



April 15, 2025

Dear IMLS Grantee,

Your award was terminated on April 8, 2025. Under the [General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards Issued After December 21, 2020](#), the following must be provided to IMLS in a format of your choice no later than May 12, 2025. You should submit these materials to grantsadmin@imls.gov with your IMLS grant number and “Termination Follow-up” in the subject line:

- (a) a summary of progress achieved under the award (in addition, you may also provide any item produced under the award);
- (b) an itemized accounting of charges incurred against federal award funds and cost sharing prior to the effective date of the termination; and
- (c) a separate itemized accounting and justification for any costs that may have been incurred after the termination date.

In addition, please note the following:

- Failure to furnish the above material may affect your organization’s ability to receive future IMLS awards.
- All reimbursement payment requests submitted in eGMS Reach by close of business on the termination date, April 8th, if approved, will be deposited in your banking institution by April 22nd. If it is not, you should include that amount in your itemized accounting of charges incurred as directed in (b).
- The total of IMLS payments under a terminated federal award cannot exceed the unliquidated balance of the federal award amount obligated by IMLS.

Under Section 30 of the terms and conditions, you may request an IMLS review of the termination decision. The request must be submitted in writing no later than May 12, 2025, and contain a full statement of your position and the pertinent facts and reasons that support such position. You should submit your request to grantsadmin@imls.gov with your IMLS grant number and “Termination Review” in the subject line. If you request a review, the information required in (a) through (c) must still be filed by May 12, 2025.

During the resolution of the review, the notice of termination will remain in effect.

IMLS appreciates your longstanding dedication to serving the American public.

Respectfully,

/s/ Keith Sonderling

Keith E. Sonderling
Acting Director