Institute of Museum and Library Services State Program Reporting Requirements

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State Program Reporting

Background

The Grants to States program is the largest source of Federal funding support for library services in the U.S. Using a population-based formula, more than $160 million is distributed among the State Library Administrative Agencies (SLAAs) every year. SLAAs are official agencies charged by law with the extension and development of library services, and they are located in:

- Each of the 50 States of the United States, and the District of Columbia;
- The Territories (the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands); and
- The Freely Associated States (the Republic of the Marshall Islands, the Federated States of Micronesia, and the Republic of Palau).

Each year, approximately 1,500 Grants to States projects support the purposes and priorities outlined in the Library Services and Technology Act (LSTA). (See 20 U.S.C. § 9121 *et seq*.) SLAAs may use the funds to support statewide initiatives and services, and they may also distribute the funds through competitive subawards (subgrants or cooperative agreements) to public, academic, research, school, or special libraries or library consortia (for-profit and Federal libraries are not eligible).

How are the IMLS awards to States evaluated?

Each SLAA must submit a plan that details library services goals for a five-year period. (20 U.S.C. § 9134). SLAAs must also conduct a five-year evaluation of library services based on that plan. These plans and evaluations are the foundation for improving practice and informing policy. Each SLAA receives IMLS funding to support the five-year period through a series of overlapping, two-year grant awards. Each SLAA must file interim and final financial reports and final performance reports for each of these two-year grants. Since 2002, the final performance reporting has been accomplished through IMLS's State Program Reporting (SPR) system. The basis for this reporting in this database was narrative in nature and when combined with the final financial reports, provided a solid picture of how an SLAA spent its two-year award. Unfortunately, the narrative character did not allow for easy analysis, comparison, or evaluation across States and their initiatives.

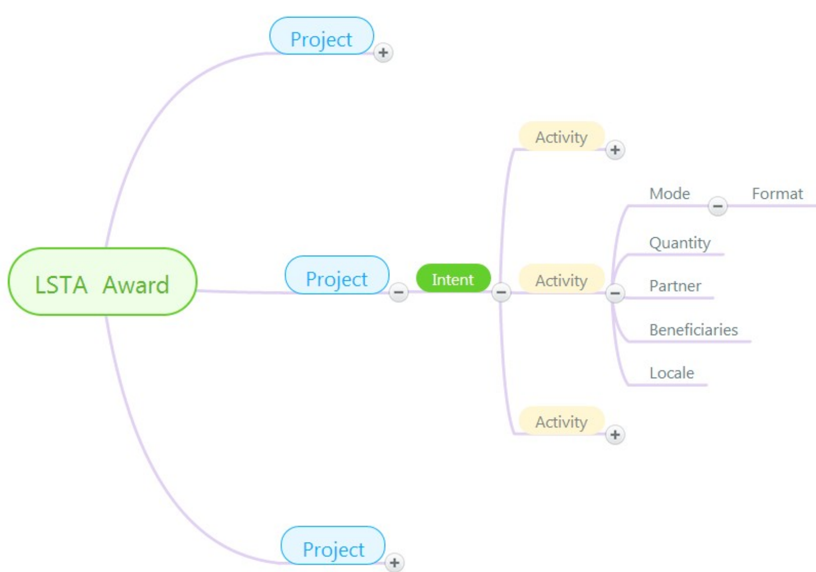
To improve how we measure the impact of the Federal investment in the Grants to States program, IMLS and SLAAs partnered on a comprehensive planning and evaluation initiative called "Measuring Success." This multi-year effort fundamentally shifted the way in which Grants to States final report information is gathered and shared, and it has improved program accountability, reporting, evaluation, and assessment. The new SPR was developed in phases, in concert with a small group of SLAAs acting as pilots for each phase. Roughly, these phases correspond to framework and question development; descriptive reporting for the two-year award (pilots first, then all states); and finally the incorporation of the performance measurement reporting. All phases have been rolled out and are reflected in this documentation. The Measuring Success initiative has driven the development of a new data reporting and analysis system (database) that replaces the older State Program Reporting system. Submissions to the SPR encompass the final performance report, the final financial report, and the interim financial report for each SLAA's two-year award.

Through the Measuring Success initiative, we identified features needed for the new SPR system. The system needs to:

- be flexible and provide easy-to-use tools;
- make the reporting process more consistent so that comparisons and analyses are simplified;
- strengthen the ability to assess these efforts; and
- promote sharing of promising practices.

The new SPR development was guided by a new data reporting and collection framework that balances the need for descriptive information to monitor compliance with award conditions with the need for data on performance measures to assess the impact of the public funds. By gathering project data more consistently, we are better able to compare projects within and across states and demonstrate the impact of public funds on library services. States are also able to share information about their projects both within the library community and with the public at large.

State Program Report Framework for Projects:



Concepts

The SPR system is broken into reporting sections (articulated below in **State Program Report Data Elements**), but the heart of an SLAA's report is in the Project Reporting. As shown in the framework graphic above, an SLAA expends its annual LSTA Award through one or more Projects. Projects are tied to an Intent (intended outcome) and are composed of a set of Activities carried out to achieve the intended outcome. Activities are associated with particular Modes (controlled vocabulary characteristics of an activity) and Formats (controlled vocabulary characteristics of a Mode) that relate to "how" an Activity is carried out. Other components of an Activity provide further details we need to evaluate Projects: Quantity ("how much" or "how many"), Partner, Beneficiaries ("who"), and Locale ("where").

Projects

Project Reporting

Projects are the vehicles for organizing activities that support a State's objective or intended outcome. Within the SPR framework, "intended outcomes" are tracked and linked to Projects via Focal Areas and Intents, as well as within Project Activities. A large portion of the Project reporting is accomplished through controlled vocabulary and controlled responses (binary response or fixed choice) data elements. This allows SLAAs to properly identify and classify projects for consistency of reporting across SLAAs and their subrecipients. Properly identified projects are key to aggregating comparable data that show the impact of IMLS Grants to States funds. (See Background, p. 1.)

What is a Project?

- A Project is a set of discrete and interdependent activities carried out to achieve an intended outcome.
- It contains allocable resources (e.g., dollars spent, people responsible for accomplishing tasks, venue or service location(s), and/or time spent).
- It is associated with a specific Intent (intended outcome or performance goal) to allow for meaningful, standardized recording and analysis.
- It may be conducted as a State Effort (statewide initiative) or as a Subaward.

What is a State Effort?

A State Effort or Statewide project has the entire State's population as potential beneficiaries rather than a specific, and smaller, target audience. State Efforts are usually administered by the SLAA, such as interlibrary loans, summer reading programs, electronic databases, or technology that facilitates local computer use.

Are State Efforts reported as Projects?

Depending on the scope of the State Effort, it may be reported as one Project or as multiple Projects. Generally speaking, a State Effort that supports a single Intent will be reported as one Project, such as when a State Effort supports resource sharing that includes books by mail, cataloging, and circulation. In certain circumstances, State Efforts may be reported as multiple Projects, such as when a State Effort supports a statewide literacy initiative that includes summer reading, adult conversation circles, and community read events. *See* ***Appendix 4: Project Examples***.

What is a Subaward?
A Subaward is an award provided by a pass-through entity (SLAA) to a subrecipient for the subrecipient to carry out part of a federal (LSTA) award. (See also, 2 C.F.R. § 200.1).

Are Subawards reported as Projects?
In most cases, a Subaward will be reported as one Project. In certain circumstances, a Subaward may be reported as multiple Projects, such as when a Subaward to a regional library system has multiple and disparate intents. Multiple Subawards may also be reported as a single Project, such as when Subawards of $250 are made to 40 libraries to purchase early learning materials. *For additional information*, *see* ***Appendix 4: Project Examples***.

Focal Areas and Intents

Focal Areas and Intents are broad conceptual categories used to show how Projects are aligned with priorities and purposes of the IMLS Grants to States (and LSTA) program. Focal Areas and Intents use controlled vocabulary to allow for meaningful reporting, evaluation, comparison, and assessment of States' initiatives. The six Focal Areas below were identified by State Library Administrative Agencies (SLAAs), and they represent the foundation by which the reporting structure is organized. In the SPR system, they are further specified by and inferred from Intents, which are the intended outcomes of an action or set of SLAA activities. Intent reporting helps define the "why" of the Grants to States program. *For additional information*, *see* ***Appendix 5: Focal Areas and Intents***.

What are Focal Areas?
Focal Areas are overarching conceptual categories around which the Grants to States Program reporting structure is organized. There are six categories:

- Institutional Capacity;
- Information Access;
- Lifelong Learning;
- Human Services;
- Employment and Economic Development; and
- Civic Engagement.

Focal areas are further specified by associated Intents.

What is an Intent?
An Intent is the objective, intended result or outcome of an action or set of Activities.

- It is applicable at the Project and Activity recording levels.
- There are fourteen specific Intents – tied to the Focal Areas – in the SPR system (*See* ***Appendix 5.***)

- They may be further described by the assignment of up to two associated subjects.

Activities

What is an Activity?

An Activity is an action or actions through which the Intent of a project is accomplished.

- An Activity accounts for at least 10% of the total amount of resources committed to the project.
- An Activity is further specified by Mode and Format.

Activity	Definition
Instruction	Involves an interaction for knowledge or skill transfer.
Content	Involves the acquisition, development, or transfer of information.
Planning/Evaluation	Involves design, development, or assessment of a project, program, service, operation, resource and/or user group.
Procurement	Involves purchasing facilities, equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure.

What is a Mode?

A Mode is a characteristic of an activity. There are multiple Mode choices per Activity.

Activity	Notes on Mode
Instruction	How learning is delivered or experienced.
Content	How information is made accessible.
Planning/Evaluation	When information is collected, analyzed, and/or disseminated.
Procurement	Not applicable.

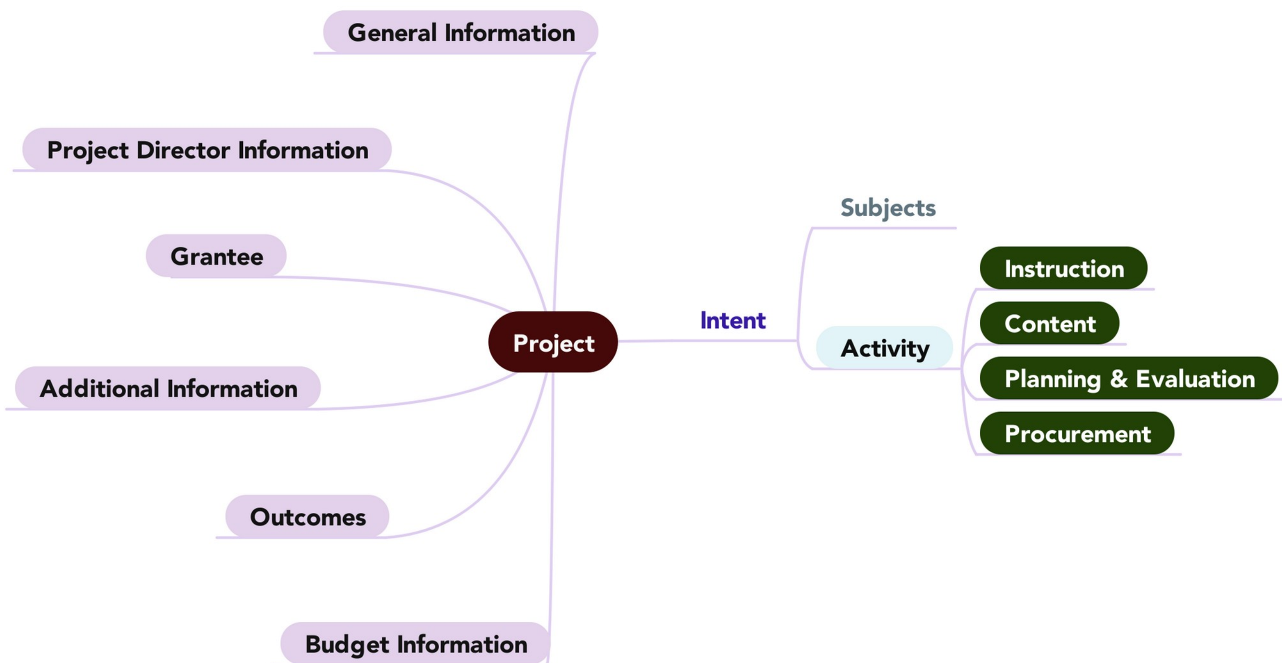
Activity	Mode	Definition
Instruction	Program	Formal interaction and active user engagement (e.g., a class on computer skills).
	Presentation	Formal interaction and passive user engagement (e.g., an author's talk).
	Consultation	Informal interaction with an individual or group of individuals; the provision of expert advice or reference services to individuals, units, or organizations.
Content	Acquisition	Selecting, ordering, and receiving materials for library or archival collections by purchase, exchange, or gift, which may include budgeting and negotiating with outside agencies (e.g., publishers, vendors) to obtain resources. May also include procuring software or hardware for the

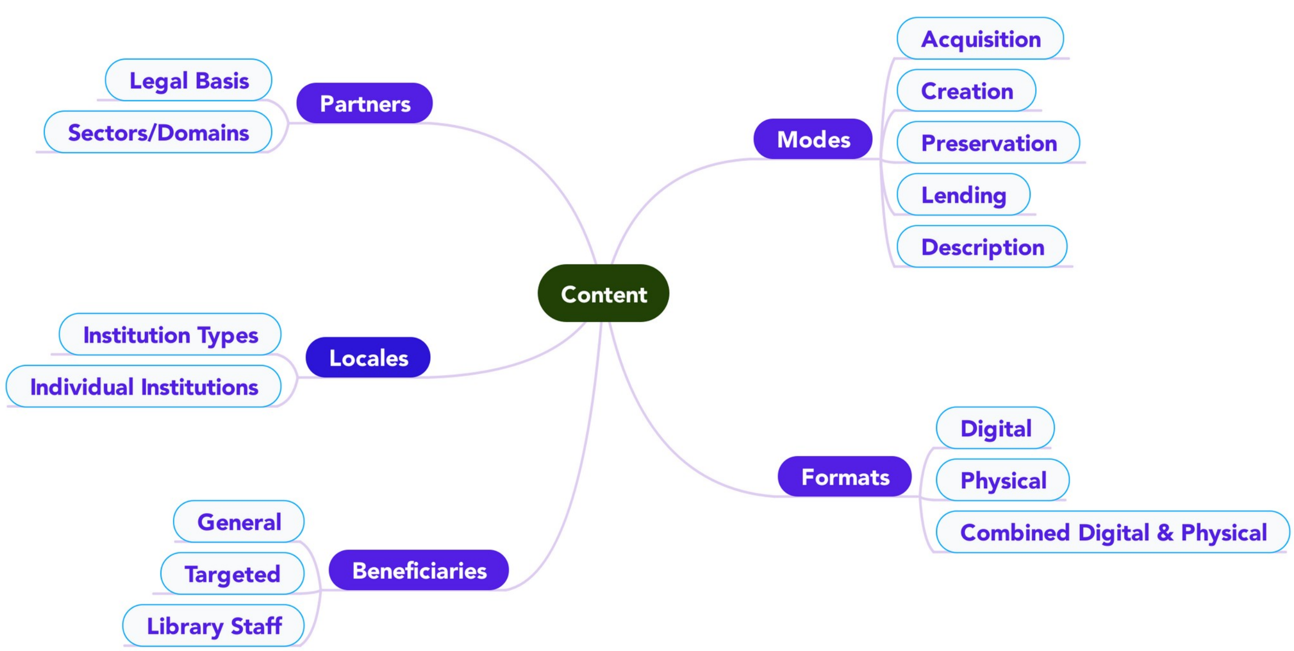
		purposes of storing and/or retrieving information or enabling the act of experiencing, manipulating, or otherwise interacting with an information resource.
	Creation	Design or production of an information tool or resource (e.g., digital objects, curricula, manuals). Includes digitization or the process of converting data to digital format for processing by a computer.
	Description	Apply standardized descriptive information and/or apply such information in a standardized format to items or groups of items in a collection for purposes of intellectual control, organization, and retrieval.
	Lending	Provision of a library's resources and collections through the circulation of materials (general circulation, reserves). May also refer to the physical or electronic delivery of documents from a library collection to the residence or place of business of a library user, upon request.
	Preservation	Effort that extends the life or useful life of a living or non-living collection, the individual items or entities included in a collection, or a structure, building, or site by reducing the likelihood or speed of deterioration.
Planning & Evaluation	Retrospective	Effort that involves historical assessments of the condition of a project, program, service, operation, resource and/or user group.
	Prospective	Effort that involves assessments of a future condition of a project, program, service, operation, resource, and/or user group.
Procurement	No mode applicable	Acquiring or leasing facilities; purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure.

What is a Format?
A Format is a characteristic of a Mode.

Mode	Format	Definition
Instruction	In-person	Carried out face-to-face.
	Virtual	Delivered via computer, computer network, or mobile device.
	In-person/Virtual	Delivered both in-person and via a computer, computer network, or mobile device.
Content	Physical	Medium in or on which information (data, sound, images, etc.) is stored (e.g., paper, film, magnetic tape or disk, etc.). The medium may be encased in a protective housing made of another material (plastic, metal, etc.).
	Digital	Computer-mediated. The term includes commercial or non-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata.

