



Submission of the State Program Report: A Checklist

Individual Project Reports

Project Director: Is there contact information listed for the Project Director (name and either phone number or email)?

Cash Match: Is there a Cash Match for the project? If so, enter the amount of money the grant recipient and any partnering organizations put toward the project costs.

In Kind Contributions: Are there In Kind Contributions? If so, explain these expenditures in the Project Activities/Methods section. Enter the value of goods and services provided by the grant recipient towards the project.

Number of Persons Served: Is the Number of Persons Served filled in? Enter the number of persons who used or benefited directly from the services under the project. This number should not include the total population of the service area or the potential population to be reached.

- *Note:* Leave LSTA Administration project blank.

Start Date:– End Date: Do the Start and End dates fall within the Grant Award Period as they must?

**Statewide?
Partnership?
Exemplary?
OBE-related?** Are the appropriate boxes checked (check all that apply)?

Note: This provides valuable information when searching and in creating reports.

Project Purpose: Does the narrative succinctly state the intention of the project? We did what, for whom, and for what purpose?

Project Activities/Methods: *Note:* It is imperative that OMB Circular A-87 (2 CFR 225) Cost Principles and IMLS guidance are reviewed to be sure all purchases are allowable.

Does the project narrative describe how the grant funds were spent? Describe how the project was carried out. For example, how were workshops conducted? How was the service promoted? How were digital images from a historical collection captured, cataloged and made accessible?

Project Outputs: What did you buy? How many? What type?
Enter measures of services or products provided.

Project Outcomes: What was accomplished? Project outcomes are a change in the target audience's skills, knowledge, behavior, attitude, status, or life condition brought about by experiencing the project. Please include a description of the ways outcome information was gathered, such as through a survey, pre- and post-tests given in training, or other systematic measures of intended outcomes.

LSTA Administration Project

- Does the amount of LSTA Funds Expended on administrative activities match the amount on the Financial Status Report?
- Is Number of Persons Served blank (as it should be)?
- Is SLAA LSTA Administration selected under Primary Services?

State Program Report Summary

- Does the amount in Total Funds Entered match the Allotment figure? If not, are funds being returned or has a project been left out?
- Have the number of applications per category been inputted?
 - *Note:* The numbers are not automatically tabulated by the SPR.
- Is the Number of Libraries Submitting equal to or greater than the Total Libraries Receiving Grants? Is the Number of Applications equal to or greater than the Total Number of Grants Funded?
 - *Note:* Each funded project should be the result of an application (planned activities and budget), even if your state doesn't have a sub-grant program.
 - *Note:* In the SLAA Library Grants category, there should be one library submitting and receiving and at least one if not more applications and grants funded.

Validation

- Has the validation feature been run and have the appropriate corrections been made?

Financial Status Report (FSR)

- Is the Grant Award Number correct?
- Is the EIN correct?
- Has the Final Report status box (item 6) been checked off?
 - *Note:* This box requires manual entry.
- Does MOE meet or exceed the established amount?
- Does Match meet or exceed the established amount?
- Is the Allotment amount correct?
- Have you expended the full allotment? If not, the difference between the allotment and the amount expended equals the amount to be deobligated.
- Are the Actual LSTA Administration costs equal to, or less than, the Allowable 4%?
- If there are administration costs, then there should be a corresponding LSTA Administration project for the same amount in the SPR?
- Is the FSR signed and dated by the Authorized Certifying Official designated in the State Legal Officer's Certification of Authorized Certifying Official form?

Certification of State Program Report

- Is the SPR Certification signed by the Authorized Certifying Official designated in the State Legal Officer's Certification of Authorized Certifying Official form?

Issued: 9-25-2009