

Step-by-step instructions for completing the **IMLS Pacific Competitive Grant Financial Status Report (FSR) for 2008**

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, or territory.

Item 2 – Federal Grant: Enter the ten-digit Grant Award Number for your state's FY-2008 Award. (The calculating version of the form will format raw numbers for you)

Item 3 – Recipient Organization: Enter the name of your State Library Administrative Agency (a.k.a., the SLAA) along with the complete address.

Item 4 – Employer Identification Number: Enter the EIN for your SLAA.

Item 5 – Recipient Account Number: Enter the applicable number, if you use one.

Item 6 – Final Report: After printing the form, check "Yes" if this is your "Final" FSR for 2008; check "No" if this is an "Interim" FSR. You cannot submit an Interim Report unless you have received approval from IMLS and a Final submission date has been approved.

Item 10 a – Grantee funds expended for Match: The total match figure must meet or exceed 34% of total project costs. (To figure minimum match requirement multiply grant award by .5152) Only Freely Associated States are required to provide matching funds. Territories are encouraged to report any matching funds.

Item 10 b – Total Federal Award authorized: Enter the amount of the federal award applicable to this FSR.

Item 10 c – Total unliquidated obligations: Enter the amount of any 2008 LSTA funds that you have obligated by Sep. 30 but will not have liquidated by Dec. 30. (You can only do this if you have received prior approval from State Programs staff to go beyond the 90-day liquidation period) These are funds that you fully expect will be spent.

Item 10 d – Unobligated balance of Federal funds: Enter the amount of 2008 LSTA funds that were not obligated before Sep. 30 or that your SLAA will not be able to liquidate within the Grant Award Period, including any extensions provided by State Programs staff. These are funds that you know will not be spent. These funds will be deobligated and returned to the U.S. Treasury.

Item 10 e – Federal share of net outlays: Enter the total of b minus c and d.

Item 10 f – TOTAL OUTLAYS: Enter the total of a and e.

Item 11 a – LSTA Administration Costs claimed by the SLAA: Enter the amount of the 2008 Grant Award.

Item 11 a – Allowable: Enter 4% of the 2008 Grant Award.

Item 11 a – Actual: Enter the amount (if any) of 2008 LSTA funds you spent to administer the program. This figure cannot exceed amount shown in “Allowable” which represents 4% of your Grant Award.

Item 11 a – Difference: Enter the difference between the amount Allowable and your Actual federal expenses to administer the program.

Item 11 b – IMLS-approved date obligations expected to liquidate: Enter the date that has been agreed-to by State Programs 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: Enter the name and title of the SLAA’s 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 right of page –Telephone: Enter the telephone number for the “Authorized Certifying Official”.

Bottom left of page – Signature of Authorizing Certifying Official: The “Authorized Certifying Official” should sign the form here in Blue ink.

Bottom right of page – Date Report Submitted: Enter the date the form is being submitted to the State Programs office. In the case of a re-submission of the form, enter the new date of submission along with the word “Revised”.