Appendix 1: Diagrams of the Data Collection Questions





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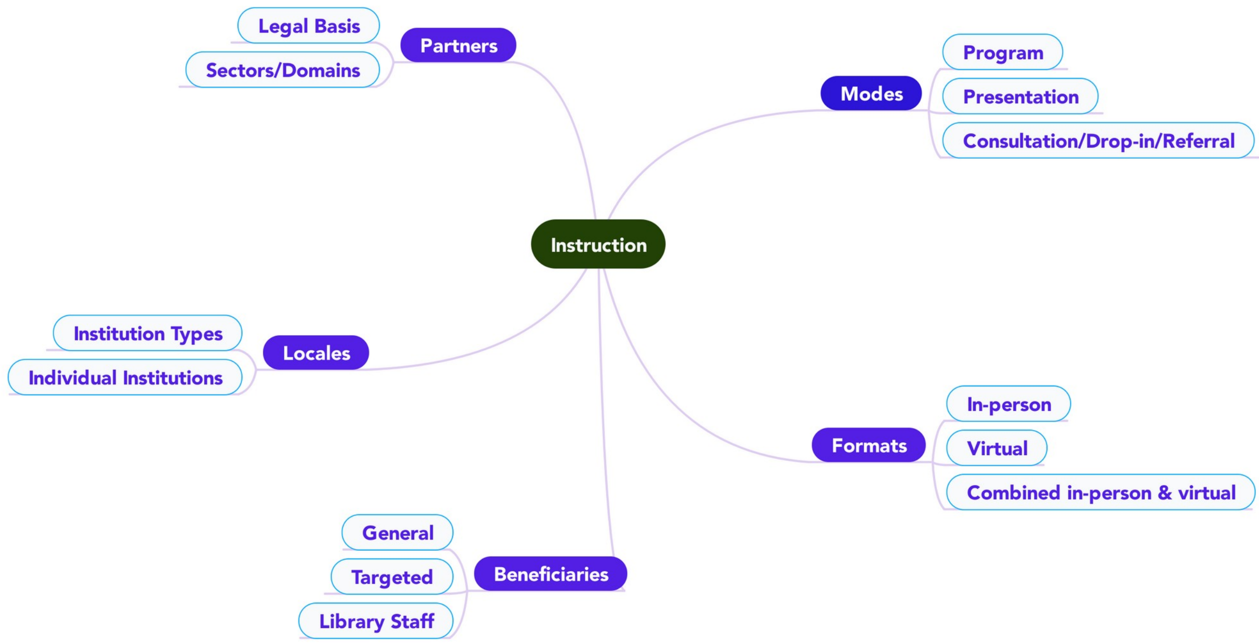

Appendix 2: IMLS State Program Report Data Collection Questions, by Report Type

Project Report (each section of report underlined)

Add a Project

Select a Fiscal Year:

☐ Add a new project

☐ Continue a project from a prior fiscal year

Select a Fiscal Year:

Select a Project:

☐ Copy a project

Select a Fiscal Year:

Select a Project:

Project

G2S Project Code: *(system assigned)*

State:

Fiscal Year:

General Information

Title:

State Project Code:

Start Date:

End Date:

Abstract:

State Goal:

Project Director

Director Name:

Director Phone:

Director Email:

Grantee:

Additional Materials

Attach File (file limit: 40MB)

Enter URL:

Budget Information

Salaries/Wages/Benefits

LSTA	MATCH-State	MATCH-Other	Total

Description:

Consultant Fees

LSTA	MATCH-State	MATCH-Other	Total

Description:

Travel

LSTA	MATCH-State	MATCH-Other	Total

Description:

Supplies/Materials

LSTA	MATCH-State	MATCH-Other	Total

Description:

Equipment

LSTA	MATCH-State	MATCH-Other	Total

Description:

Services

LSTA	MATCH-State	MATCH-Other	Total

Description:

Other Operational Expenses

LSTA	MATCH-State	MATCH-Other	Total

Description:

Totals: (*system calculated*)

LSTA	MATCH-State	MATCH-Other	Total

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 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

---**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.

Subject(s) (select up to two)

☐ Arts, Culture & Humanities
☐ Business & Finance
  ☐ Employment
  ☐ Personal Finance
  ☐ Small Business
☐ Civic Affairs
  ☐ Community Concerns
  ☐ Government
☐ Education
  ☐ After-school activities
  ☐ Curriculum support
☐ Environment
☐ General (select only for electronic databases or other data sources)
☐ Health & Wellness
  ☐ Parenting & Family skills
  ☐ Personal/Family health & wellness
☐ History
☐ Languages
☐ Literacy
  ☐ Adult Literacy
  ☐ Digital Literacy
  ☐ Early Literacy
  ☐ Reading Program (Not Summer Reading)
  ☐ Summer Reading
☐ Science, Technology, Engineering, & Math (STEM)

☐ 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:

Activities:

Activity Information

Title:

Abstract:

Intent:

Activity: (select one)	Mode: (select one)	Format: (select one)
☐ Instruction	☐ Program	☐ Virtual
	☐ Presentation/performance	☐ In-person
	☐ Consultation/Drop-in/Referral	☐ Combined in-person & virtual
	☐ Other:	☐ Other:
☐ Content	☐ Acquisition	☐ Digital
	☐ Creation	☐ Physical
	☐ Preservation	☐ Combined digital and physical
	☐ Description	
	☐ Lending	
	☐ Other	
☐ Planning & Evaluation	☐ Prospective	☐ In-house
	☐ Retrospective	☐ Third party
☐ Procurement	N/A	N/A

Quantity Information

If “Activity – Mode” combination = “Instruction – Program”:
Session length (minutes):
Number of sessions in program:
Average number in attendance per session:
Number of times program administered:

If “Activity – Mode” combination = “Instruction – Presentation/performance”:
Presentation/performance length (minutes):
Number of presentations/performances administered:
Average number in attendance per session:

If “Activity – Mode” combination = “Instruction – Consultation/drop-in/referral”:
Total number of consultation/reference transactions:
Average number of consultation/reference transactions per month:

If “Activity – Mode” combination = “Content – Acquisition”:

Number of hardware acquired:
Number of software acquired:
Number of licensed databases acquired:
Number of print materials (books & government documents) acquired:
Number of electronic materials acquired:
Number of audio/visual units (audio discs, talking books, other recordings) acquired:

If “Activity – Mode” combination = “Content – Creation”:
Number of items digitized:
Number of items digitized and available to the public:
Number of physical items:
Number of open-source applications/software/systems:
Number of proprietary applications/software/systems:
Number of learning resources (e.g. toolkits, guides):
Number of plans/frameworks:

If “Activity – Mode” combination = “Content – Preservation”:
Number of items conserved, relocated to protective storage, rehoused, or for which other preservation-appropriate physical action was taken:
Number of items reformatted, migrated, or for which other digital preservation-appropriate action was taken:
Number of preservation plans/frameworks produced/updated (i.e. preservation readiness plans, data management plans):

If “Activity – Mode” combination = “Content – Description”:
Number of items made discoverable to the public
Number of collections made discoverable to the public
Number of metadata plans/frameworks produced/updated

If “Activity – Mode” combination = “Content – Lending”
Total number of items circulated:
Average number of items circulated / month:
Total number of ILL transactions:
Average number of ILL transactions / month:

If “Activity” = “Planning & Evaluation”:
Number of evaluations and/or plans funded:
Number of funded evaluation and/or plans completed:

If “Activity” = “Procurement”:
Number of equipment acquired:
Number of acquired equipment used:
Number of hardware items acquired:
Number of acquired hardware items used:
Number of software items acquired:
Number of acquired software items used:
Number of materials/supplies acquired:
Number of acquired materials/supplies used:

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 Services Organizations
☐ Other

Please identify the legal type of 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

Beneficiaries

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

If "Yes", skip to "Locale"

If "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

If "General Population" selected above, skip to "Locale"

If "Targeted Group" selected above:

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

☐ All Ages	☐ 13-17 years	☐ 50-59 years
☐ 0-5 years	☐ 18-25 years	☐ 60-69 years
☐ 6-12 years	☐ 26-49 years	☐ 70+ years

If the activity is directed at those in one or more of the following economic situations, select one or more.
☐ People who are living below the poverty line
☐ Unemployed
☐ Not Applicable

If the activity is directed at ethnic or minority populations, select one or more.
☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Hispanic or Latino
☐ Native Hawaiian or other Pacific Islander
☐ Not Applicable

Is the activity directed at families? ☐ Yes ☐ No

Is the activity directed at intergenerational groups (does not include families)? ☐ Yes ☐ No

Is the activity directed at immigrants/refugees? ☐ Yes ☐ No

Is the activity directed at those with disabilities? ☐ Yes ☐ No

Is the activity directed at those with limited functional literacy or informational skills? ☐ Yes ☐ No

Is the activity directed at groups that fall into a category not already captured? ☐ Yes ☐ No
If Yes, please describe.

Locale

Is the activity statewide?

If “Yes”:
Institution Types (enter #s):
Public Libraries:
Academic Libraries:
SLAA:
Consortia:
Special Libraries:
School Libraries:
Other:

If “No”:
Can you identify specific institutions? ☐ Yes ☐ No

If “Yes”:
Institutions:
Name:
Address:
City:
State:
Zip:

If “No”:
Institution Types (enter #s):
Public Libraries:
Academic Libraries:
SLAA:
Consortia:
Special Libraries:
School Libraries:
Other:

Activity Outcomes

SD = Number of respondents that reported 'Strongly Disagree'
D = Number of respondents that reported 'Disagree'
NA/ND = Number of respondents that reported 'Neither Agree nor Disagree'
A = Number of respondents that reported 'Agree'
SA = Number of respondents that reported 'Strongly Agree'
NR = Number of respondents that did not answer the question

If “Activity Type – Mode” = “Instruction – Program” AND “Beneficiary” = “Targeted Group” or “General Population”:

Total number of survey responses:

I learned something by participating in this library activity.

SD:	D:	NA/ND:	A:	SA:	NR:

I feel more confident about what I just learned.

SD:	D:	NA/ND:	A:	SA:	NR:

I intend to apply what I just learned.

SD:	D:	NA/ND:	A:	SA:	NR:

I am more aware of resources and services provided by the library.

SD:	D:	NA/ND:	A:	SA:	NR:

I am more likely to use other library resources and services.

SD:	D:	NA/ND:	A:	SA:	NR:

If “Activity Type – Mode” = “Instruction – Program” AND “Beneficiary” = “Library Workforce”:

Total number of survey responses:

I learned something by participating in this library activity.

SD:	D:	NA/ND:	A:	SA:	NR:

I feel more confident about what I just learned.

SD:	D:	NA/ND:	A:	SA:	NR:

I intend to apply what I just learned.

SD:	D:	NA/ND:	A:	SA:	NR:

Applying what I learned will help improve library services to the public.

SD:	D:	NA/ND:	A:	SA:	NR:

If “Activity Type – Mode” = “Content – Acquisition *OR* Creation” AND “Beneficiary” = “Library Workforce”:

Total number of survey responses:

I am satisfied that the resource is meeting library needs.

SD:	D:	NA/ND:	A:	SA:	NR:

Applying the resource will help improve library services to the public.

SD:	D:	NA/ND:	A:	SA:	NR:

If “Activity Type” = “Planning / Evaluation” AND “Beneficiary” = “Library Workforce”:

I believe the planning and evaluation addresses library needs.

SD:	D:	NA/ND:	A:	SA:	NR:

I am satisfied with the extent to which the plan or evaluation addresses library needs.

SD:	D:	NA/ND:	A:	SA:	NR:

I believe the information from the plan or evaluation will be applied to address library needs.

SD:	D:	NA/ND:	A:	SA:	NR:

Project Outcomes

List any important outcomes or findings not previously reported.
Please briefly describe importance of these outcomes and findings for future program planning.

Explain one or two of the most significant lessons learned for others wanting to adopt any facets of this project.

Do you anticipate continuing this project after the current reporting period ends? ☐ Yes ☐ No

If Yes:

Do you anticipate any change in level of effort in managing this project? ☐ Yes ☐ No

If Yes: Explain:

Do you anticipate changing the types of activities and objectives addressed by the project? ☐ Yes ☐ No

If Yes: Explain:

Was an evaluation conducted for this project? ☐ Yes ☐ No

If Yes: Was a final written evaluation report produced?

If Yes: Can the final written evaluation report be shared publicly on the IMLS website?

If Yes: Was the evaluation conducted by project staff (either SLAA or a local library) or by a third-party evaluator? Select the primary individual responsible for conducting the evaluation. ☐ Project Staff ☐ Third-Party

If Yes [continued]: What data collection tools were used for any report outcomes and outputs? Explain Other: ☐ Administrative Records Review ☐ Surveys ☐ Direct Observation ☐ Interviews ☐ Focus Groups ☐ Participant Observation ☐ Other

If Yes [continued]: Did you collect any media for the data? ☐ Photos ☐ Videos ☐ Audio

If Yes [continued]: What types of methods were used to analyze collected data? ☐ Statistical Methods ☐ Qualitative Methods ☐

If Yes [continued]: How were participants (or items) selected? Explain Other: ☐ Randomly – We selected people (or items) arbitrarily. ☐ Systematic Sample – We selected every nth person (or item). ☐ Targeted Sample – We selected based on a desired characteristic, e.g. age. ☐ Census – We selected everyone (or every item). ☐ Word of mouth – We asked participants to tell their community/friends/family and encourage them to participate. ☐ Other

If Yes [continued]: What type of research design did you use to compare the value for any reported output or outcome? (Select all that apply; for those that are selected, include a brief narrative description that summarizes reporting approach.) ☐ No comparison for any reported output or outcome ☐ Comparison of a reported output or outcome to an assigned target value ☐ Pre-post comparison for a reported output or outcome ☐ Comparison for a reported output or outcome to another, non-randomly selected group not participating in project ☐ Comparison for a reported output or outcome to another randomly selected group not participating in project

Exemplary

Exemplary ☐

Exemplary Narrative:

Project Tags (enter up to three)

Administrative Project Report

(each section of report underlined)

Administrative Project

Select a fiscal year:
Title
Abstract
Intent: Administer the LSTA Program *[prepopulated]*
Grantee: *[SLAA]*
Start Date:
End Date:

Budget Information

Salaries/Wages/Benefits

LSTA	MATCH-State	MATCH-Other	Total

Description:

Consultant Fees

LSTA	MATCH-State	MATCH-Other	Total

Description:

Travel

LSTA	MATCH-State	MATCH-Other	Total

Description:

Supplies/Materials

LSTA	MATCH-State	MATCH-Other	Total

Description:

Equipment

LSTA	MATCH-State	MATCH-Other	Total

Description:

Services

LSTA	MATCH-State	MATCH-Other	Total

Description:

Other Operational Expenses

LSTA	MATCH-State	MATCH-Other	Total

Description:

Totals: (*system calculated*)

LSTA	MATCH-State	MATCH-Other	Total

Financial Status Report – Interim

Federal Agency and Organizational Element to Which Report is Submitted: *[prepopulated]*
Federal Grant or Other Identifying Number Assigned By Federal Agency:
Recipient Organization (Name and complete address including Zip code): *[populated from State Info section]*
DUNS/UEI: *[populated from State Info section]*
EIN: *[populated from State Info section]*
Recipient Account Number or Identifying Number:
Report Type: ☐ Quarterly ☐ Semi-Annual ☐ Annual ☐ Final
Basis of Accounting: ☐ Cash ☐ Accrual
Project/Grant Period From:
Project/Grant Period To:
Report Period End Date:

Transactions

Federal Cash
Cash Receipts:
Cash Disbursements:
Cash on Hand:

Federal Expenditures and Unobligated Balance
Total Federal Funds Authorized:
Federal share of expenditures:
Federal share of unliquidated obligations:
Total Federal share:
Unobligated balance of Federal funds:

Recipient Share
Total recipient share required:
Recipient share of expenditures:
Remaining recipient share to be provided:

Program Income
Total Federal program income earned:
Program income expended in accordance with the deduction alternative:
Program income expended in accordance with the addition alternative:
Unexpended program income:

Indirect Expenses
Type:
Rate:
Period From:
Period To:
Base:
Amount Charged:
Federal Share:
Totals:

Remarks:
Certification
Name of Authorized Certifying Official: *[populated from State Info section upon certification]*
Title of Authorized Certifying Official: *[populated from State Info section upon certification]*
Signature of Authorized Certifying Official: *[populated upon certification]*
Phone Number of Authorized Certifying Official: *[populated from State Info section upon certification]*
Email of Authorized Certifying Official: *[populated from State Info section upon certification]*
Report Status: *[system generated]*
Date Report Submitted: *[populated upon certification]*

Financial Status Report – Final

Select a fiscal year:

General Information

Federal Grant or Other Identifying Number Assigned By Federal Agency:

Total Federal Funds Authorized for This Funding Period: *[prepopulated]*

Recipient Account Number or Identifying Number:

Report Basis

☐ Cash
☐ Accrual

Funding Grant Period of Performance

Start Date:
End Date:

Period Covered by This Report

Start Date:
End Date:

Total SLAA funds expended to meet the purposes of LSTA, including the Five-Year-Plan (MOE):

Minimum MOE Required: *[prepopulated]*

MATCH-State funds expended specifically on the Five-Year Plan: *[populated from Projects]*

MATCH-Other funds expended specifically on the Five-Year Plan: *[populated from Projects]*

Total Match: *[system calculated*]

Minimum Match Required: *[system calculated*]

All other recipient outlays not previously reported:

Total unliquidated obligations (expected to clear by Dec. 30 or later IMLS-approved date):

Unobligated balance of Federal funds (these funds to be deobligated): *[system calculated*]

Federal share of net outlays: *[system calculated*]

LSTA Administrative Costs

Allowed	Actual	Difference
[system calculated]	*[populated from Admin Project]*	*[system calculated*]

IMLS-approved date unliquidated obligations are expected to clear:

Name of Authorized Certifying Official:
[populated from State Info section upon certification]

Title of Authorized Certifying Official:

[populated from State Info section upon certification]

Signature of Authorized Certifying Official: *[populated upon certification]*

Phone Number of Authorized Certifying Official:
[populated from State Info section upon certification]

Email of Authorized Certifying Official:
[populated from State Info section upon certification]

Report Status:
[system generated]

Date Report Certified:
[populated upon certification]

Agency DUNS/UEI:
[populated from State Info section upon certification]

Agency EIN:
[populated from State Info section upon certification]

Agency Name:
[populated from State Info section upon certification]

Appendix 3: State Program Report Data Elements

Reporting in the State Program Report System

The SPR submission is the final performance report for the award period of performance on a two-year IMLS award to an SLAA. Reporting in the SPR system is broken down into logical sections and sub-sections based on the framework. The State Program Report has three sections:

- Projects
- Administrative Project
- Financial Status Report (including Interim Federal Financial Report)

Each section contains one or more sub-sections; each sub-section contains one or more data elements (question and response). SLAAs are required to complete all the relevant data elements.

