
Projects in Draft Status: 5
Projects marked as Completed: 0
Projects Certified: 0
Projects Approved: 0
Projects Accepted: 0
Administrative Project Status: Draft
Final Financial Status Report Status: Draft
LSTA Award (i.e., Allotment): $100,000.00
LSTA Funds Expended: $0.00
Match Funds Expended: $0.00

There are no announcements.
Working with Financial Reports

Financial Status Report

I'd like to work with the:

- Interim (FFR)
- Final (FSR)
Final Financial Status Report

Select a fiscal year: 2015

Select Version: 1

Save  Cancel  Print

**General Information**

Federal Grant or Other Identifying Number Assigned By Federal Agency *

Total Federal Funds Authorized for This Funding Period  
$100000.00

Recipient Account Number or Identifying Number

**Report Basis** *

Cash  ○

Accrual  ○
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total SLAA funds expended to meet the purposes of LSTA, including the Five-Year-Plan (MOE)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Minimum MOE Required</td>
<td>$0.00</td>
</tr>
<tr>
<td>MATCH-State funds expended specifically on the Five-Year Plan</td>
<td>$0.00</td>
</tr>
<tr>
<td>MATCH-Other funds expended specifically on the Five-Year Plan</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Match</td>
<td>$0.00</td>
</tr>
<tr>
<td>Minimum Match Required</td>
<td>$0.00</td>
</tr>
<tr>
<td>All other recipient outlays not previously reported</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total unliquidated obligations (expected to clear by Dec. 30 or later IMLS-approved date)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Unobligated balance of Federal funds (these funds to be deobligated)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Federal share of net outlays</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**LSTA Administrative Costs**

<table>
<thead>
<tr>
<th>Description</th>
<th>Allowed</th>
<th>Actual</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>IMLS-approved date unliquidated obligations are expected to clear</strong></td>
<td>01/01/0001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Name of Authorized Certifying Official</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Title of Authorized Certifying Official</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Signature of Authorized Certifying Official</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Phone Number of Authorized Certifying Official</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>Email of Authorized Certifying Official</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>Report Status</strong></td>
<td>Draft</td>
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<td></td>
</tr>
<tr>
<td><strong>Date Report Certified</strong></td>
<td>01/01/0001</td>
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<tr>
<td><strong>Agency DUNS</strong></td>
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<tr>
<td><strong>Agency EIN</strong></td>
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<tr>
<td><strong>Agency Name</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Financial Reports:** Final Financial Status Report (FSR) ([return to Table of Contents](#))

Unless otherwise approved by OMB, the Federal awarding agency may solicit only the standard, OMB-approved government-wide 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 Status Report

I'd like to work with the:

- Interim (FFR)
- Final (FSR)
## Interim Federal Financial Report

Select a fiscal year: 2016

**Federal Agency and Organizational Element to Which Report is Submitted**

<table>
<thead>
<tr>
<th>Institute of Museum and Library Services</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Test 123 Main St, ZT 99999</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

- **Recipient Organization (Name and complete address including Zip code)**

<table>
<thead>
<tr>
<th>DUNS Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>EIN</th>
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<tr>
<td>00</td>
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- **Recipient Account Number or Identifying Number**

<table>
<thead>
<tr>
<th>Report Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quaterly</td>
</tr>
<tr>
<td>Semi-Annual</td>
</tr>
<tr>
<td>Annual</td>
</tr>
<tr>
<td>Final</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Basis of Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
</tr>
<tr>
<td>Accrual</td>
</tr>
</tbody>
</table>

Financial Reports: Interim Federal Financial Report (FFR) (return to Table of Contents)
## Interim Federal Financial Report

Select a fiscal year: 2016 ▼  
Select Version: 1 ▼  

![Form fields](image)

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 *
- [ ]

