

# **Instructions for Completing the State Programs Report FY 2010 Allotment Grant**

## **I. General Instructions**

Deadlines for the FY 2010 grant:

- Obligate all FY 2010 LSTA grant funds and complete all grant activities by September 30, 2011.
- Expend all grant funds by December 30, 2011.
- Send your completed report in time for it to arrive at IMLS by December 30, 2011.

Report sections (four parts):

- Part A FY 2010 Numerical Program Data (Excel document)
- Part B FY 2010 Projects (Word document)
- Financial Status Report FY 2010 (Excel document)
- Certification FY 2010 (Word document)

Report instructions (two sets):

- Instructions for Completing the State Programs Report FY 2010 Allotment Grant
- Instructions for Completing FY 2010 Financial Status Report

Report submittal:

- Submit the State Program Report Parts A and B electronically to IMLS as an attachment to an e-mail message.
- Submit the Financial Status Report and the Certification to IMLS in print form since both forms must be signed by the authorized certifying official for the state library administrative agency. This is typically not the financial officer, but the person identified by the Attorney General as being the authorized certifying official for IMLS State Programs. The Financial Status Report and the Certification form must have original signatures signed in blue ink.

If you have any questions about completing the report, please contact your program officer, James Lonergan at [jlonergan@imls.gov](mailto:jlonergan@imls.gov); 202-653-4653 (telephone); or 202-653-4602 (fax).

## **II. Part A. Numerical Program Data**

This section compiles numerical information on applicants and awards. Its primary use is to justify the need for the program and to derive a national review of LSTA.

**Table A1.** The **Number of Eligible Applicants** gives the number of libraries that applied for Federal funds under LSTA. Within the parameters of the federal law (LSTA), eligibility is determined by the State as defined or limited in the State's Five-Year Plan. There should be at least one applicant even if no subgrants are awarded.

Eligible applicants include:

- **public** libraries;
- public elementary and secondary **school** libraries;
- **academic** libraries;
- **special** libraries (research libraries that (a) are not an integral part of an institution of higher education and (b) make available to the general public library services and materials suitable for scholarly research not otherwise available, and private or special libraries identified by the State as eligible for LSTA funds);
- **multitype** library cooperatives, consortia, or library support organizations identified by the State as eligible for LSTA funds; and
- **SLAA** (State Library Administrative Agency).

**Number of Eligible Applications** is defined as the number of eligible requests for LSTA grant funds received by the State Library Administrative Agency (SLAA). States must consider themselves as applicants. These figures include grants, contracts, cooperative agreements, and those programs / activities conducted for or by the State Library Administrative Agency with LSTA funds. There must be at least one application. Indicate the **Number of Grants** awarded using LSTA funds and the total **Amount Expended** under each type of library. The **Total Amount Expended** for all libraries must equal the total amount of grant funds expended on the financial status report.

**Table A 2.** In the first column, enter the **Number of Grants Awarded** by LSTA grant purposes. The SLAA determines the best category for each project. The **Total Amount Expended** by each purpose for the allotment period should be given in the second column. The **Total Amount Expended** for all of the purposes must equal the total amount of grant funds expended on the financial status report.

### **III. Part B. List of Projects**

Complete a project description form for each project funded by FY 2010 funds. Fill in each section on the form. Check the appropriate box if the project is either statewide, exemplary or both. In the project description, include project purpose, targeted audience, activities/methods, evaluation process, and results. **Explain** how the LSTA funds were expended, but do not attach invoices or a budget form. If any evaluation or outcome study has been done, include a description of the results. If you have more than three projects, copy the blank project description form to make as many copies as you need.

### **IV. Financial Status Report**

Please read the separate instructions for completing the Financial Status Report form. The form is an Excel spreadsheet containing formulas to assist in completion of the form. While the form contains sections pertaining to maintenance of effort (MOE) and match, the US Territories are not required to provide information on either. We encourage the reporting of matching funds to demonstrate the power of leveraged funds, but reporting is not required. The sections on the form that the territories are not required to complete are 10 a. (MOE) and 10 b. 1-3 (match).

If you have not paid out all of the federal funds by the end of the liquidation period, and have **requested a fiscal extension to liquidate funds, you are still required to submit a report on December 30, 2011.** In this case, the Financial Status Report will be an interim report with the final version being submitted at a later date agreed upon by IMLS State Programs. Final Reports are due as soon as the obligations are liquidated or by the date agreed upon.

**V. How to Submit Your Report:**

Submit all parts of the report to IMLS by the December 30, 2011 deadline. Prepare an e-mail to James Lonergan, [jlonegan@imls.gov](mailto:jlonegan@imls.gov), in the State Programs Office and attach Part A and Part B forms to the e-mail as separate attachments. Mail the print copies of the Financial Status Report and the Certification form with **original signatures**.

Paper copies of the report should be sent to:

James Lonergan  
Senior Program Officer  
State Library Programs  
Institute of Museum and Library Services  
1800 M Street, NW, 9<sup>th</sup> Floor  
Washington, DC 20036

[jlonegan@imls.gov](mailto:jlonegan@imls.gov)

**VI. Burden estimate and request for public comments**

Public reporting burden for this collection of information is estimated to average eighteen hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Institute of Museum and Library Services, 1800 M Street, NW, 9<sup>th</sup> Floor, Washington, DC 20036; and to the Office of Management and Budget, Paperwork Reduction Project (3137-0001), Washington, DC 20503.

revised 09/26/2011