The SPR system enables SLAAs to manage other system-required information by providing data elements about:

- Manage Subrecipients
  - Allows States to add and edit basic information about grantees (either subrecipients or SLAA)
- Subaward Information
  - Records information about the State's LSTA subaward program applications and awards
- State Goals
  - Records State Goals from the State’s required Five-Year Plan
- State Information
  - Administrative and Contact Information related to the Annual State Program Report
- Subrecipient Access
  - Allows States to provide limited Project-level access to subrecipients to complete reports for their unique Project
- User Information
  - Provides basic information and access control information available to individual users

State Program Report Complete Data Element Set

I. Add a Project

1. Fiscal Year
2. New, Continue, or Copy

No.	Data Element Name	Data Element Type	Data Element Definition	Data Element Notes	Requirement Notes	Data Element Location
1.	Fiscal Year	Dropdown selection	This is the Fiscal Year of the federal award for which a project is being reported.		Required for submission.	Add Project
2.	New, Continue, or Copy	Radio	Response options are: Add a new project Continue a project from a prior fiscal year Copy a project	Use Continue option to indicate that the project continues from a prior year; use Copy option duplicate a project as a shortcut for data entry.	Required for submission.	Add Project

II. Project Data Element Sections

1. General Information
2. Project Director
3. Grantee
4. Additional Materials
5. Budget Information
6. Intent
7. Activities
8. Instruction Information
9. Content Information

10. Planning and Evaluation Information
11. Procurement Information
12. Partner Information
13. Beneficiaries
14. Locale
15. Activity Outcomes
16. Project Outcomes
17. Exemplary
18. Project Tags

1.0 General Information

1.01	Title	Free text entry
1.02	State Project Code	Free text entry
1.03	Start Date	Calendar
1.04	End Date	Calendar
1.05	Abstract	Free text entry
1.06	State Goal	Dropdown selection

No.	Data Element Name	Data Element Type	Data Element Definition	Data Element Notes	Requirement Notes	Data Element Location
1.01	Title	Free text entry (up to 75 characters)	This is the title of the project.	Avoid jargon and keep the title as short as possible while including salient information. Do not use acronyms. Avoid abbreviations. When appropriate, include any information on target beneficiaries.	Required for submission.	Add Project -> General Information

				Example: Summer Reading for Economically Disadvantaged Youth		
1.02	State Project Code	Free text entry (up to 50 characters)	This is the optional State-assigned identification code for the project.	Example: WD-2013-002	Not required for submission.	Add Project -> General Information
1.03	Start Date	Calendar	This is the start date of the project (month, day, year). It must fall within the two-year year IMLS award period of performance.	For the FY21 IMLS award, a project's start date could be 4/1/202	Required for submission.	Add Project -> General Information
1.04	End Date	Calendar	This is the end date of the project (month, day year). It must fall within the two-year year IMLS award period of performance.	For the FY21 IMLS award, a project's end date could be 9/30/2022.	Required for submission	Add Project -> General Information

1.05	Abstract	Free text entry (up to 1000 characters)	This is a brief description of the project's purpose, activities, and target beneficiaries, plus any high-level results that are appropriate to highlight. Ideally, it should stand on its own as a narrative summary of the project.	Write for a general audience by avoiding jargon, acronyms, and abbreviations. Also avoid highly technical project details, numerical lists of project goals, and bullets. If possible, state the "who, what, and why" of the project in the first sentence or two. High-level results can be included, but specific outcomes are more appropriate to section I.4 Outcomes. Ideal length is 90-160 words. Example: ABC Express provided early literacy programming to low-income families with children on preschool waiting lists. The project focused on areas such as digital literacy and socialization, to help with reading readiness, emergent literacy, and basic technology skills. Spanish-speaking librarians led weekly discussions with parents and guardians around the topic of early literacy skills. Through these sessions, caregivers learned about concepts and practiced simple activities that they could apply in the home environment. Meanwhile, the children participated in hands-on reading readiness activities that incorporated computers and handheld devices.	Required for submission.	Add Project -> General Information

				Through its Find It Now program, the State library provided statewide access to electronic resources and trained librarians in using the databases for research. IMLS award funds supported a variety of resources including full-text articles, abstracts, electronic versions of reference books, and other formats that allow academic, school and public libraries to offer consistent, quality materials to their patrons. By subscribing to these resources at the State level, the project represented significant cost efficiencies. It also ensured equitable access to quality information resources throughout the State. With something for nearly every information need, this access meant opportunities for the State's citizens to advance and enhance their lives as workers, students, citizens, family members, and lifelong learners. Example of what to avoid: Goals of the project were: 1) Provide TJJLS customers with a web based SSO portal; 2) Determine the best TJACK upgrade path; 3) Upgrade TJACK network with Cisco ASA 5520 Firewall, Cisco 2821 Internet Router, Cisco Catalyst 2960G LAN Switch, Cisco Catalyst 2960G-8TC Perimeter Switch, Cisco Catalyst 2960G-8TC Internet Switch,		

				Systems Integration Cabling (CAT6/CAT7 Wiring); 4) Incorporate RFID tags and inventory wands.		
1.06	State Goal	Dropdown selection	This is a goal established by the SLAA in its Five-Year Plan.	Select the appropriate State goal from the dropdown menu. To add a State goal, visit Account Management -> Add Goals.	Required for submission.	Add Project -> General Information

2.0 Project Director

2.01	Director Name	Free text entry
2.02	Director Phone	Free text entry
2.03	Director Email	Free text entry

No.	Data Element Name	Data Element Type	Data Element Definition	Data Element Notes	Requirement Notes	Data Element Location
2.01	Director Name	Free text entry (up to 50 characters)	This is the legal name of the project director (the main person responsible for carrying out the project).	Avoid using honorifics (i.e. Mr., Mrs.). First name and last name. Example: Julia Alvarez	Required for submission.	Add Project -> Project Director
2.02	Director Phone	Free text entry (up to 10 characters)	This is the work telephone number of the project director including area code. Use dashes for the format.	For example: 865-867-5309 ext. 42	Required for submission.	Add Project -> Project Director
2.03	Director Email	Free text entry (up to 50 characters)	This is the work email address of the project director.	Example: julia@nameoflibrary.org	Required for submission.	Add Project -> Project Director

3.0 Grantee Information

3.01	Grantee	Dropdown selection

No.	Data Element Name	Data Element Type	Data Element Definition	Data Element Notes	Requirement Notes	Data Element Location
3.01	Grantee	Dropdown selection	This is the SLAA or a qualified organization (subrecipient) that received a sub-award from the SLAA and carried out the project.	Select the appropriate grantee or subrecipient from the dropdown menu. To add a grantee, visit Account Management -> Manage Grantees.	Required for submission.	Add Project -> Grantee

4.0 Additional Materials

4.01	Attach File: Browse	File import
4.02	Enter URL	Free text entry

No.	Data Element Name	Data Element Type	Data Element Definition	Data Element Notes	Requirement Notes	Data Element Location
4.01	Attach File (Browse)	File Import	This allows the user to import files related to project.	Maximum file size: 40 Mb. File name cannot include special characters (comma, dollar sign, plus sign, etc.)	Not required for submission.	Add Project -> Additional Materials
4.02	Enter URL	Free text entry	This allows the user to enter the URL for a website related to the project.	URL must include http:// or https://	Not required for submission.	Add Project -> Additional Materials

5.0 Budget Information

5.01	Salaries/Wages/Benefits	Accounting
5.02	Salaries/Wages/Benefits Description	Free text entry
5.03	Consultant Fees	Accounting
5.04	Consultant Fees Description	Free text entry
5.05	Travel	Accounting
5.06	Travel Description	Free text entry
5.07	Supplies/Materials	Accounting
5.08	Supplies/Materials Description	Free text entry
5.09	Equipment	Accounting
5.10	Equipment Description	Free text entry
5.11	Services	Accounting
5.12	Services Description	Free text entry
5.13	Other Operational Expenses	Accounting
5.14	Other Operational Expenses Description	Free text entry

No.	Data Element Name	Data Element Type	Data Element Definition	Data Element Notes	Requirement Notes	Data Element Location
5.01	Salaries/Wages/Benefits	Accounting	This amount includes salaries, wages, and fringe benefits paid to staff directly contributing to the project.	Response options: LSTA: These are LSTA funds. MATCH-State: These are State funds (including in-kind contributions) that are counted toward the total match required for the IMLS grant award. MATCH-Other: These are local or private funds (including in-kind contributions) that are counted toward the total match required for the IMLS grant award.	Required for submission if LSTA or Match (non-Federal share, see 20 U.S.C. 9133(b)(2)) funds are allocable to this budget category.	Add Project -> Budget Information
5.02	Salaries/Wages/Benefits Description	Free text entry	This description includes position titles (but not names) and number of FTEs.		Required for submission if any amount in 5.01 is greater than 0.	Add Project -> Budget Information
5.03	Consultant Fees	Accounting	This amount includes all expenses related to acquiring the services of a consultant for a specific activity within the project.	Costs may include fees, travel, accommodation, and support services obtained directly by the consultant. Response options: LSTA: These are LSTA funds. MATCH-State: These are State funds (including in-kind contributions) that are counted toward the total match required for the IMLS grant award.	Required for submission if LSTA or Match (non-Federal share, see 20 U.S.C. § 9133(b)(2)) funds are allocable to this budget category.	Add Project -> Budget Information

				MATCH-Other: These are local or private funds (including in-kind contributions) that are counted toward the total match required for the IMLS grant award.		
5.04	Consultant Fees Description	Free text entry	This description includes the expertise of consultant along with actions/contributions to project.	Include consultant's or consultant's firm's name.	Required for submission if 5.03 is greater than 0.	Add Project -> Budget Information
5.05	Travel	Accounting	This amount includes all airfare, ground transportation, accommodation (lodging), meals, etc. (see 2 C.F.R. § 200.474).	Reported expenses must be related to the project activities and must be incurred by the staff working on the project. Note: For airfare, economy class must be used, unless otherwise allowable by law (see 2 C.F.R. § 200.474). Response options: LSTA: These are LSTA funds. MATCH-State: These are State funds (including in-kind contributions) that are counted toward the total match required for the IMLS grant award. MATCH-Other: These are local or private funds (including in-kind contributions) that are counted toward the total match required for the IMLS	Required for submission if LSTA or Match (non-Federal share, see 20 U.S.C. § 9133(b)(2)) funds are allocable to this budget category.	Add Project -> Budget Information

				grant award.		
5.06	Travel Description	Free text entry	This description includes the number of travelers and the types of travel expenditures.		Required for submission if 5.05 is greater than 0.	Add Project -> Budget Information
5.07	Supplies/Materials	Accounting	This amount includes all costs for supplies and materials purchased specifically for the project.	Classify as Supplies/Materials if the acquisition cost per unit is less than the lesser of the capitalization level established by the governmental unit for financial statement purposes, or $5,000. (See 2 C.F.R. § 200.1 (Supplies)). Response options: LSTA: These are LSTA funds. MATCH-State: These are State funds (including in-kind contributions) that are counted toward the total match required for the IMLS grant award. MATCH-Other: These are local or private funds (including in-kind contributions) that are counted toward the total match required for the IMLS grant award.	Required for submission if LSTA or Match (non-Federal share, see 20 U.S.C. § 9133(b)(2)) funds are allocable to this budget category.	Add Project -> Budget Information
5.08	Supplies/Materials Description	Free text entry	This description includes the types and quantities of supplies/materials acquired.	Note: Some items, such as program supplies can be "bundled." For example, 50 early literacy kits, each containing five picture books, one character puppet, and a tip sheet.	Required for submission if 5.07 is greater than 0.	Add Project -> Budget Information

5.09	Equipment	Accounting	This amount includes all tangible personal property.	Classify as Equipment if the acquisition has a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000. (See 2 C.F.R. § 200.1 (Equipment)) Response options: LSTA: These are LSTA funds. MATCH-State: These are State funds (including in-kind contributions) that are counted toward the total match required for the grant award. MATCH-Other: These are local or private funds (including in-kind contributions) that are counted toward the total match required for the grant award.	Required for submission if LSTA or Match (non-Federal share, see 20 U.S.C. § 9133(b)(2)) funds are allocable to this budget category.	Add Project -> Budget Information
5.10	Equipment Description	Free text entry	This description includes the types and quantities of equipment acquired.		Required for submission if 5.09 is greater than 0.	Add Project -> Budget Information
5.11	Services	Accounting	This amount includes the cost of services provided by a contractor.	Response options: LSTA: These are LSTA funds. MATCH-State: These are State funds (including in-kind contributions) that	Required for submission if LSTA or Match (non-Federal share, see 20	Add Project -> Budget Information

				are counted toward the total match required for the IMLS grant award. MATCH-Other: These are local or private funds (including in-kind contributions) that are counted toward the total match required for the grant award.	U.S.C. § 9133(b)(2)) funds are allocable to this budget category.	
5.12	Services Description	Free text entry	This description includes the services provided.	Databases should be described here and names of contractors included.	Required for submission if 5.11 is greater than 0.	Add Project -> Budget Information
5.13	Other Operational Expenses	Accounting	This amount includes any allowable indirect costs.	Response options: LSTA: These are LSTA funds. MATCH-State: These are State funds (including in-kind contributions) that are counted toward the total match required for the IMLS grant award. MATCH-Other: These are local or private funds (including in-kind contributions) that are counted toward the total match required for the IMLS grant award.		Add Project -> Budget Information
5.14	Other Operational Expenses Description	Free text entry	This description includes allowable indirect costs incurred by the grantee.		Required for submission if 5.13 is greater than 0.	Add Project -> Budget Information

6.0 Intent

6.01	Intent	Dropdown selection
6.02	Subject(s)	Checkbox

No.	Data Element Name	Data Element Type	Data Element Definition	Data Element Notes	Requirement Notes	Data Element Location
6.01	Intent	Select entry from dropdown	This is the activity's objective or expected result, chosen from a set of existing options that are related to the selected project focal area.	Only one intent should be selected for each project.	Required for submission.	Add Project -> Add Intent
6.02	Subject(s)	Checkbox	This further describes the project through selection of one or two appropriate subjects.	One or two subjects must be selected.	Required for submission	Add Project -> Add Intent

7.0 Activity Information

7.01	Title	Free text entry
7.02	Abstract	Free text entry
7.03	Intent	Select entry from dropdown
7.04	Activity	Select entry from dropdown

No.	Data Element Name	Data Element Type	Data Element Definition	Data Element Notes	Requirement Notes	Data Element Location
7.01	Title	Free text entry (up to 75 characters)	This is the title of the activity.	Avoid jargon and keep the title as short as possible while including salient	Required for submission.	Add Project -> Activity Information

				information. Do not use acronyms. Avoid abbreviations and do not punctuate abbreviations. When appropriate, include any information on target beneficiaries. Example: Family storytime train-the-trainer workshops		
7.02	Abstract	Free text entry (up to 1000 characters)	This is a brief description of the activity’s purpose, methods, and target beneficiaries, plus any high-level results that are appropriate to highlight. It could stand on its own as a narrative summary of the activity.	Write for a general audience by avoiding jargon, acronyms, and abbreviations. Also avoid highly technical activity details, numerical lists and bullets. If possible, state the “who, what, and why” of the activity in the first sentence or two. Example: The library hosted a Small Business Resource Center open house to showcase newly purchased materials and encourage small business owners to learn about other resources at the library. As a result of the open house, circulation of the center’s resources has increased and the number of small business owners utilizing the library’s instructional services has increased.	Required for submission.	Add Project -> Activity Information

7.03	Intent	Select entry from dropdown	This is the activity's objective or expected result, chosen from a set of existing options that are related to the selected project focal area.	Example (for the abstract above): Improve users' ability to use and apply business resources (related to: Employment & Economic Development focal area)	Required for submission.	Add Project -> Activity Information
7.04	Activity	Select entry from dropdown	This is the action(s) taken to carry out the intent, such as instruction, content, planning and evaluation, and procurement. It is chosen from a set of existing options.	See related sections 8.0 Instruction Information, 9.0 Content Information, 10.0 Planning/Evaluation Information, and 11.0 Procurement Information. Example (for the abstract above): Raised public awareness of a library program or service	Required for submission.	Add Project -> Activity Information

8.0 Instruction Information

8.01	Program [Mode]	Dropdown selection
8.02	Program – In-person [Format]	Dropdown selection
8.03	Program – Virtual [Format]	Dropdown selection
8.04	Program – Combined in-person, virtual [Format]	Dropdown selection
8.05	Session length (minutes) [Quantity]	Numeric
8.06	Number of sessions in program [Quantity]	Numeric
8.07	Average number in attendance per session [Quantity]	Numeric
8.08	Number of times program administered [Quantity]	Numeric
8.09	Presentation/Performance [Mode]	Dropdown selection
8.10	Presentation/Performance – In-person [Format]	Dropdown selection

8.11	Presentation/Performance – Virtual [Format]	Dropdown selection
8.12	Presentation/Performance – Combined in person, virtual [Format]	Dropdown selection
8.13	Presentation/performance length (minutes) [Quantity]	Numeric
8.14	Number of presentations/performances administered [Quantity]	Numeric
8.15	Average number in attendance per session [Quantity]	Numeric
8.16	Consultation/Drop-in/Referral [Mode]	Dropdown selection
8.17	Consultation/Drop-in/Referral – In-person [Format]	Dropdown selection
8.18	Consultation/Drop-in/Referral – Virtual [Format]	Dropdown selection
8.19	Consultation/Drop-in/Referral – Combined in-person, virtual [Format]	Dropdown selection
8.20	Total number of consultation/reference transactions [Quantity]	Numeric
8.21	Average number of consultation/reference transactions per month [Quantity]	Numeric