### Recipient Organization (Name and complete address including Zip code) *
- **Lorem Ipsum 123 Main St, ZT 99999**

### DUNS Number
- 00

### EIN
- 00

### Recipient Account Number or Identifying Number
- [ ]

### Report Type *
- **Quarterly** □  
- **Semi-Annual** □  
- **Annual** □  
- **Final** □  

### Basis of Accounting *
- **Cash** □  
- **Accrual** □  

---

**Financial Reports: Interim Federal Financial Report (FFR) (return to Table of Contents)**
Recipient Organization

- Populated from State Info: Parent Organization
- Should match name on Official Award Notification and name associated with DUNS
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 *

Recipient Organization (Name and complete address including Zip code)

Ztest 123 Main z, ZT 99999

DUNS Number

00

EIN

00

Recipient Account Number or Identifying Number

Report Type *

Quarterly

Semi-Annual

Annual

Final

Basis of Accounting *

Cash

Accrual

Financial Reports: Interim Federal Financial Report (FFR) (return to Table of Contents)
### INTERIM FEDERAL FINANCIAL REPORT

<table>
<thead>
<tr>
<th>Federal Agency and Organizational Element to Which Report is Submitted:</th>
<th>Institute of Museum and Library Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Grant or Other Identifying Number Assigned by Federal Agency:</td>
<td>LS-00-16-#####-16</td>
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<tr>
<td>Recipient Organization (Name and complete address including Zip code):</td>
<td>Ztest SLAA, 123 Main St, ZT 99999</td>
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<tr>
<td>DUNS Number:</td>
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<td>EIN:</td>
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<td></td>
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<td>Annual</td>
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<tr>
<td></td>
<td>Final</td>
</tr>
<tr>
<td>Basis of Accounting:</td>
<td>Cash</td>
</tr>
<tr>
<td></td>
<td>Accrual</td>
</tr>
<tr>
<td>Project/Grant Period: From:</td>
<td>10/01/2015</td>
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<tr>
<td>To:</td>
<td>09/30/2017</td>
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<tr>
<td>Report Period End Date:</td>
<td>09/30/2016</td>
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*Financial Reports: Interim Federal Financial Report (FFR) (return to Table of Contents)*
## Interim FFR- Transactions

### Federal Cash

<table>
<thead>
<tr>
<th>Transactions</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Cash Receipts</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>Cash Disbursements</td>
<td>$57,336.76</td>
</tr>
<tr>
<td>Cash on Hand</td>
<td>-$7,336.76</td>
</tr>
</tbody>
</table>

### Federal Expenditures and Unobligated Balance

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Federal funds authorized</td>
<td>$95,000.00</td>
</tr>
<tr>
<td>Federal share of expenditures</td>
<td>$57,336.76</td>
</tr>
<tr>
<td>Federal share of unliquidated obligations</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Federal share</td>
<td>$57,336.76</td>
</tr>
<tr>
<td>Unobligated balance of Federal funds</td>
<td>$37,663.24</td>
</tr>
</tbody>
</table>
## Interim FFR- Cash Receipts

<table>
<thead>
<tr>
<th>Transactions</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Federal Cash</strong></td>
<td></td>
</tr>
<tr>
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</tr>
<tr>
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</tr>
<tr>
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</tr>
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<td></td>
</tr>
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</tr>
<tr>
<td>Unobligated balance of Federal funds</td>
<td>$37,663.24</td>
</tr>
</tbody>
</table>
## Interim FFR- Disbursements/Expenditures

<table>
<thead>
<tr>
<th>Transactions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Federal Cash</strong></td>
<td></td>
</tr>
<tr>
<td>Cash Receipts</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>Cash Disbursements</td>
<td>$57,336.76</td>
</tr>
<tr>
<td>Cash on Hand</td>
<td>-$7,336.76</td>
</tr>
<tr>
<td><strong>Federal Expenditures and Unobligated Balance</strong></td>
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</tr>
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<tr>
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<td>$0.00</td>
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<tr>
<td>Total Federal share</td>
<td>$57,336.76</td>
</tr>
<tr>
<td>Unobligated balance of Federal funds</td>
<td>$37,663.24</td>
</tr>
</tbody>
</table>