No.	**Data Element Name**	**Data Element Type**	**Data Element Definition**	**Data Element Notes**	**Requirement Notes**	**Data Element Location**
8.01	Program	Dropdown selection	This involves the transfer of knowledge or skills through formal interaction and active user engagement.	For example, a class on computer skills.		Add Project -> Activity -> Instruction
8.02	Program – In-person	Dropdown selection	This indicates a program that was carried out face-to-face.	Example: Computer class conducted in library's digital lab		Add Project -> Activity -> Instruction
8.03	Program – Virtual	Dropdown selection	This indicates a program that was delivered via a computer or computer network.	Example: Computer class conducted via webinar		Add Project -> Activity -> Instruction
8.04	Program – Combined in-person, virtual	Dropdown selection	This indicates a program that was delivered both in-person and via a computer or	Example: Weeklong in-person institute with two webinar follow-up sessions		Add Project -> Activity -> Instruction

			computer network.	Example: Course on topic X with participants that are in a classroom or logged in to a web-based learning system		
8.05	Session length (minutes)	Numeric	This is the duration of the session in minutes.	Example: Three-part workshop on digital media, with each session scheduled for an hour and a half): 90 minutes		Add Project -> Activity -> Instruction
8.06	Number of sessions in program	Numeric	This is the number of classes, workshops, seminars, trainings, or clinics within a program.	Example: Three-part workshop on digital media, with each session scheduled for an hour and a half 3 Example: Conversation café that meets weekly throughout the year to help develop English language skills for persons with limited English proficiency: 52		Add Project -> Activity -> Instruction
8.07	Average number in attendance per session	Numeric	This is the total attendance for all sessions divided by the total number of sessions.	Example (three sessions attended by 60, 55, and 48 respectively): 54		Add Project -> Activity -> Instruction
8.08	Number of times program administered	Numeric	This is the number of times the program was held.	Example: Three-part workshop repeated in fall and spring 2 Example: Conversation café that meets weekly throughout the year		Add Project -> Activity -> Instruction

				to help develop English language skills for persons with limited English proficiency: 1		
8.09	Presentation/Performance	Dropdown selection	A type of instruction mode involving formal interaction and passive user engagement	Example: Author talk		Add Project -> Activity -> Instruction
8.10	Presentation/Performance – In-person	Dropdown selection	An activity format where a Presentation/Performance is carried out face-to-face.	Example: Author talk in the library		Add Project -> Activity -> Instruction
8.11	Presentation/Performance - Virtual	Dropdown selection	An activity format where a Presentation/Performance is mediated by a computer or computer network.	Example: Author talk via a social media provider		Add Project -> Activity -> Instruction
8.12	Presentation/Performance – Combined in person, virtual	Dropdown selection	An activity format where a Presentation/Performance is delivered both in-person and via a computer or computer network.	Example: Author talk in the library simulcast through a social media provider.		Add Project -> Activity -> Instruction
8.13	Presentation/performance length (minutes)	Numeric	The duration of the Presentation/Performance in minutes	Example: One hour author talk 60 minutes		Add Project -> Activity -> Instruction
8.14	Number of presentations/performances administered	Numeric	The number of times the Presentation/Performance was held	Example: Two different author talks 2		Add Project -> Activity -> Instruction
8.15	Average number in attendance per session	Numeric	The total attendance for all sessions divided by the total number of sessions.	Example: Two sessions attended by 300 and 200 respectively (if web-based presentation system counts attendees)		Add Project -> Activity -> Instruction

				250		
8.16	Consultation/Drop-in/ Referral	Dropdown selection	A type of instruction involving interaction with an individual or group of individuals (library staff or other professional) who provide expertise or reference services to individuals, units, or organizations.	Example: Weekly resume help hour		Add Project -> Activity -> Instruction
8.17	Consultation/Drop-in/ Referral – In-person	Dropdown selection	An activity format where consultation/drop-in/referral is carried out face-to-face.	Example: Weekly resume help hour in the library		Add Project -> Activity -> Instruction
8.18	Consultation/Drop-in/ Referral – Virtual	Dropdown selection	An activity format where consultation/drop-in/referral is mediated by a computer or computer network.	Example: Weekly resume help hour via telephone or internet.		Add Project -> Activity -> Instruction
8.19	Consultation/Drop-in/ Referral – Combined in-person, virtual	Dropdown selection	An activity format where consultation/drop-in/referral is delivered both in-person and via a computer or computer network.	Example: Weekly resume help hour with staff available for both in-person and telephone or internet consultation		Add Project -> Activity -> Instruction
8.20	Total number of consultation/reference transactions	Numeric	The total number of consultations/reference transactions	Example: Weekly resume help hour had an average of 4 participants each week throughout the year 208		Add Project -> Activity -> Instruction
8.21	Average number of consultation/reference transactions per month	Numeric	The total number of all consultations/reference transactions divided by the number of months over which	Example: Weekly resume help hour had an average of 4 participants each week throughout the year		Add Project -> Activity -> Instruction

			they occurred.	17		

9.0 Content Information

9.01	Acquisition	Dropdown selection
9.02	Acquisition – Physical	Dropdown selection
9.03	Acquisition – Digital	Dropdown selection
9.04	Acquisition – Combined physical and digital	Dropdown selection
9.05	Number of hardware acquired	Numeric
9.06	Number of software acquired	Numeric
9.07	Number of licensed databases acquired	Numeric
9.08	Number of print materials (books and government documents) acquired	Numeric
9.09	Number of electronic materials acquired	Numeric
9.10	Number of audio/visual units acquired	Numeric
9.11	Creation	Dropdown selection
9.12	Creation – Physical	Dropdown selection
9.13	Creation – Digital	Dropdown selection
9.14	Creation – Combined physical and digital	Dropdown selection
9.15	Number of items digitized	Numeric
9.16	Number of items digitized and available to the public	Numeric
9.17	Number of physical items	Numeric
9.18	Number of open-source applications/software/systems	Numeric
9.19	Number of proprietary applications/software/systems	Numeric
9.20	Number of learning resources (e.g. toolkits, guides)	Numeric
9.21	Number of plans/frameworks	Numeric
9.22	Preservation	Dropdown selection

9.23	Preservation – Physical	Dropdown selection
9.24	Preservation – Digital	Dropdown selection
9.25	Preservation – Combined physical and digital	Dropdown selection
9.26	Number of items conserved, relocated to protective storage, rehoused, or for which other preservation-appropriate physical action was taken	Numeric
9.27	Number of items reformatted, migrated, or for which other digital preservation-appropriate action was taken	Numeric
9.28	Number of preservation plans/frameworks produced/updated	Numeric
9.29	Description	Dropdown selection
9.30	Description – Physical	Dropdown selection
9.31	Description – Digital	Dropdown selection
9.32	Description – Combined physical and digital	Dropdown selection
9.33	Number of items made discoverable to the public	Numeric
9.34	Number of collections made discoverable to the public	Numeric
9.35	Number of metadata plans/frameworks produced/updated	Numeric
9.36	Lending	Dropdown selection
9.37	Lending – Physical	Dropdown selection
9.38	Lending – Digital	Dropdown selection
9.39	Lending – Combined physical and digital	Dropdown selection
9.40	Total number of items circulated	Numeric
9.41	Average number of items circulated per month	Numeric
9.42	Total number of ILL transactions	Numeric
9.43	Average number of ILL transactions per month	Numeric

No.	Data Element Name	Data Element Type	Data Element Definition	Data Element Notes	Requirement Notes	Data Element Location
9.01	Acquisition	Dropdown selection	This involves selecting, ordering, and receiving materials for library or archival collections by purchase, exchange, or gift, which may include budgeting and negotiating with outside agencies (e.g., publishers, vendors) to obtain information resources. May also include procuring software or hardware for the purposes of storing and/or retrieving information or enabling the act of experiencing, manipulating, or otherwise interacting with an information resource.	Example: Purchased books		Add Project -> Activity -> Content
9.02	Acquisition – Physical	Dropdown selection	This indicates the purchase, exchange, or receipt (by gift or donation) of physical materials. These may consist of print materials, moving images, sound recordings, photo collections, maps, artwork, and/or microfilm.	Example: Purchased paperbacks		Add Project -> Activity -> Content
9.03	Acquisition – Digital	Dropdown selection	This indicates the purchase, exchange, or receipt (by gift or	Example: Purchased license for e-books		Add Project -> Activity -> Content

			donation) of digital or electronic materials. Include materials held locally and remote materials for which permanent or temporary access rights have been acquired. Electronic materials can be distributed on magnetic tape, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using a mobile device. Types of electronic materials include e-books, e-serials (including journals), government documents, scores, maps, or still images in electronic or digital format.			
9.04	Acquisition – Combined physical and digital	Dropdown selection	This indicates the purchase, exchange, or receipt (by gift or donation) of physical and digital/electronic materials.	Example: Purchased both paperbacks and a license for e-books		Add Project -> Activity -> Content
9.05	Number of hardware acquired	Numeric	This is the number of acquired mechanical, electrical, electronic, or other physical equipment and machinery associated with information systems.	These are sets of objects or items. Examples: If a library purchased 50 desktop computers (each with monitor, tower, and keyboard), report 50.		Add Project -> Activity -> Content

				If a library purchased 5 AWE literacy stations (each with monitor and keyboard), report 5.		
9.06	Number of software acquired	Numeric	This is the number of acquired applications or programs associated with information systems. Includes system programs such as operating systems (OS), database management systems (DBMS), and application designed to process data.	Example: Purchased three licenses for photo editing and six licenses for video editing software 9		Add Project -> Activity -> Content
9.07	Number of licensed databases acquired	Numeric	This is the number of acquired licensed databases. These are large, regularly updated files of digitized or digital information (bibliographic records, abstracts, full-text documents, directory entries, images, statistics, etc.) related to a specific subject or field, consisting of records of uniform format. Database content is typically leased by vendors that provide access to the data, usually through proprietary search software.	Example: Acquired access to ten OCLC databases and twenty Gale databases 30		Add Project -> Activity -> Content
9.08	Number of print materials (books and government documents) acquired	Numeric	This is the number of physical items added to the library's collection(s). Physical items may consist of books, serials,	Example (purchased 340 non-fiction titles and two print titles of the Code of Federal Regulations):		Add Project -> Activity -> Content

			government documents, and any other print resources.	342		
9.09	Number of electronic materials acquired	Numeric	These are the number of electronic (digital) materials acquired and added to the library's collection(s).	Record the number of licensed databases acquired in 9.07. Do not include the total number of objects (e.g. articles) in the licensed database. Record the number of computer software acquired in 9.06. Record the number of hardware to support library operations or to link to external networks, including the Internet, in 9.05. Record the number of reference tools created to support access to the library's digital collection in 9.33. Record the number of audio/visual items (downloadable titles) in 9.10. Example: Purchased access to e-books with number of circulations set at 200 200 Example: Purchased perpetual		Add Project -> Activity -> Content

				access to e-books collection of 350 titles 350		
9.10	Number of audio/visual units (audio discs, talking books, other recordings) acquired	Numeric	This is the number of audio/visual materials acquired. Types of audio/visual materials include records, audio discs, talking books, sound recordings, and downloadable titles.	Example: Purchased 35 titles 35		Add Project -> Activity -> Content
9.11	Creation	Dropdown selection	This involves the design or production of an information tool or resource (e.g., digital objects, curricula, manuals). Includes digitization or the process of converting data to digital format for processing by a computer.	Example: Digitized manuscripts		Add Project -> Activity -> Content
9.12	Creation – Physical	Dropdown selection	This indicates the design or development of tools, manuals/handbooks, resources. These may consist of print materials.	Example: Created and printed brochure for newly digitized collections Access to these items does not require a computer or mobile device.		Add Project -> Activity -> Content

9.13	Creation – Digital	Dropdown selection	This indicates the design or development of digital tools, manuals, handbooks, and/or resources. These may consist of web applications, digital repositories, or software tools.	Example: Created a website		Add Project -> Activity -> Content
9.14	Creation – Combined physical and digital	Dropdown selection	This indicates the design or development of tools, manuals, handbooks, and/or resources that are produced in print and digitally.	Example: Created blended learning course content, including syllabus and five online tutorials		Add Project -> Activity -> Content
9.15	Number of items digitized	Numeric	This is the number of physical items converted into digital form.	An item is a “work” e.g. a book, a newspaper, a map, a score, or an album. Example (digitized seven manuscripts of varying page lengths and kept them on internal server for processing): 7		Add Project -> Activity -> Content
9.16	Number of items digitized and available to the public	Numeric	This is the number of physical items converted into digital form that are accessible to the general public.	Digital items are considered “available to the public” when access to or use of such items does not require intervention by library staff. Example (digitized seven manuscripts of varying page lengths and added them to library catalog): 7		Add Project -> Activity -> Content

9.17	Number of physical items	Numeric	This is the number of physical items developed that provide information on accessing a library program, service, or resource.	An item is a "work" i.e., a library newsletter, an archival finding aid for an archival collection. Example (two finding aids developed for archival collections): 2		Add Project -> Activity -> Content
9.18	Number of open-source applications/software/systems	Numeric	This is the number of open source items developed or improved.	Example (open-source homework help tool developed): 1		Add Project -> Activity -> Content
9.19	Number of proprietary applications/software/systems	Numeric	This is the number of proprietary items developed or improved.	Example (proprietary ILS system developed): 1		Add Project -> Activity -> Content
9.20	Number of learning resources (e.g. toolkits, guides)	Numeric	This is the number of items (physical and/or digital) created to support the development of knowledge, skills or abilities (beyond accessing a program, service, or resource).	Example (quarterly print newsletter or guide distributed to hundreds during the project year): 4		Add Project -> Activity -> Content
9.21	Number of plans/frameworks	Numeric	This is the number of items created that describe a conceptual framework, policy, plan, or a business process.	Only record those plans/frameworks that could be adapted or replicated by another institution. For example, a geopolitical ontology; a regional disaster plan; a statewide strategic plan.		Add Project -> Activity -> Content

9.22	Preservation	Dropdown selection	This involves maintaining materials in an optimal condition, either in their original format or in a form more durable, through retention under proper environmental conditions or actions taken after an object or collection item has been damaged to prevent further deterioration. This includes digital preservation or the process of maintaining, in a condition suitable for use, materials produced in digital formats, including preservation of the technical metadata and the continued ability to render or display the content represented or described by the metadata. It may also refer to the practice of digitizing materials originally produced in non-digital formats (print, film, etc.) to prevent permanent loss due to deterioration of the physical medium.	Example: Rehoused an archival collection in climate-controlled storage		Add Project -> Activity -> Content
9.23	Preservation – Physical	Dropdown selection	This indicates the preservation of physical items. These may consist of print materials,	Example: Fixed a deteriorating book binding		Add Project -> Activity -> Content

			moving images, sound recordings, photo collections, maps, artwork, and/or microfilm.			
9.24	Preservation - Digital	Dropdown selection	This indicates the preservation of digital items. Digital items can be distributed on magnetic tape, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the internet, or by using a mobile device.	Example: Converted historic videos to more stable digital format		Add Project -> Activity -> Content
9.25	Preservation – Combined physical and digital	Dropdown selection	This involves the preservation of both physical and digital items.	Example: Provided protective sleeves for fragile archival letters after digitizing them		Add Project -> Activity -> Content
9.26	Number of items conserved, relocated to protective storage, rehoused, or for which other preservation-appropriate physical action was taken	Numeric	This is the number of physical items that have received conservation or preservation (not digital) treatment.	Example: Rehoused six boxes of archival materials in climate-controlled storage 6		Add Project -> Activity -> Content
9.27	Number of items reformatted, migrated, or for which other digital preservation-appropriate action was taken	Numeric	This is the number of physical items that have received digital preservation treatment.	Example: Converted twenty historic videos to more stable digital format 20		Add Project -> Activity -> Content
9.28	Number of preservation plans/frameworks produced/updated (e.g.,. preservation readiness plans,	Numeric	This is the number of preservation plans/frameworks developed or improved.	Example: ten libraries developed preservation plans 10		Add Project -> Activity -> Content

	data management plans)					
9.29	Description	Dropdown selection	This involves the application of standardized descriptive information to items or groups of items in a collection for purposes of intellectual control, organization, and retrieval.	Example: Created catalog records for a collection of print titles		Add Project -> Activity -> Content
9.30	Description – Physical	Dropdown selection	This indicates the description of physical items.	Example: Created catalog records for a collection of books		Add Project -> Activity -> Content
9.31	Description – Digital	Dropdown selection	This indicates the description of digital items.	Example: Created metadata for 30 digitized manuscripts		Add Project -> Activity -> Content
9.32	Description – Combined physical and digital	Dropdown selection	This indicates the description of physical and digital items.	Example: Added catalog record for a single print title and created metadata for its digitized copy		Add Project -> Activity -> Content
9.33	Number of items made discoverable to the public	Numeric	This is the total number of items (both physical and digital) made accessible to the general public.	Example: 350 photographs from 6 archival collections were digitized and metadata created for each photograph. 350		Add Project -> Activity -> Content
9.34	Number of collections made discoverable to the public	Numeric	This is the total number of collections made accessible to the general public.	Example: Seven archival collections composed of 45 archival boxes, for which collection finding aids were created 7		Add Project -> Activity -> Content
9.35	Number of metadata plans/frameworks produced/updated	Numeric	This is the number of metadata plans/frameworks developed or improved.	Example: Created metadata framework for newly digitized materials		Add Project -> Activity -> Content

				1		
9.36	Lending	Dropdown selection	This involves the provision of a library's resources and collections through the circulation of materials (general circulation, reserves). May also refer to the physical or electronic delivery of documents from a library collection to the residence or place of business of a library user, upon request.	Example: Loaned 5,715 titles to patrons Note: Response will be limited to either 9.37 or 9.38 or 9.39 depending upon which method is selected in the dropdown box: Physical (9.37 would be answered), Digital (9.38 would be answered), or Combined physical and digital (9.39 would be answered)		Add Project -> Activity -> Content
9.37	Lending – Physical	Dropdown selection	This indicates the lending of physical items.	Example: Loaned 2,110 print titles to patrons		Add Project -> Activity -> Content
9.38	Lending – Digital	Dropdown selection	This indicates the lending of digital items.	Example: Loaned 3,605 e-book titles to patrons		Add Project -> Activity -> Content
9.39	Lending – Combined physical and digital	Dropdown selection	This involves the lending of both physical and digital items.	Example: Loaned 2,110 print and 3,605 e-book titles to patrons		Add Project -> Activity -> Content
9.40	Total number of items circulated	Numeric	This is the number of items (both physical and digital) including renewals charged to a borrower account for use outside the library facility.	Example: Circulated 2,110 print and 3,605 e-book titles to patrons over 12 months 5,715		Add Project -> Activity -> Content
9.41	Average number of items circulated per month	Numeric	This is the median number of items including renewals charged to a borrower account for use inside or outside the library.	Example: Circulated 2,110 print and 3,605 e-book titles to patrons over 12 months 476		Add Project -> Activity -> Content
9.42	Total number of ILL transactions	Numeric	This is the number of interlibrary loan transactions	Do not include items checked out to another library.		Add Project -> Activity -> Content

			charged to a borrower/user account.	Example: Provided 435 print titles through interlibrary loan over 12 months 435		
9.43	Average number of ILL transactions per month	Numeric	This is the median number of interlibrary loan transactions charged to a borrower/user account.	Do not include items checked out to another library. Example: Provided 435 print titles through interlibrary loan over 12 months 36		Add Project -> Activity -> Content

10.0 Planning and Evaluation Information

10.01	Planning/Evaluation	Dropdown selection
10.02	Planning/Evaluation – Prospective	Dropdown selection
10.03	Planning/Evaluation – Prospective – In-house	Dropdown selection
10.04	Planning/Evaluation – Prospective – Third-party	Dropdown selection
10.05	Planning/Evaluation – Retrospective	Dropdown selection
10.06	Planning/Evaluation – Retrospective – In-house	Dropdown selection
10.07	Planning/Evaluation – Retrospective – Third-party	Dropdown selection
10.08	Number of evaluations and/or plans funded	Numeric
10.09	Number of evaluations and/or plans completed	Numeric

No.	Data Element Name	Data Element Type	Data Element Definition	Data Element Notes	Requirement Notes	Data Element Location
10.01	Planning/Evaluation	Dropdown selection	This involves the design, development, or assessment of operations, services, or resources.	Example: Paid an outside evaluator for the State's 5-year evaluation		Add Project -> Activity -> Planning/Evaluation
10.02	Planning/Evaluation – Prospective	Dropdown selection	This indicates an assessment of a future condition of a project, program, service, operation, resource, and/or user group.	Example: Worked on the State's 5-year plan		Add Project -> Activity -> Planning/Evaluation
10.03	Planning/Evaluation – Prospective – In-house	Dropdown selection	This indicates an assessment of a future project, program, service, operation, resource and/or target user group.	Example: LSTA Coordinator worked on the State's 5-year evaluation		Add Project -> Activity -> Planning/Evaluation

10.04	Planning/Evaluation – Prospective – Third-party	Dropdown selection	This indicates an assessment of a future project, program, service, operation, resource and/or target user group completed by a consultant or independent evaluator.	Example: Outside consultant worked on the State's 5-year plan		Add Project -> Activity -> Planning/Evaluation
10.05	Planning/Evaluation – Retrospective	Dropdown selection	This indicates an assessment of a completed project, program, service, operation, resource and/or target user group.	Example: Worked on the State's 5-year evaluation		Add Project -> Activity -> Planning/Evaluation
10.06	Planning/Evaluation – Retrospective – In-house	Dropdown selection	This indicates an assessment of a completed project.	Example: LSTA Coordinator worked on the State's 5-year evaluation		Add Project -> Activity -> Planning/Evaluation
10.07	Planning/Evaluation – Retrospective – Third-party	Dropdown selection	This indicates an assessment of a completed project by a consultant or independent evaluator.	Example: Outside consultant worked on the State's 5-year evaluation		Add Project -> Activity -> Planning/Evaluation
10.08	Number of evaluations and/or plans funded	Numeric	This is the number of evaluations or assessments funded.	Example: LSTA Coordinator worked on the State's 5-year plan 1		Add Project -> Activity -> Planning/Evaluation
10.09	Number of funded evaluations and/or plans completed	Numeric	This is the number of evaluations or assessments completed by the end of the award period.	Example (Outside consultant worked on the State's 5-year evaluation): 1		Add Project -> Activity -> Planning/Evaluation

11.0 Procurement Information

Note: 2 C.F.R. part 200 covers property and procurement standards (see 2 C.F.R. §§ 200.310-326). Certain of these standards apply specifically to States (e.g., 2 C.F.R. § 200.313(b)). In some of the examples below, more units were acquired than were actually used for the project. In such instances, the excess (i.e., unused) units (if equipment) should generally not be charged to the IMLS award nor to the Match, or should otherwise be handled in accordance with 2 C.F.R. part 200 and applicable law. If such excess units are supplies, they should be disposed of in accordance with the applicable grant requirements (e.g., 2 C.F.R. § 200.314). Questions concerning any particular excess acquisition should be addressed to IMLS.

11.01	Procurement	Dropdown selection
11.02	Number of equipment acquired	Numeric
11.03	Number of acquired equipment used	Numeric
11.04	Number of hardware items acquired	Numeric
11.05	Number of acquired hardware items used	Numeric
11.06	Number of software items acquired	Numeric
11.07	Number of acquired software items used	Numeric
11.08	Number of materials/supplies acquired	Numeric
11.09	Number of acquired materials/supplies used	Numeric

No.	Data Element Name	Data Element Type	Data Element Definition	Data Element Notes	Requirement Notes	Data Element Location
11.01	Procurement	Dropdown selection	An activity type for purchasing facilities, equipment/supplies, hardware/software, or other materials that are not content-related that support general library infrastructure.	Example: purchased specialized scanner		Add Project -> Activity -> Procurement
11.02	Number of equipment acquired	Numeric	Number of equipment acquired. Equipment means tangible personal property	Example (purchased one specialized scanner):		Add Project -> Activity -> Procurement

			(including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000. (See 2 C.F.R. § 200.1 (Equipment))	1		
11.03	Number of acquired equipment used	Numeric		Example (purchased two server systems but only installed and used one): 1		Add Project -> Activity -> Procurement
11.04	Number of hardware items acquired	Numeric	Number of mechanical, electrical, electronic, or other physical equipment and machinery associated with a computer system or necessary for the playback or projection of nonprint media. Basic microcomputer hardware includes a central processing unit (CPU), keyboard, and monitor.	Example (purchased three specialized scanners): 3		Add Project -> Activity -> Procurement
11.05	Number of acquired hardware items used	Numeric		Example (purchased three specialized scanners but only installed and used two):		Add Project -> Activity -> Procurement

				2		
11.06	Number of software items acquired	Numeric	Number of computer programs and their associated documentation. A software product consists of a set of instructions written by a programmer, distinct from the manufactured hardware used to run it. The term includes systems programs such as operating systems (OS), database management systems (DBMS), utilities that control the operation of the computer itself, and application programs designed to process data and accomplish specific tasks for the user	Example (purchased one package of data preservation software): 1		Add Project -> Activity -> Procurement
11.07	Number of acquired software items used	Numeric		Example (purchased two packages of data preservation software, but only installed and used one): 1		Add Project -> Activity -> Procurement
11.08	Number of materials/supplies acquired	Numeric	Number of supplies and materials including computing devices (if the acquisition cost per unit is less than the lesser of the capitalization level established by the non-Federal entity for financial statement	Example (purchased 14 boxes of name badges for conference): 14		Add Project -> Activity -> Procurement

			purposes, or $5,000) purchased specifically for the project. (See 2 C.F.R. 200.1 (Supplies)).			
11.09	Number of acquired materials/supplies used	Numeric		Example (purchased three boxes of name badges for conference but used two): 2		Add Project -> Activity -> Procurement

12.0 Partner Information

12.01	Please identify the area(s) in which your partner organization(s) operates.	Checkbox
12.02	Please identify the legal type of the partner organization(s) for this project.	Checkbox

No.	Data Element Name	Data Element Type	Data Element Definition	Data Element Notes	Requirement Notes	Data Element Location
12.01	Please identify the area(s) in which your partner organization(s) operates.	Checkbox	This indicates the sector(s) or domain(s) in which the partner organization(s) operates	Response options are: Libraries Historical Societies or Organizations Museums Archives Cultural Heritage Organization Multi-type Preschools Schools Adult Education Human Service Organizations Other Partnership requires a formal agreement where partner contributes material resources (materials/funds/staff). If there are partners, fill out both partner sections (area and legal type).	Not required for submission.	Add Project -> Activity -> Partner Information
12.02	Please identify the legal type of the partner organization(s) for this project.	Checkbox	This indicates the legal organizational structure of the partner.	Response options are: Federal Government	Not required for submission.	Add Project -> Activity -> Partner Information

				State Government Local Government (excluding school districts) School District Non-profit Private Sector Tribe/Native Hawaiian Organization Partnership requires a formal agreement where partner contributes material resources (materials/funds/staff). If there are partners, fill out both partner sections (area and legal type).		

13.0 Beneficiaries

13.01	Is the activity directed at the library workforce (includes volunteers and trustees)?	Yes/No
13.02	Is the activity for a targeted group or for the general population?	Radio button
13.03	Which best describes the geographic community of the targeted group?	Checkbox
13.04	Select one or more of the following activity target age groups.	Checkbox
13.05	If the activity is directed at those in one or more of the following economic situations, select one or more.	Checkbox
13.06	If the activity is directed at ethnic or minority populations, select one or more	Checkbox
13.07	Is the activity directed at families?	Yes/No
13.08	Is the activity directed at intergenerational groups (does not include families)?	Yes/No
13.09	Is the activity directed at immigrants/refugees?	Yes/No
13.10	Is the activity directed at those with disabilities?	Yes/No
13.11	Is the activity directed at those with limited functional literacy or informational skills?	Yes/No

13.12	Is the activity directed at groups that fall into a category not already captured?	Yes/No
13.13	Category Not Captured Description	Free text entry

No.	Data Element Name	Data Element Type	Data Element Definition	Data Element Notes	Requirement Notes	Data Element Location
13.01	Is the activity directed at the library workforce (includes volunteers and trustees)?	Yes/No	This indicates whether an activity targeted library staff.		Required for submission.	Add Project -> Activity -> Beneficiaries
13.02	Is the activity for a targeted group or for the general population?	Radio	This indicates whether an activity was directed at a specific group or community, or if the activity was designed for general public.	Response options are: Targeted Group General Population		Add Project -> Activity -> Beneficiaries
13.03	Which best describes the geographic community of the targeted group?	Checkbox	This indicates the geographic community of the target beneficiaries.	Response options are: Urban Suburban Rural	Required for submission if 13.02 is "Targeted Group."	Add Project -> Activity -> Beneficiaries
13.04	Select one or more of the following activity target age groups.	Checkbox	This indicates the age(s) of the target beneficiaries.	Response options are: 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	Required for submission if 13.02 is "Targeted Group."	Add Project -> Activity -> Beneficiaries
13.05	If the activity is directed at those in one or more of the	Checkbox	This indicates the economic situation of the target	Response options are:		Add Project -> Activity ->

	following economic situations, select one or more.		beneficiaries.	People who are living below the poverty line Unemployed Not applicable		Beneficiaries
13.06	If the activity is directed at ethnic or minority populations, select one or more	Checkbox	This indicates whether an activity targeted a specific population	Response options are: American Indian or Alaska Native Asian Black or African American Hispanic or Latino Native Hawaiian or other Pacific Islander Not applicable		Add Project -> Activity -> Beneficiaries
13.07	Is the activity directed at families?	Yes/No	This indicates whether an activity was directed at families as a unit.			Add Project -> Activity -> Beneficiaries
13.08	Is the activity directed at intergenerational groups (does not include families)?	Yes/No	This indicates whether an activity was directed at individuals of different generations (not families)			Add Project -> Activity -> Beneficiaries
13.09	Is the activity directed at immigrants/refugees?	Yes/No	This indicates whether an activity was directed at immigrants or refugees.			Add Project -> Activity -> Beneficiaries
13.10	Is the activity directed at those with disabilities?	Yes/No	This indicates whether an activity was directed at those with disabilities			Add Project -> Activity -> Beneficiaries
13.11	Is the activity directed at those with limited functional literacy or informational skills?	Yes/No	This indicates whether an activity was directed at those with limited functional literacy or informational skills			Add Project -> Activity -> Beneficiaries

13.12	Is the activity directed at groups that fall into a category not already captured?	Yes/No	This indicates whether an activity was directed at a specific group not previously identified.			Add Project -> Activity -> Beneficiaries
13.13	Category Not Captured Description	Free text entry	This describes any other targeted group(s).			Add Project -> Activity -> Beneficiaries

14.0 Locale

14.01	Is the activity statewide?	Yes/No
14.02	Can you identify specific institutions?	Yes/No
14.03	Institution Types – Public Libraries	Numeric
14.04	Institution Types – Academic Libraries	Numeric
14.05	Institution Types - SLAA	Numeric
14.06	Institution Types - Consortia	Numeric
14.07	Institution Types – Special Libraries	Numeric
14.08	Institution Types – School Libraries	Numeric
14.09	Institution Types – Other	Numeric
14.10	Institutions – Name	Free text entry
14.11	Institutions - Address	Free text entry
14.12	Institutions – City	Free text entry
14.13	Institutions - State	Dropdown
14.14	Institutions – Zip	Free text entry

No.	Data Element Name	Data Element Type	Data Element Definition	Data Element Notes	Requirement Notes	Data Element Location
14.01	Is the activity statewide?	Yes/No	This indicates whether the activity was directed at population(s) across the State.			Add Project -> Activity -> Locale
14.02	Can you identify specific institutions?	Yes/No	This indicates whether individual institutions can be identified.	If "Yes", respond to elements 14.10 through 14.14; if "No", respond to elements 14.03 through 14.09		Add Project -> Activity -> Locale
14.03	Institution Types – Public Libraries	Numeric	This indicates the number of Public Libraries involved in the activity.	For Instruction activities, this is the number of libraries that provided or benefitted from the program, presentation, or reference/consultation service. For Instruction – Other activities related to conference attendance, this is the number of libraries represented by library staff at conferences or meetings. For Content – Acquisition activities, this is the number of libraries that received equipment, materials, and/or services. For electronic resources, this is the number of libraries for which access has been acquired under a license/agreement. For Content – Creation activities,	Defaults to Zero (0)	Add Project -> Activity -> Locale

				this is the number of libraries that have developed information resources or tools or have digitized materials. For Content – Description activities, this is the number of libraries that carried out cataloging or metadata creation activities. For Content – Preservation activities, this is the number of libraries that carried out the conservation or preservation treatment. For Content – Lending activities, this is the number of libraries that circulated materials or provided the interlibrary loan service (not the number of libraries that received materials via interlibrary loan). For Planning/Evaluation activities, this is the number of libraries that carried out an assessment/evaluation or contracted a third-party evaluator to carry out an assessment/evaluation.		

				For Procurement activities, this is the number of libraries that received equipment and materials.		
14.04	Institution Types – Academic Libraries	Numeric	This indicates the number of Academic Libraries involved in the activity.	See Notes for 14.03	Defaults to Zero (0)	Add Project -> Activity -> Locale
14.05	Institution Types - SLAA	Numeric	This indicates the number of State Library Administrative Agencies involved in the activity.	See Notes for 14.03	Defaults to Zero (0)	Add Project -> Activity -> Locale

14.06	Institution Types - Consortia	Numeric	This indicates the number of Consortia involved in the activity.	See Notes for 14.03	Defaults to Zero (0)	Add Project -> Activity -> Locale
14.07	Institution Types – Special Libraries	Numeric	This indicates the number of Special Libraries involved in the activity.	See Notes for 14.03	Defaults to Zero (0)	Add Project -> Activity -> Locale
14.08	Institution Types – School Libraries	Numeric	This indicates the number of School Libraries involved in the activity.	See Notes for 14.03	Defaults to Zero (0)	Add Project -> Activity -> Locale
14.09	Institution Types - Other	Numeric	This indicates the number of Other institutions involved in the activity.	See Notes for 14.03	Defaults to Zero (0)	
14.10	Institutions – Name	Free text entry	This should be the legal name of each institution.			Add Project -> Activity -> Locale
14.11	Institutions – Address	Free text entry	This indicates the physical address of the institution.			Add Project -> Activity -> Locale
14.12	Institutions – City	Free text entry	This indicates the city in which the institution is located.			Add Project -> Activity -> Locale
14.13	Institutions – State	Dropdown	This indicates the State in which the institution is located.			Add Project -> Activity -> Locale
14.14	Institutions – Zip	Free text entry	This indicates the zip code of the institution's address.			Add Project -> Activity -> Locale

15.0 Activity Outcomes

15.0 1	Total Survey Responses	Numeric
15.0	SD (Strongly Disagree)	Numeric

2		
15.0 3	D (Disagree)	Numeric
15.0 4	NA/ND (Neither Agree Nor Disagree)	Numeric
15.0 5	A (Agree)	Numeric
15.0 6	SA (Strongly Agree)	Numeric
15.0 7	NR (Non Response)	Numeric

No.	Data Element Name	Data Element Type	Data Element Definition	Data Element Notes	Requirement Notes	Data Element Location
15.01	Total Survey Responses	Numeric	This is the total number of responses to the survey for the activity.		Required for submission for following “Activity – Mode – Beneficiary” combinations: “Instruction – Program – Public” “Instruction – Program – Workforce” “Content – Acquisition/Creation – Workforce” “Planning & Evaluation – Workforce”	Add Project -> Activity -> Outcomes
15.02	SD (Strongly Disagree)	Numeric	This is the number of respondents that reported 'Strongly Disagree' to the statement.			Add Project -> Activity -> Outcomes
15.03	D (Disagree)	Numeric	This is the number of respondents that reported 'Disagree' to the statement.			Add Project -> Activity -> Outcomes
15.04	NA/ND (Neither Agree	Numeric	This is the number of respondents			Add Project ->

	Nor Disagree)		that reported 'Neither Agree nor Disagree' to the statement.			Activity -> Outcomes
15.05	A (Agree)	Numeric	This is the number of respondents that reported 'Agree' to the statement.			Add Project -> Activity -> Outcomes
15.06	SA (Strongly Agree)	Numeric	This is the number of respondents that reported 'Strongly Agree' to the statement.			Add Project -> Activity -> Outcomes
15.07	NR (Non Response)	Numeric	This is the number of respondents that did not answer the question			Add Project -> Activity -> Outcomes

16.0 Project Outcomes

16.01	List any important outcomes or findings not previously reported.	Free text entry
16.02	Please briefly describe the importance of these outcomes and findings for future program planning.	Free text entry
16.03	Explain one or two of the most significant lessons learned for others wanting to adopt any facets of this project.	Free text entry
16.04	Do you anticipate continuing this project after the current reporting period ends?	Yes/No
16.05	Do you anticipate any change in level of effort in managing this project? Explain:	Yes/No, Free text entry if Yes
16.06	Do you anticipate changing the types of activities and objectives addressed by the project? Explain:	Yes/No, Free text entry if Yes
16.07	Was an evaluation conducted for this project?	Yes/No
16.08	Was a final written evaluation report produced?	Yes/No