*Financial Reports: Interim Federal Financial Report (FFR) (return to Table of Contents)*
### Interim Federal Financial Report

#### Recipient Share

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
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<td>Total recipient share required</td>
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<tr>
<td>Recipient share of expenditures</td>
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<td>Remaining recipient share to be provided</td>
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#### Program Income

<table>
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<th>Description</th>
<th>Amount</th>
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<tbody>
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<tr>
<td>Program income expended in accordance with the deduction alternative</td>
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<tr>
<td>Program income expended in accordance with the addition alternative</td>
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<tr>
<td>Unexpended program income</td>
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#### Indirect Expense(s)

<table>
<thead>
<tr>
<th>Type</th>
<th>Rate</th>
<th>Period From</th>
<th>Period To</th>
<th>Base</th>
<th>Amount Charged</th>
<th>Federal Share</th>
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<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>10/01/2015</td>
<td>09/30/2017</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>0</td>
<td>0</td>
<td>10/01/2015</td>
<td>09/30/2017</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Totals</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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</tbody>
</table>

### Remarks

The Interim Federal Financial Report (FFR) provides detailed financial information for a specific period, including the recipient share, program income, and indirect expenses. This report is crucial for understanding the financial sustainability and compliance of federal programs.
Interim Federal Financial Report tip

• Reporting Period = Oct. 1st – Sept. 30th = first year of award period
• Transactions
  • Reflect activity during first twelve months of award period
  • No rounding, use exact figures
  • “Cash Disbursements” should equal “Federal Share of Expenditures”
Interim Federal Financial Report tip

- Federal Grant Number is in format:
  - LS-00-##-#####-##
- Check DUNS hasn’t expired in SAM.gov
  - Recipient Organization name
  - EIN
- Report Type = “Annual”
- System defaults to correct project and report dates

#### Certification

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>Name of Authorized Certifying Official</td>
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</tr>
<tr>
<td>Title of Authorized Certifying Official</td>
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</tr>
<tr>
<td>Signature of Authorized Certifying Official</td>
<td></td>
</tr>
<tr>
<td>Phone Number of Authorized Certifying Official</td>
<td></td>
</tr>
<tr>
<td>Email of Authorized Certifying Official</td>
<td></td>
</tr>
<tr>
<td>Report Status</td>
<td>Draft</td>
</tr>
<tr>
<td>Date Report Certified</td>
<td></td>
</tr>
</tbody>
</table>

#### Comments (for SLAA review)

[Save] [Cancel]

[return to Table of Contents]
Validating and Certifying Reports

- Validating Reports
- Certifying Reports
Validating and Certifying Reports

The purpose of the State Program Report (SPR) is to provide a record of grant-fur information on project outcomes, and share promising practices. IMLS uses these and the Office of Management and Budget about the agency’s progress on address which focus on learning, community, and content.

You do not have any alerts.
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

Validate Reports
Coordinator Validates Report

This report successfully validates.

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.

Validating and Certifying Reports: Validating Reports (return to Table of Contents)
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
Report is Certified

The report was successfully certified.

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

Validating and Certifying Reports: Certifying Reports (return to Table of Contents)
Certifying the Interim Federal Financial Report

Financial Status Report

I'd like to work with the:

- Interim (FFR)
- Final (FSR)

Validating and Certifying Reports: Certifying Reports (return to Table of Contents)
Chief Certifies the Interim Federal Financial Report

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 *

Validating and Certifying Reports: Certifying Reports (return to Table of Contents)
Reminders

- The SPR Sandbox is available for practicing and training: [http://imls-testsprimls.gov](http://imls-testsprimls.gov)

Reporting deadline for both reports is end of December

- **Final Report** includes all projects and the Final Financial Status Report
- **Interim Federal Financial Report** for the following fiscal year

Resources are available at:

Contact us

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• Madison Bolls, Senior Program Officer
mbolls@imls.gov; 202-653-4786

• Michele Farrell, Senior Program Officer
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• Dennis Nangle, Senior Program Officer
dnangle@imls.gov; 202-653-4661