16.09	Can the final written evaluation report be shared publicly on the IMLS website?	Yes/No
16.10	Was the evaluation conducted by project staff (either SLAA or local library) or by a third-party evaluator? Select the primary individual responsible for conducting the evaluation.	Project Staff/Third-Party
16.11	What data collection tools were used for any report outcomes and outputs?	Administrative Records Review/Surveys/Direct Observation/Interviews/Focus Groups/Participant Observation/Other
16.12	Did you collect any media for the data?	
16.13	What types of methods were used to analyze collected data?	Statistical Methods/Qualitative Methods
16.14	How were participants (or items) selected?	Randomly – We selected people (or items) arbitrarily./ Systematic Sample – We selected every nth person (or item)./ Targeted Sample – We selected based on a desired characteristic, e.g. age./ Census – We selected everyone (or every item)./ Word of mouth – We asked participants to tell their community/friends/family and encourage them to participate./Other

16.15	What type of research design did you use to compare the value for any reported output or outcome? (Select all that apply; for those that are selected, include a brief narrative description that summarizes reporting approach.)	No comparison for any reported output or outcome/ Comparison of a reported output or outcome to an assigned target value/ Pre-post comparison for a reported output or outcome/ Comparison for a reported output or outcome to another, non-randomly selected group not participating in project/ Comparison for a reported output or outcome to another, non-randomly selected group not participating in project

No.	Data Element Name	Data Element Type	Data Element Definition	Data Element Notes	Requirement Notes	Data Element Location
16.01	List any important outcomes or findings not previously reported.	Free text entry	This is a brief description of any findings or outcomes not reported elsewhere in the project report.		Not required for submission.	Add Project -> Project Outcomes
16.02	Please briefly describe the importance of these outcomes	Free text entry	This is a brief description of the importance of these findings.		Not required for submission.	Add Project -> Project Outcomes

	and findings for future program planning.					
16.03	Explain one or two of the most significant lessons learned for others wanting to adopt any facets of this project.	Free text entry	This is a brief description of significant lessons learned.		Not required for submission.	Add Project -> Project Outcomes
16.04	Do you anticipate continuing this project after the current reporting period ends?	Yes/No	This indicates if the recipient or subrecipient anticipates providing support and/or resources to continue this project beyond the award period of performance.	System defaults to "No." A project's positive impact often continues to benefit the community after the IMLS or State funding has ended.	Not required for submission. If "No" user skips to 16.07. If "Yes" user answers 16.05 and 16.06.	Add Project -> Project Outcomes
16.05	Do you anticipate any change in level of effort in managing this project?	Yes/No and free text entry	This indicates if the recipient or subrecipient will increase or decrease its support and/or resources for this project..	System defaults to "No."	Not required for submission. If "Yes" user is prompted to "Explain" in a free text entry.	Add Project -> Project Outcomes
16.06	Do you anticipate changing the	Yes/No and free text entry	This indicates if a continued project's intent, activity	System defaults to "No."	Not required for submission.	Add Project -> Project Outcomes

	types of activities and objectives addressed by the project?		type(s), mode(s), format(s), beneficiary type(s), partner(s), or locale(s) will change.		If “Yes” user is prompted to “Explain” in a free text entry.	
16.07	Was an evaluation conducted for this project?	Yes/No	This indicates if the recipient or subrecipient conducted an evaluation for the project.	System defaults to “No.”	Not required for submission. If “Yes” user answers 16.08.	Add Project -> Project Outcomes
16.08	Was a final written evaluation report produced?	Yes/No	This indicates if the recipient or subrecipient produces a final written evaluation report.	System defaults to “No.”	Not required for submission. If “Yes” user answers 16.09.	Add Project -> Project Outcomes
16.09	Can the final written evaluation report be shared publicly on the IMLS website?	Yes/No	This indicates if a written evaluation report is publicly shareable.	System defaults to “No.”	Not required for submission. If “Yes” user answers 16.10, 16.11, 16.12, 16.13, 16.14 and 16.15.	Add Project -> Project Outcomes
16.10	Was the evaluation conducted by	Project Staff/Third-Party	This indicates whether the evaluation was conducted in-house or by a third-party.		Not required for submission.	Add Project -> Project Outcomes

	project staff (either SLAA or local library) or by a third-party evaluator? Select the primary individual responsible for conducting the evaluation.					
16.11	What data collection tools were used for any report outcomes and outputs?	Administrative Records Review/Surveys/Direct Observation/Interviews/Focus Groups/Participant Observation/Other	This indicates the data collection tools used to gather evidence.		Not required for submission.	Add Project -> Project Outcomes
16.12	Did you collect any media for the data?	Photos/Videos/Audio	This indicates if specific media were collected for the data.		Not required for submission.	Add Project -> Project Outcomes
16.13	What types of methods were used to analyze collected data?	Statistical Methods/Qualitative Methods	This indicates the analytical methods for the data.		Not required for submission.	Add Project -> Project Outcomes
16.14	How were participants (or items) selected?	Randomly – We selected people (or items) arbitrarily./ Systematic Sample – We selected every nth person (or item)./ Targeted Sample – We selected based on a desired characteristic, e.g. age./ Census – We selected	This indicates the method of participant (or item) selection.		Not required for submission.	Add Project -> Project Outcomes

		everyone (or every item)./ Word of mouth – We asked participants to tell their community/friends/family and encourage them to participate./Other				
16.15	What type of research design did you use to compare the value for any reported output or outcome? (Select all that apply; for those that are selected, include a brief narrative description that summarizes reporting approach.)	No comparison for any reported output or outcome/ Comparison of a reported output or outcome to an assigned target value/ Pre-post comparison for a reported output or outcome/ Comparison for a reported output or outcome to another, non-randomly selected group not participating in project/ Comparison for a reported output or outcome to another, non-randomly selected group not participating in project Free text entry	This indicates the type of research design.		Not required for submission. If any types are selected, user is prompted to add details in a free text entry.	Add Project -> Project Outcomes

17.0 Exemplary

17.01	Exemplary	Yes/No

17.02	Exemplary Narrative	Free text entry

No.	Data Element Name	Data Element Type	Data Element Definition	Data Element Notes	Requirement Notes	Data Element Location
17.01	Exemplary	Checkbox	This indicates an exemplary project.	Check the box to indicate an exemplary project. If “Yes” selected, the SLAA considers this project to be worthy of imitation and/or having significant impact.	Not required for submission	Add Project -> Exemplary
17.02	Exemplary Narrative	Free text entry (up to 700 characters)	This is a brief description of the exemplary project’s innovation, vision, impact on targeted audience, or service to a new population group.	Example: This project highlights the library’s excellent track record in outreach projects to various underserved populations. The program was developed not only with staff expertise, but with substantial community input. The library built relationships with individuals, showed sensitivity to audience needs and followed up and changed plans where needed. It also focused on measuring outcomes for participants. Most libraries have a group of loyal users, however, many have not been engaged beyond traditional Friends activities. With limited resources, this library’s staff created networks through established community groups to solicit input, gain	Required if “Yes” for 17.01 Exemplary. Not required for submission if 17.01 Exemplary is “No”.	Add Project -> Exemplary

				feedback and inform community members about library resources and services. It's a model that others can replicate.		

18.0 Project Tags

18.01	Project Tags	Free text entry

18.01	Project Tags	Free text entry	These are optional text descriptors for the project, not captured in other narrative text fields.	Up to 3 project tags may be entered, each separated by a comma.	Not required for submission	Add Project -> Project Tags

III. Administrative Project Data Element Sections

1. General Information
2. Budget Information

1.0 General Information

1.01	Select a fiscal year	Dropdown selection
1.02	Title	Free text entry
1.03	Abstract	Free text entry
1.04	Intent	Dropdown selection (default)
1.05	Grantee	Free text entry (default)
1.06	State Date	Calendar
1.07	End Date	Calendar

No.	Data Element Name	Data Element Type	Data Element Definition	Data Element Notes	Requirement Notes	Data Element Location
1.01	Select a fiscal year	Dropdown selection	This is the fiscal year associated with this administrative project	Make sure to select the appropriate fiscal year for the project being added or edited. Use the dropdown selection box to choose a successive year when adding a new Administrative Project. Note: Choosing a previous year's report will allow one to View the report but it will not be editable once approved by IMLS.	Required	Administrative Project
1.02	Title	Free text entry	This is the title of the project.	Avoid jargon and keep the title as short as possible while including	Required.	Administrative Project

				salient information. Example: Administration of the LSTA Program		
1.03	Abstract	Free text entry	This is a brief description of the project's purpose and activities. Ideally, it should stand on its own as a narrative summary of the project.	Write for a general audience by avoiding jargon, acronyms, and abbreviations. Also avoid highly technical project details, numerical lists of project goals, and bullets. If possible, state the "who, what, and why" of the project in the first sentence or two. High-level results can be included, but specific outcomes are more appropriate to section I.4 Outcomes. Ideal length is 90-160 words.	Required for submission.	Administrative Project
1.04	Intent	Dropdown selection (default)		Pre-filled and locked with "Administer the LSTA Program"	Required for submission.	Administrative Project
1.05	Grantee	Free text entry.		Defaults to SLAA.	Required for submission.	Administrative Project
1.06	Start Date	Calendar	This is the start date of the project (month, day, year). It must fall within the two-year award period of performance.	For the FY21 grant award, a project's start date could be 4/1/2021	Required for submission.	Administrative Project
1.07	End Date	Calendar	This is the end date of the project (month, day year). It must fall within the two-year award period of performance.	For the FY21 grant award, a project's end date could be 9/30/2022.	Required for submission	Administrative Project

2.0 Budget Information

2.01	Salaries/Wages/Benefits	Accounting
2.02	Salaries/Wages/Benefits Description	Free text entry
2.03	Consultant Fees	Accounting
2.04	Consultant Fees Description	Free text entry
2.05	Travel	Accounting
2.06	Travel Description	Free text entry
2.07	Supplies/Materials	Accounting
2.08	Supplies/Materials Description	Free text entry
2.09	Equipment	Accounting
2.10	Equipment Description	Free text entry
2.11	Services	Accounting
2.12	Services Description	Free text entry
2.13	Other Operational Expenses	Accounting
2.14	Other Operational Expenses Description	Free text entry

No.	Data Element Name	Data Element Type	Data Element Definition	Data Element Notes	Requirement Notes	Data Element Location
2.01	Salaries/Wages/Benefits	Accounting	This amount includes salaries, wages, and fringe benefits paid to staff involved in the management, oversight, and administration of the LSTA program.	Response options: LSTA: These are LSTA funds. MATCH-State: These are State funds (including in-kind contributions) that are counted toward the total match required for the grant award. MATCH-Other: These are local or	Required for submission if LSTA or Match funds are allocable to this budget category. Provide amounts in all applicable categories.	Administrative Project -> Budget Information

				private funds (including in-kind contributions) that are counted toward the total match required for the grant award. SLAA may provide monetary amounts in one or more columns for all responses in the Budget section.		
2.02	Salaries/Wages/Benefits Description	Free text entry	This description includes position titles (but not names) and number of FTEs.		Required for submission if any amount in 2.01 is greater than 0.	Administrative Project -> Budget Information
2.03	Consultant Fees	Accounting	This amount includes all expenses related to acquiring the services of a consultant for the management, oversight and administration of the LSTA program.	Costs may include fees, travel, accommodation, and support services obtained directly by the consultant. Response options: LSTA: These are LSTA funds. MATCH-State: These are State funds (including in-kind contributions) that are counted toward the total match required for the grant award. MATCH-Other: These are local or private funds (including in-kind contributions) that are counted toward the total match required for the grant award.	Required for submission if LSTA or Match funds are allocable to this budget category. Provide amounts in all applicable categories.	Administrative Project -> Budget Information
2.04	Consultant Fees Description	Free text entry	This description includes the expertise of consultant along with actions/contributions to	Include consultant name.	Required for submission if 2.03 is greater	Administrative Project -> Budget Information

			project.		than 0.	
2.05	Travel	Accounting	This amount includes all airfare, ground transportation, accommodation, meals, etc. (see 2 C.F.R. § 200.474).	Reported expenses must be related to the management, oversight, and administration of the LSTA program. Note: For airfare, economy class must be used unless otherwise allowable by law (see 2 C.F.R. § 200.474). Response options: LSTA: These are LSTA funds. MATCH-State: These are State funds (including in-kind contributions) that are counted toward the total match required for the grant award. MATCH-Other: These are local or private funds (including in-kind contributions) that are counted toward the total match required for the grant award.	Required for submission if LSTA or Match funds are allocable to this budget category. Provide amounts in all applicable categories.	Administrative Project -> Budget Information
2.06	Travel Description	Free text entry	This description includes the number of travelers and the types of travel expenditures.		Required for submission if 2.05 is greater than 0.	Administrative Project -> Budget Information
2.07	Supplies/Materials	Accounting	This amount includes all costs for supplies and materials purchased to support the management, oversight, and administration of the LSTA	Classify as Supplies/Materials if the acquisition cost per unit is less than the lesser of the capitalization level established by the governmental unit for financial statement purposes, or	Required for submission if LSTA or Match funds are allocable to this	Administrative Project -> Budget Information

			program.	$5,000. (See 2 C.F.R. § 200.1 (Supplies)). Response options: LSTA: These are LSTA funds. MATCH-State: These are State funds (including in-kind contributions) that are counted toward the total match required for the grant award. MATCH-Other: These are local or private funds (including in-kind contributions) that are counted toward the total match required for the grant award.	budget category. Provide amounts in all applicable categories.	
2.08	Supplies/Materials Description	Free text entry	This description includes the types and quantities of supplies/materials acquired.		Required for submission if 2.07 is greater than 0.	Administrative Project -> Budget Information
2.09	Equipment	Accounting	This amount includes all tangible personal property (including information technology systems) that support the management, oversight, and administration of the LSTA program.	Classify as Equipment if the acquisition has a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000. (See 2 C.F.R. § 200.1 (Equipment)). Response options:	Required for submission if LSTA or Match funds are allocable to this budget category. Provide amounts in all applicable categories.	Administrative Project -> Budget Information

				LSTA: These are LSTA funds. MATCH-State: These are State funds (including in-kind contributions) that are counted toward the total match required for the grant award. MATCH-Other: These are local or private funds (including in-kind contributions) that are counted toward the total match required for the grant award.		
2.10	Equipment Description	Free text entry	This description includes the types and quantities of equipment acquired.		Required for submission if 2.09 is greater than 0.	Administrative Project -> Budget Information
2.11	Services	Accounting	This amount includes the cost of oversight, management, or administrative activities undertaken by a contractor, (including a formal partner) that support the management, oversight, and administration of the LSTA program.	Response options: LSTA: These are LSTA funds. MATCH-State: These are State funds (including in-kind contributions) that are counted toward the total match required for the grant award. MATCH-Other: These are local or private funds (including in-kind contributions) that are counted toward the total match required for the grant award.	Required for submission if LSTA or Match funds are allocable to this budget category. Provide amounts in all applicable categories.	Administrative Project -> Budget Information
2.12	Services Description	Free text entry	This description includes the	Databases should be described here	Required for	Administrative

			services provided.	and names of contractors included.	submission if 2.11 is greater than 0.	Project -> Budget Information
2.13	Other Operational Expenses	Accounting	This amount includes any allowable indirect costs.	Response options: LSTA: These are LSTA funds. MATCH-State: These are State funds (including in-kind contributions) that are counted toward the total match required for the IMLS grant award. MATCH-Other: These are local or private funds (including in-kind contributions) that are counted toward the total match required for the IMLS grant award.		Administrative Project -> Budget Information
2.14	Other Operational Expenses Description	Free text entry	This description includes allowable indirect costs incurred by the grantee.		Required for submission if 2.13 is greater than 0.	Administrative Project -> Budget Information

IV. Financial Status Report Data Element Sections

1. Interim Financial Report
2. Final Financial Report

1.0 Interim Financial Report

1.01	Federal Agency and Organizational Element to Which Report is Submitted	Fixed
1.02	Federal Grant or Other Identifying Number Assigned By Federal Agency	Free text entry
1.03	Recipient Organization	Fixed text
1.04	DUNS/UEI	Fixed text
1.05	EIN	Fixed text
1.06	Recipient Account Number or Identifying Number	Free text entry
1.07	Report Type	Radio
1.08	Basis of Accounting	Radio
1.09	Project/Grant Period From	Calendar
1.10	Project/Grant Period To	Calendar
1.11	Reporting Period End Date	Calendar
1.12	Cash Receipts	Accounting
1.13	Cash Disbursements	Accounting
1.14	Cash on Hand	Accounting
1.15	Total Federal Funds Authorized	Accounting
1.16	Federal share of expenditures	Accounting
1.17	Federal share of unliquidated obligations	Accounting
1.18	Total Federal share	Accounting
1.19	Unobligated balance of Federal funds	Accounting
1.20	Total recipient share required	Accounting

1.21	Recipient share of expenditures	Accounting
1.22	Remaining recipient share to be provided	Accounting
1.23	Total Federal program income earned	Accounting
1.24	Program income expended in accordance with the deduction alternative	Accounting
1.25	Program income expended in accordance with the addition alternative	Accounting
1.26	Unexpended program income	Accounting
1.27	Indirect Expense Type	Free text entry
1.28	Indirect Expense Rate	Percentage
1.29	Indirect Expense Period From	Calendar
1.30	Indirect Expense Period To	Calendar
1.31	Base	Accounting
1.32	Amount Charged	Accounting
1.33	Federal Share	Accounting
1.34	Totals	Accounting
1.35	Remarks	Free text entry
1.36	Name and Title of Authorized Certifying Official	Fixed text
1.37	Signature of Authorized Certifying Official	Fixed text
1.38	Telephone	Fixed text
1.39	Email Address	Fixed Text
1.40	Date Report Submitted	Fixed Text

No.	Data Element Name	Data Element Type	Data Element Definition	Data Element Notes	Requirement Notes	Data Element Location
1.01	Federal Agency and Organizational Element to Which Report is Submitted	Fixed	This is the Institute of Museum and Library Services.	System generated.	Required for submission.	Financial Status Report -> Interim
1.02	Federal Grant or Other Identifying Number Assigned	Free text entry	This is the thirteen-digit Federal Award Identification	Number found on the Official Award Notification	Required for submission.	Financial Status Report -> Interim

	By Federal Agency		Number (FAIN) assigned by IMLS.			
1.03	Recipient Organization	Fixed text		System supplied from State Information.		Financial Status Report -> Interim
1.04	DUNS/UEI	Fixed text	This is the recipient organization’s unique identifier, which is changing from the Data Universal Numbering System (DUNS) number to the Unique Entity Identifier (UEI) in 2022.	System supplied from State Information.	Required for submission.	Financial Status Report -> Interim
1.05	EIN	Fixed text	This is the recipient organization’s Employer Identification Number (EIN).	System supplied from State Information.	Required for submission.	Financial Status Report -> Interim
1.06	Recipient Account Number or Identifying Number	Free text entry	This is the account number or any other identifying number assigned by the recipient to the award. This number is for the recipient’s use only and is not required by the Federal agency.		Not required for submission.	Financial Status Report -> Interim
1.07	Report Type	Radio	This indicates the type of report by its period of submission.	System default: “Annual”	Required for submission.	Financial Status Report -> Interim
1.08	Basis of Accounting	Radio	This indicates the accounting method used for tracking revenue and expenses.	Response Options are: Cash Accrual	Required for submission.	Financial Status Report -> Interim
1.09	Project/Grant Period From	Calendar	This is the beginning date for the award period of performance.	System default: October 1 of the first year of the award.	Required for submission.	Financial Status Report -> Interim
1.10	Project/Grant Period To	Calendar	This is the ending date for the	System default: September 30	Required for	Financial Status

			award period of performance.	of the second year of the award.	submission.	Report -> Interim
1.11	Reporting Period End Date	Calendar	This is the ending date for the reporting period.	System default: September 30 of the first year of the award.	Required for submission.	Financial Status Report -> Interim
1.12	Cash Receipts	Accounting	This is the cumulative amount of actual cash received from the Federal agency as of the reporting period end date		Required for submission.	Financial Status Report -> Interim
1.13	Cash Disbursements	Accounting	This is the cumulative amount of Federal fund disbursements by the grantee (such as cash or checks) as of the reporting period end date. Disbursements are the sum of actual cash disbursements (of Federally authorized funds) for direct charges for goods and services, the amount of indirect expenses charged to the award, and the amount of cash advances and payments (of Federally authorized funds) made to subrecipients and contractors.	Number should match "Federal share of expenditures"	Required for submission.	Financial Status Report -> Interim
1.14	Cash on Hand	Accounting	This is 1.11 minus 1.12.	System calculation.	Required for submission.	Financial Status Report -> Interim
1.15	Total Federal Funds Authorized	Accounting	This is the amount of the SLAA's grant award.	System generated.	Required for submission.	Financial Status Report -> Interim
1.16	Federal share of expenditures	Accounting	For reports prepared on a cash basis, expenditures are the	Number should match "Cash Disbursements"	Required for submission.	Financial Status Report -> Interim

			sum of cash disbursements for direct charges for property and services; the amount of indirect expense charged; and the amount of cash advance payments and payments made to subrecipients. For reports prepared on an accrual basis, expenditures are the sum of cash disbursements for direct charges for property and services; the amount of indirect expense incurred; and the net increase or decrease in the amounts owed by the recipient for (1) goods and other property received; (2) services performed by employees, contractors, subrecipients, and other payees; and (3) programs for which no current services or performance are required. Do not include program income expended in accordance with the deduction alternative, rebates, refunds, or other credits.			
1.17	Federal share of unliquidated obligations	Accounting	Unliquidated obligations on a cash basis are obligations of Federally authorized funds		Not required for submission.	Financial Status Report -> Interim

			which are incurred, but not yet paid as of the end of the reporting period. On an accrual basis, they are obligations of Federally authorized funds which have been incurred, but for which an expenditure has not yet been recorded, as of the end of the reporting period. Enter the amount of unliquidated obligations of Federally authorized funds. Those obligations include direct and indirect expenses incurred but not yet paid or charged to the award, including amounts due to subrecipients and contractors.			
1.18	Total Federal share	Accounting	The sum of 1.17 and 1.18.	System calculation	Required for submission.	Financial Status Report -> Interim
1.19	Unobligated balance of Federal funds	Accounting	This is the amount of 1.15 minus 1.18.	System calculation	Required for submission.	Financial Status Report -> Interim
1.20	Total recipient share required	Accounting	This is the minimum match required for the grant award.	System calculation.	Required for submission.	Financial Status Report -> Interim
1.21	Recipient share of expenditures	Accounting	This is the recipient share of actual cash disbursements or outlays (less any rebates, refunds, or other credits) including payments to subrecipients and contractors.		Required for submission.	Financial Status Report -> Interim

			This amount may include the value of allowable third party in-kind contributions and recipient share of program income used to finance the non-Federal share of the project or program.			
1.22	Remaining recipient share to be provided	Accounting	This is the amount of 1.20 minus 1.21.	System calculation.	Required for submission.	Financial Status Report -> Interim
1.23	Total Federal program income earned	Accounting	This is the amount of the Federal share of program income earned. Do not report any program income here that is being allocated as part of the recipient's cost sharing amount included in 1.21.		Not required for submission.	Financial Status Report -> Interim
1.24	Program income expended in accordance with the deduction alternative	Accounting	This is the amount of program income that was used to reduce the Federal share of the total project costs.		Not required for submission.	Financial Status Report -> Interim
1.25	Program income expended in accordance with the addition alternative	Accounting	This is the amount of program income that was added to funds committed to the total project costs and expended to further eligible project or program activities		Not required for submission.	Financial Status Report -> Interim
1.26	Unexpended program income	Accounting	This amount equals the program income that has been earned but not expended, as of the reporting period end date.	System calculation	Not required for submission.	Financial Status Report -> Interim

1.27	Indirect Expense Type	Free text entry	State whether indirect cost rate(s) is Provisional, Predetermined, Final, or Fixed.	Should be left blank.	Not required for submission.	Financial Status Report -> Interim
1.28	Indirect Expense Rate	Percentage	This is the indirect cost rate(s) in effect during the reporting period	Should be left blank.	Not required for submission.	Financial Status Report -> Interim
1.29	Indirect Expense Period From	Calendar	This is the beginning effective date for the rate(s)	Should be left blank.	Not required for submission.	Financial Status Report -> Interim
1.30	Indirect Expense Period To	Calendar	This is the ending effective dates for the rate(s)	Should be left blank.	Not required for submission.	Financial Status Report -> Interim
1.31	Base	Accounting	This is the amount of the base against which the rate(s) was applied.	Should be left blank.	Not required for submission.	Financial Status Report -> Interim
1.32	Amount Charged	Accounting	This is the amount of indirect costs charged during the time period specified.	Should be left blank.	Not required for submission.	Financial Status Report -> Interim
1.33	Federal Share	Accounting	This is the Federal share of the amount in 1.32.	Should be left blank.	Not required for submission.	Financial Status Report -> Interim
1.34	Totals	Accounting		Should be left blank.	Not required for submission.	Financial Status Report -> Interim
1.35	Remarks	Free text entry	Enter any explanations or additional information required by the Federal sponsoring agency including excess cash as stated in 1.14.		Not required for submission.	Financial Status Report -> Interim
1.36	Name and Title of Authorized Certifying Official	Fixed text		System supplied from State Information.	Required for submission.	Financial Status Report -> Interim
1.37	Signature of Authorized Certifying Official	Fixed text	This is the digital signature of the authorized certifying official.	System supplied.	Required for submission.	Financial Status Report -> Interim

1.38	Telephone	Fixed text		System supplied from State Information.	Required for submission.	Financial Status Report -> Interim
1.39	Email Address	Fixed Text		System supplied from State Information.	Required for submission.	Financial Status Report -> Interim
1.40	Date Report Submitted	Fixed Text	This is the date of certification by the authorized certifying official.	System supplied.	Required for submission.	Financial Status Report -> Interim

2.0 Final Financial Report

2.01	Federal Grant or Other Identifying Number Assigned By Federal Agency	Free text entry
2.02	Total Federal Funds Authorized for This Funding Period	Accounting
2.03	Recipient Account Number or Identifying Number	Free text entry
2.04	Report Basis	Radio
2.05	Funding Grant Period of Performance – Start Date	Calendar
2.06	Funding Grant Period of Performance – End Date	Calendar
2.07	Period Covered by this Report – Start Date	Calendar
2.08	Period Covered by this Report – End Date	Calendar
2.09	Total SLAA funds expended to meet the purposes of LSTA, including the Five-Year-Plan (MOE)	Accounting
2.10	Minimum MOE Required	Accounting
2.11	SLAA funds expended specifically on the Five-Year-Plan	Accounting
2.12	All local or private funds expended on the Five-Year Plan	Accounting
2.13	Total Match	Accounting
2.14	Minimum Match Required	Accounting
2.15	All other recipient outlays not previously reported	Accounting
2.16	Total unliquidated obligations (expected to clear by Dec. 30 or later IMLS-	Accounting
2.17	Unobligated balance of Federal funds (these funds to be deobligated)	Accounting
2.18	Federal share of net outlays	Accounting
2.19	LSTA Administration Costs – Allowed	Accounting
2.20	LSTA Administration Costs – Actual	Accounting
2.21	LSTA Administration Costs – Difference	Accounting
2.22	IMLS-approved date unliquidated obligations are expected to clear	Calendar

2.23	Name of Authorized Certifying Official	Fixed Text
2.24	Title of Authorized Certifying Official	Fixed Text
2.25	Signature of Authorized Certifying Official	Fixed Text
2.26	Phone Number of Authorized Certifying Official	Fixed Text
2.27	Email of Authorized Certifying Official	Fixed Text
2.28	Report Status	Fixed Text
2.29	Date Report Certified	Calendar
2.30	Agency DUNS/UEI	Fixed Text
2.31	Agency EIN	Fixed Text
2.32	Agency Name	Fixed Text

No.	**Data Element Name**	**Data Element Type**	**Data Element Definition**	**Data Element Notes**	**Requirement Notes**	**Data Element Location**
2.01	Federal Grant or Other Identifying Number Assigned By Federal Agency	Free text entry	This is the thirteen-digit Federal Award Identification Number (FAIN) assigned by IMLS.	Number found on the Official Award Notification	Required for submission.	Financial Status Report -> Final
2.02	Total Federal Funds Authorized for This Funding Period	Accounting	This is the amount of the SLAA’s grant award.	System supplied.	Required for submission.	Financial Status Report -> Final
2.03	Recipient Account Number or Identifying Number	Free text entry	This is the account number or any other identifying number assigned by the recipient to the award. This number is for the recipient’s use only and is not required by the Federal agency.			Financial Status Report -> Final

2.04	Report Basis	Radio	This indicates the accounting method used for tracking revenue and expenses.	Response Options are: Cash Accrual	Required for submission.	Financial Status Report -> Final
2.05	Funding Grant Period of Performance – Start Date	Calendar	This is the start date for the award period of performance.	System default: October 1 of the first year of the award.	Required for submission.	Financial Status Report -> Final
2.06	Funding Grant Period of Performance – End Date	Calendar	This is the end date for the award period of performance.	System default: September 30 of the second year of the award.	Required for submission.	Financial Status Report -> Final
2.07	Period Covered by this Report – Start Date	Calendar	This is the start date for the award period of performance.	System default: October 1 of the first year of the award.	Required for submission.	Financial Status Report -> Final
2.08	Period Covered by this Report – End Date	Calendar	This is the end date for the award period of performance.	System default: September 30 of the second year of the award.	Required for submission.	Financial Status Report -> Final
2.09	Total SLAA funds expended to meet the purposes of LSTA, including the Five-Year-Plan (MOE)	Accounting	This is the total State funds appropriated to and expended by the SLAA to support the purposes of LSTA, including SLAA funds to support the Five-Year Plan. These funds must be in the SLAA's Budget.	Defaults to 0.	Required for submission.	Financial Status Report -> Final
2.10	Minimum MOE Required	Accounting	This is the average MOE reported for the three fiscal years prior to the current fiscal year.	System calculation.		Financial Status Report -> Final
2.11	MATCH-State funds expended specifically on the Five-Year Plan	Accounting	These are the State funds that the SLAA expended to specifically support the State's current Five-Year Plan.	System supplied from the sum of all MATCH-State funds obligated for Projects including the Administrative Project.	Required for submission.	Financial Status Report -> Final
2.12	MATCH-Other funds expended specifically on the Five-Year Plan	Accounting	These are funds that local governments, corporations, and foundations expended to specifically support the State's current Five-Year Plan.	System supplied from the sum of all MATCH-Other funds obligated for Projects including the Administrative Project.	Required for submission.	Financial Status Report -> Final

2.13	Total Match	Accounting	This is the sum of 2.11 and 2.12.	System calculation. If you are a Territory, must be at least $.01 for report to successfully validate.		Financial Status Report -> Final
2.14	Minimum Match Required	Accounting	This is the minimum match required for the grant award.	System calculation.	Required for submission.	Financial Status Report -> Final
2.15	All other recipient outlays not previously reported	Accounting	These are other funds not reported in 2.11 and 2.12.	Defaults to 0.	Required for submission.	Financial Status Report -> Final
2.16	Total unliquidated obligations (expected to clear by Dec. 30 or later IMLS-approved date)	Accounting	This is the amount that was obligated by Sep. 30 and will have been liquidated by Dec. 30 or later IMLS approved date.	Defaults to 0.	Required for submission.	Financial Status Report -> Final
2.17	Unobligated balance of Federal funds (these funds to be de-obligated)	Accounting	These are funds that were not obligated before Sep. 30. These are funds that were not spent and will have to be returned to IMLS if drawn down, or will not be requested from IMLS.	System calculation.		Financial Status Report -> Final
2.18	Federal share of net outlays	Accounting	This is the grant award amount minus the amount recorded in 2.16.	System supplied from the sum of all LSTA funds obligated for Projects including the Administrative Project.	Required for submission.	Financial Status Report -> Final
2.19	LSTA Administrative Costs – Allowed	Accounting	This is 4% of the grant award that may be expended on administrative costs. (See 20 U.S.C. 9132).	System calculation.		Financial Status Report -> Final
2.20	LSTA Administrative Costs – Actual	Accounting	This is the amount expended on administrative costs. (See 20 U.S.C. 9132).	System supplied from the sum of all LSTA funds reported in the Administrative Project.	Required for submission.	Financial Status Report -> Final

2.21	LSTA Administrative Costs – Difference	Accounting	This is 2.19 minus 2.20.	System calculation.	Required for submission.	Financial Status Report -> Final
2.22	IMLS-approved date unliquidated obligations are expected to clear	Calendar	This is the agreed upon date for liquidation of those funds reported in 2.16.		Not required for submission.	Financial Status Report -> Final
2.23	Name of Authorized Certifying Official	Fixed text	This is the name of the authorized certifying official	System supplied from State Information.	Required for submission.	Financial Status Report -> Final
2.24	Title of Authorized Certifying Official	Fixed Text	This is the title of authorized certifying official.	System supplied from State Information.	Required for submission.	Financial Status Report -> Final
2.25	Signature of Authorized Certifying Official	Fixed Text	This is the digital signature of the authorized certifying official.	System supplied.	Required for submission.	Financial Status Report -> Final
2.26	Phone Number of Authorized Certifying Official	Fixed text	This is the phone number of authorized certifying official.	System supplied from State Information.	Required for submission.	Financial Status Report -> Final
2.27	Email of Authorized Certifying Official	Fixed text	This is the email address of authorized certifying official.	System supplied from State Information.	Required for submission.	Financial Status Report -> Final
2.28	Report Status	Fixed Text	This is the system created designation of report status. Available options are draft, certified, and approved.	System supplied.	Required for submission.	Financial Status Report -> Final
2.29	Date Report Certified	Calendar	This is the date of certification by the authorized certifying official.	System supplied.	Required for submission.	Financial Status Report -> Final
2.30	Agency DUNS/UEI	Fixed Text	This is the recipient organization’s unique identifier, which is changing from the Data Universal Numbering System (DUNS) number to the Unique	System supplied from State Information.	Required for submission.	Financial Status Report -> Final

			Entity Identifier (UEI) in 2022.			
2.32	Agency EIN	Fixed Text	This is the Employer Identification Number (EIN), also known as a Federal Tax Identification Number, and is used to identify a business entity. It is issued by the IRS.	System supplied from State Information.	Required for submission.	Financial Status Report -> Final
2.33	Agency Name	Fixed Text	This is the name of Agency for which the Authorizing Certifying Official works.	System supplied from State Information.	Required for submission.	Financial Status Report -> Final

V. Subaward Information Data Elements Section

1. General Information

1.0 General Information

1.01	Select a fiscal year	Dropdown selection
1.02	Number of subaward applications	Numeric
1.03	Number of subawards funded	Numeric
1.04	Number of applicants	Numeric
1.05	Number of applicants receiving subawards	Numeric
1.06	Total amount of subaward funds requested	Numeric
1.07	Total amount of subaward funds awarded	Numeric

No.	Data Element Name	Data Element Type	Data Element Definition	Data Element Notes	Requirement Notes	Data Element Location
1.01	Select a fiscal year	Dropdown selection	This is the federal fiscal year associated with the two-year award for the reported information.			Account Management -> Fiscal Year Info
1.02	Number of subaward applications	Numeric	This is the total number of subaward applications submitted to the SLAA.	Defaults to 0.	Required for submission.	Account Management -> Fiscal Year Info
1.03	Number of subaward funded	Numeric	This is the total number of subaward applications funded.	Defaults to 0.	Required for submission.	Account Management -> Fiscal Year Info
1.04	Number of applicants	Numeric	This is the number of institutions that applied for subaward funds.	Defaults to 0.	Required for submission.	Account Management -> Fiscal Year Info
1.05	Number of applicants receiving subawards	Numeric	This is the number of institutions that received subaward funds.	Defaults to 0.	Required for submission.	Account Management -> Fiscal Year Info
1.06	Total amount of subaward funds requested	Numeric	This is the total amount of subaward funds requested by all applicants.	Defaults to 0.		Account Management -> Fiscal Year Info
1.07	Total amount of subaward funds awarded	Numeric	This is the total amount of funds awarded in subawards.	Defaults to 0.	Required for submission.	Account Management -> Fiscal Year Info

VI. Manage Subrecipients Data Element Section

1. Subrecipient Information

1.0 Subrecipient Information

1.01	Name of Institution	Free text entry
1.02	PLS ID:	Numeric
1.03	IPEDS ID:	Numeric
1.04	CommonCore ID:	Numeric
1.05	Type	Dropdown selection
1.06	Address 1	Free text entry
1.07	Address 2	Free text entry
1.08	Address 3	Free text entry
1.09	City	Free text entry
1.10	State	Dropdown selection
1.11	Zip	Free text entry
1.12	Project Director	Free text entry
1.13	Email	Free text entry
1.14	Phone	Free text entry
1.15	Fax	Free text entry
1.16	URL	Free text entry

No.	Data Element Name	Data Element Type	Data Element Definition	Data Element Notes	Requirement Notes	Data Element Location
1.01	Name of Institution	Free text entry	This is the legal name of the non-Federal entity. Do not use acronyms. Do not abbreviate the name. Avoid abbreviations at the beginning of the name and do not punctuate abbreviations. For public libraries, use the same name as the one listed in the Public Library Survey.			Account Management -> Manage Subrecipients
1.02	PLS ID:	Numeric	This will be prepopulated by IMLS			Account Management -> Manage Subrecipients
1.03	IPEDS ID:	Numeric	This will be prepopulated by IMLS			Account Management -> Manage Subrecipients
1.04	CommonCore ID:	Numeric	This will be prepopulated by IMLS			Account Management -> Manage Subrecipients
1.05	Type	Dropdown selection				Account Management -> Manage Subrecipients
1.06	Address 1	Free text entry	This is the street address of the non-Federal entity.			Account Management -> Manage

						Subrecipients
1.07	Address 2	Free text entry	Additional line if needed			Account Management -> Manage Subrecipients

1.08	Address 3	Free text entry	Additional line if needed			Account Management -> Manage Subrecipients
1.09	City	Free text entry	This is the city or town where the non-Federal entity is located.			Account Management -> Manage Subrecipients
1.10	State	Dropdown selection	Select the State where the non-Federal entity is located			Account Management -> Manage Subrecipients
1.11	Zip	Free text entry	This is the standard five-digit postal zip code for the street address of the non-Federal entity.			Account Management -> Manage Subrecipients
1.12	Project Director	Free text entry	This is the name of the project director			Account Management -> Manage Subrecipients
1.13	Email	Free text entry	This is the email address of the non-Federal entity / library.	Note: if library does not have email address, provide email address for contact person.		
1.14	Phone	Free text entry	This is the telephone number of the non-Federal entity, including area code. Use dashes for the format.	For example, 865-867-5309 ext. 42		Account Management -> Manage Subrecipients
1.15	Fax	Free text entry	This is the fax number of the non-Federal entity, including area code. Use dashes for the format.	For example, 865-867-5301		Account Management -> Manage Subrecipients

1.16	URL	Free text entry	This is the Uniform Resource Locator (URL) of the World Wide Web home page of the non-Federal entity.			Account Management -> Manage Subrecipients

VII. State Goals Data Element Section

1. Add State Goal

1.0 Add State Goal

1.01	Name	Free text entry
1.02	Description	Free text entry
1.03	Fiscal Years	Free text entry
1.04	Goal Status	Radio

No.	Data Element Name	Data Element Type	Data Element Definition	Data Element Notes	Requirement Notes	Data Element Location
1.01	Name	Free text entry	A shortened goal statement.	Will appear in SPR Projects. Goal should be described, not just listed by number (e.g., Goal 1: Learning Across the Lifecycle)		Account Management -> State Goals
1.02	Description	Free text entry	Full text of identified goal from the State's LSTA Five-Year Plan.	Will not appear in SPR Projects.		Account Management -> State Goals
1.03	Fiscal Years	Free text entry	Five-year cycle associated with goal.	Indicate five-year cycle in the following format: 2023-2027		Account Management ->

						State Goals
1.04	Goal Status	Radio: Active/Inactive	Indicator of goals' currency.	All current goals reflected in the State's LSTA Five-Year Plan should be marked "Active" and all others "Inactive" Only "Active" goals will appear as options in the SPR Project during data entry.		Account Management -> State Goals

VIII. State Information Data Element Sections

1. Agency Information
2. Chief Officer
3. Authorized Certifying Official
4. LSTA Coordinator
5. Library Development
6. Fiscal Officer
7. Other Fiscal Officer 1
8. Other Fiscal Officer 2

1.0 Agency Information

1.01	Name of SLAA	Free text entry
1.02	Address	Free text entry
1.03	City	Free text entry
1.04	State	Dropdown selection
1.05	Zip	Free text entry
1.06	DUNS/UEI	Free text entry
1.07	EIN	Free text entry
1.08	Parent Organization	Free text entry

No.	Data Element Name	Data Element Type	Data Element Definition	Data Element Notes	Requirement Notes	Data Element Location
1.01	Name of SLAA	Free text entry	This is the legal name of the State Library Administrative Agency.			Account Management -> State Info

1.02	Address	Free text entry	This is the mailing address of the State Library Administrative Agency.			Account Management -> State Info
1.03	City	Free text entry	This is the city or identified postal town of the State Library Administrative Agency.			Account Management -> State Info
1.04	State	Dropdown selection	This is the State or Territory of the State Library Administrative Agency.			Account Management -> State Info
1.05	Zip	Free text entry	This is the standard five-digit postal zip code for the street address of the State Library Administrative Agency.			Account Management -> State Info
1.06	DUNS/UEI	Free text entry	This is the recipient organization's unique identifier, which is changing from the Data Universal Numbering System (DUNS) number to the Unique Entity Identifier (UEI) in 2022.	For example, 616672101		Account Management -> State Info
1.07	EIN	Free text entry	This is the Employer Identification Number (EIN), also known as a Federal Tax Identification Number, and is used to identify a business entity. It is issued by the IRS.	For example, 50-3466865.		Account Management -> State Info

1.08	Parent Organization	Free text entry	This is the State government agency or department to which the SLAA belongs.			Account Management -> State Info

2.0 Chief Officer

2.01	Name	Free text entry
2.02	Title	Free text entry
2.03	Phone	Free text entry
2.04	Fax	Free text entry
2.05	Email	Free text entry

No.	Data Element Name	Data Element Type	Data Element Definition	Data Element Notes	Requirement Notes	Data Element Location
2.01	Name	Free text entry	This is the first and last name of the person most directly associated with managing the State Library Administrative Agency (often called the chief officer).			Account Management -> State Info
2.02	Title	Free text entry	This is the position title.			Account Management -> State Info
2.03	Phone	Free text entry	This is the telephone number of the administrative entity or chief officer, including area code. Use dashes for the format.	For example, 865-867-5309 ext. 42		Account Management -> State Info

2.04	Fax	Free text entry	This is the fax number with area code and phone number. Use dashes for the format.	For example, 865-867-5301		Account Management -> State Info
2.05	Email	Free text entry	This is the work email address for the chief officer.			Account Management -> State Info

3.0 Authorized Certifying Official

3.01	Is the Chief Officer also the Authorized State Agency Official? (if No, please fill out the fields below)	Yes/No
3.02	Name	Free text entry
3.03	Title	Free text entry
3.04	Address	Free text entry
3.05	City	Free text entry
3.06	State	Dropdown selection
3.07	Zip	Free text entry
3.08	Phone	Free text entry
3.09	Email	Free text entry

No.	Data Element Name	Data Element Type	Data Element Definition	Data Element Notes	Requirement Notes	Data Element Location
3.01	Is the Chief Officer also the Authorized State Agency Official? (If No, please fill out the fields below.)	Yes/No	This indicates if the Chief Officer serves as the Authorized Certifying Official.	If "No" contact information for the Authorized Certifying Official must be completed for 3.02-3.09.		Account Management -> State Info

3.02	Name	Free text entry	This is the first and last name of the person with the authority to accept grant funds.			Account Management -> State Info
3.03	Title	Free text entry	This is the position title of the Authorized Certifying Official.	For example, Director of the Department of Education.		Account Management -> State Info
3.04	Address	Free text entry	This is the mailing address of the Authorized Certifying Official.			Account Management -> State Info
3.05	City	Free text entry	This is the city or town of the Authorized Certifying Official.			Account Management -> State Info
3.06	State	Dropdown selection	This is the State or Territory of the Authorized Certifying Official.			Account Management -> State Info
3.07	Zip	Free text entry	This is the standard five-digit postal zip code for the street address of the Authorized Certifying Official.			Account Management -> State Info
3.08	Phone	Free text entry	This is the telephone number of Authorized Certifying Official including area code. Use dashes for the format.	For example, 865-867-5309 ext. 42		Account Management -> State Info
3.09	Email	Free text entry	This is the work email address of the Authorized Certifying Official.			Account Management -> State Info

4.0 LSTA Coordinator

4.01	Name	Free text entry

4.02	Title	Free text entry
4.03	Phone	Free text entry
4.04	Email	Free text entry

No.	Data Element Name	Data Element Type	Data Element Definition	Data Element Notes	Requirement Notes	Data Element Location
4.01	Name	Free text entry	This is the person responsible for directly administering the LSTA program (often called the LSTA coordinator).			Account Management -> State Info
4.02	Title	Free text entry	This is the position title.			Account Management -> State Info
4.03	Phone	Free text entry	This is the telephone number of the LSTA coordinator, including area code. Use dashes for the format.	For example, 865-867-5309 ext. 42		Account Management -> State Info
4.04	Email	Free text entry	This is the work email address of the LSTA coordinator.			Account Management -> State Info

5.0 Library Development

5.01	Name	Free text entry
5.02	Title	Free text entry
5.03	Phone	Free text entry
5.04	Email	Free text entry

No.	Data Element Name	Data Element Type	Data Element Definition	Data Element Notes	Requirement	Data Element

					Notes	Location
5.01	Name	Free text entry	This is the person responsible for all library development activities at the SLAA.			Account Management -> State Info
5.02	Title	Free text entry	This is the position title.			Account Management -> State Info
5.03	Phone	Free text entry	This is the telephone number of the Library Development officer including area code. Use dashes for the format.	For example, 865-867-5309 ext. 42		Account Management -> State Info
5.04	Email	Free text entry	This is the work email address of the Library Development officer.			Account Management -> State Info

6.0 Fiscal Officer

6.01	Name	Free text entry
6.02	Title	Free text entry
6.03	Phone	Free text entry
6.04	Email	Free text entry

No.	Data Element Name	Data Element Type	Data Element Definition	Data Element Notes	Requirement Notes	Data Element Location
6.01	Name	Free text entry	This is the person responsible for the SLAA's financial reporting.	This individual will also be added to the eGMS Reach system to facilitate payment requests.		Account Management -> State Info
6.02	Title	Free text entry	This is the position title of the			Account

			fiscal officer.			Management -> State Info
6.03	Phone	Free text entry	This is the telephone number of the fiscal officer including area code. Use dashes for the format.	For example, 865-867-5309 ext. 42		Account Management -> State Info
6.04	Email	Free text entry	This is the fiscal officer's email address.			Account Management -> State Info

7.0 Other Fiscal Officer 1

6.01	Name	Free text entry
6.02	Title	Free text entry
6.03	Phone	Free text entry
6.04	Email	Free text entry

No.	Data Element Name	Data Element Type	Data Element Definition	Data Element Notes	Requirement Notes	Data Element Location
6.01	Name	Free text entry	This is an optional, additional person responsible for the SLAA's financial reporting.	This individual will also be added to the eGMS Reach system to facilitate payment requests.		Account Management -> State Info
6.02	Title	Free text entry	This is the position title of the other fiscal officer.			Account Management -> State Info
6.03	Phone	Free text entry	This is the telephone number of the other fiscal officer including area code. Use	For example, 865-867-5309 ext. 42		Account Management -> State Info

			dashes for the format.			
6.04	Email	Free text entry	This is the other fiscal officer's email address.			Account Management -> State Info

8.0 Other Fiscal Officer 2

6.01	Name	Free text entry
6.02	Title	Free text entry
6.03	Phone	Free text entry
6.04	Email	Free text entry

No.	Data Element Name	Data Element Type	Data Element Definition	Data Element Notes	Requirement Notes	Data Element Location
6.01	Name	Free text entry	This is annother optional, additional person responsible for the SLAA's financial reporting.	This individual will also be added to the eGMS Reach system to facilitate payment requests.		Account Management -> State Info
6.02	Title	Free text entry	This is the position title of the other fiscal officer.			Account Management -> State Info
6.03	Phone	Free text entry	This is the telephone number of the other fiscal officer including area code. Use dashes for the format.	For example, 865-867-5309 ext. 42		Account Management -> State Info
6.04	Email	Free text entry	This is the other fiscal officer's email address.			Account Management -> State Info

IX. User Information Data Element Section

1. User Information

1.0 User Information

This is the user-specific information (“user account information”) in the State Program Report system.

1.01	First Name	Free text entry
1.02	Last Name	Free text entry
1.03	Title	Free text entry
1.04	Email	Free text entry
1.05	Phone	Free text entry
1.06	Fax	Free text entry
1.07	Address 1	Free text entry
1.08	Address 2	Free text entry
1.09	Address 3	Free text entry
1.10	City	Free text entry
1.11	State	Dropdown selection
1.12	Zip	Free text entry
1.13	Current Password	Free text entry
1.14	New Password	Free text entry
1.15	Repeat New Password	Free text entry

No.	Data Element Name	Data Element Type	Data Element Definition	Data Element Notes	Requirement Notes	Data Element Location
1.01	First Name	Free text entry	This is the user’s given name.			Account Management -> User Info
1.02	Last Name	Free text entry	This is the user’s surname.			Account Management -> User Info
1.03	Title	Free text entry	This is the user’s position title.			Account Management -> User Info
1.04	Email	Free text entry	This is the user’s work email address.			Account Management -> User Info
1.05	Phone	Free text entry	This is the user’s telephone number including area code. Use dashes for the format.	For example, 865-867-5309 ext. 42		Account Management -> User Info
1.06	Fax	Free text entry	This is the user’s fax number with area code and phone	For example, 865-867-5301		Account Management ->

			number. Use dashes for the format.			User Info
1.07	Address 1	Free text entry	This is the SLAA's or the user's mailing address.			Account Management -> User Info
1.08	Address 2	Free text entry	This is an additional line for the SLAA's or user's mailing address.			Account Management -> User Info
1.09	Address 3	Free text entry	This is an additional line for the SLAA's or user's mailing address.			Account Management -> User Info
1.10	City	Free text entry	This is the city or town of the SLAA or the user's office (if other than the SLAA).			Account Management -> User Info
1.11	State	Dropdown selection	This is the State or Territory of the SLAA or the user's office (if other than the SLAA).			Account Management -> User Info
1.12	Zip	Free text entry	This is the standard five-digit postal zip code for the street address of the SLAA or the user's office (if other than the SLAA).			Account Management -> User Info
1.13	Current Password	Free text entry	If this is a new account, this is the default password. When resetting a password, this is the former user defined password.	A default password will be assigned by IMLS. Users should change their password once they receive confirmation that an account has been created. Passwords should be at least eight characters long and include one capital letter.		Account Management -> User Info
1.14	New Password	Free text entry	This is the user defined password.	Passwords can be changed.		Account Management ->

						User Info
1.15	Repeat New Password	Free text entry	This is the user defined password.			Account Management -> User Info

2.0 Subrecipient Access

This is where one adds a subrecipient user account.

2.01	Email (Username)	Free text entry
2.02	Title	Free text entry
2.03	First Name	Free text entry
2.04	Last Name	Free text entry
2.05	Phone	Free text entry
2.06	Fax	Free text entry
2.07	Address 1	Free text entry
2.08	Address 2	Free text entry
2.09	Address 3	Free text entry
2.10	City	Free text entry
2.11	State	Dropdown selection
2.12	Zip	Free text entry
2.13	New Password	Free text entry
2.14	Repeat New Password	Free text entry
2.15	Subrecipient	Dropdown selection
2.16	User Status	Radio

No.	Data Element Name	Data Element Type	Data Element Definition	Data Element Notes	Requirement Notes	Data Element Location
2.01	Email (Username)	Free text entry	This is the user's work-based email address.			Account Management - > Subrecipient Access - >Add User
2.02	Title	Free text entry	This is the user's position title.			Account Management - > Subrecipient Access - >Add User
2.03	First Name	Free text entry	This is the user's given name.			Account Management - > Subrecipient Access - >Add User
2.04	Last Name	Free text entry	This is the user's surname.			Account Management - > Subrecipient Access

						- >Add User
2.05	Phone	Free text entry	This is the user's telephone number including area code. Use dashes for the format.	For example, 865-867-5309 ext. 42		Account Management - > Subrecipient Access - >Add User
2.06	Fax	Free text entry	This is the user's fax number with area code and phone number. Use dashes for the format.	For example, 865-867-5301		Account Management - > Subrecipient Access - >Add User
2.07	Address 1	Free text entry	This is the SLAA's or the user's mailing address.			Account Management - > Subrecipient Access - >Add User
2.08	Address 2	Free text entry	This is an additional line for the SLAA's or user's mailing address.			Account Management - > Subrecipient Access - >Add User
2.09	Address 3	Free text entry	This is an additional line for the SLAA's or user's mailing address.			Account Management - > Subrecipient Access - >Add User
2.10	City	Free text entry	This is the city or town of the SLAA or the user's office (if other than the SLAA).			Account Management - > Subrecipient Access - >Add User
2.11	State	Prepopulated	This is the State or Territory or of the SLAA or the user's office (if other than the SLAA).	This is prepopulated based on the state of the SLAA staff member creating this account for the subrecipient.		Account Management - > Subrecipient Access - >Add User
2.12	Zip	Free text entry	This is the standard five-digit postal zip code for the street			Account Management - >

			address of the SLAA or the user’s office (if other than the SLAA).			Subrecipient Access - >Add User
2.13	New Password	Free text entry	This is the user defined password.	Passwords can be changed.		Account Management - > Subrecipient Access - >Add User
2.14	Repeat New Password	Free text entry	This is the user defined password.			Account Management - > Subrecipient Access - >Add User
2.15	Subrecipient	Dropdown selection	This is a list of institutions within the State or Territory (subrecipients and SLAA are in the list). Assign the new user to a particular registered institution in the State or Territory.	Institutions are added (registered) in the Manage Grantees area. This controls the User’s project edit and view access to this single institution.		Account Management - > Subrecipient Access - >Add User
2.16	User Status	Radio: Active/Inactive	This indicates whether the user has current access to the system.	Subrecipients cannot be removed from the SPR system, only marked “Inactive.”		Account Management - > Subrecipient Access - >Add User

Appendix 4: Project Examples [see attached PDF]

Appendix 5: Focal Areas and Intents [see attached PDF]