

# LSTA

## Grant Liaison & Management Manual

April 2026



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## Summary of LSTA Grants

The **Library Services and Technology Act** is legislation that created dedicated funds for museums and libraries in the US. These funds are administered by our federal grant partners the Institute of Museum and Library Services. The purposes [may be found here](#).

IMLS is the federal grant partner of MSLA. We are awarded funds annually that include a base amount and another amount based on population. We receive the grant funds from IMLS on a reimbursement basis and act as a pass-through to our sub-grantees, the county public library systems. All of our grants are awarded on a reimbursement basis. Public library systems submit for LSTA reimbursements from us and we pay them. Then we request the same amount from IMLS—we call this the Drawdown which we submit monthly. In 2025, the Agency began to request the full grant award up front.

In 2024 we received the Maryland portion which is a little over \$3.3 million per year. We currently spend half of that funding internally on salaries and operations— \$1+ million is usually what gets distributed out as grants to Maryland public libraries. Here is the annual list of all states and their federal allotments [over the past five years here](#).

Federal Fiscal Year 24 award Amount = **\$3,332,465.00**

Federal Fiscal Year 25 award Amount = **\$3,335,658.00**

Federal Fiscal Year 26 award amount = **\$3,334,641.00**

## Grant Lingo

**Notice of Grant Award** or NOGA is a legally binding document that is sent for signature when a grant is approved.

**eGMS** or electronic grants management system is how we manage grants online.

**SLAA** or State Library Administrative Agency is how IMLS refers to MSLA. Every state in the US and all US territories has a SLAA.

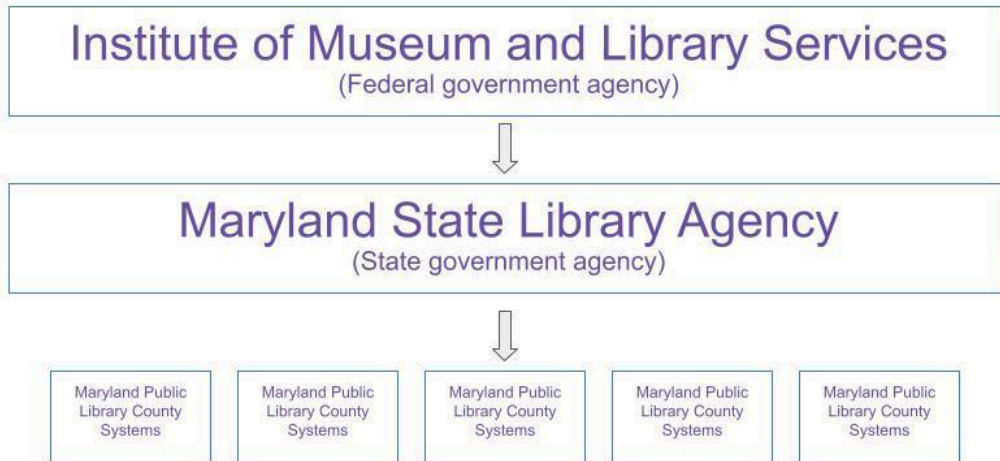
**Grantee or Subgrantee** is the entity that receives our grants— in this case the public library Systems.

**LSTA** - Library Services and Technology Act

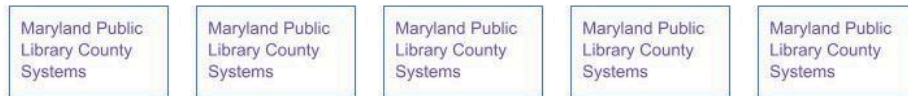
**IMLS** - Institute of Museum and Library Services

# How Grant Funds Move

## PART ONE



## PART TWO



1. Public library systems submit for reimbursement as they spend funds and make progress on their grant.



2. MSLA grant liaisons approve reimbursements.



3. GAD reimburses public library systems.

## PART THREE

### Maryland State Library Agency (State government agency)

1. MSLA requests paid grant reimbursements be reimbursed to us from IMLS. We call this the monthly drawdown.

### IMLS Institute of Museum and Library Services

2. I use IMLS' eGMS to request reimbursement from our federal grantors.

*This completes the life cycle of a grant reimbursement.*

## **Grant & Grant Funds Awarded Up Front**

All LSTA grants are awarded up front to county public library systems. The library commits to spending funds toward the grant program or project and then posts invoices, receipts, and creates a reimbursement form four times per grant period within the eGMS.

Grant liaisons review and approve these quarterly reports within 30 days of submission. Any grant progress red flags, unallowable costs, or undocumented expenses will be followed up on by grant liaisons.



## LSTA FFY26 Grant Timeline

<b>Date</b>	<b>Activity</b>
July 1, 2025	Staff Development-MLA Conference Grants Issued
October 1, 2025	Grant cycle begins late
January 30, 2026	Interim reports due FFY25
June 30, 2026	End of FY25 Grant Cycle
July 30, 2026	Last day to request reimbursement and to submit final report
August 31, 2026	Grant liaisons review and approve all grant Final Reports

## FFY 25 Grant Liaison Timeline

<b>August 25-Sept. 4</b>	Competitive grant reviews
<b>Sept. 5</b>	FFY25 Competitive Grant review at HQ
<b>October 1</b>	<b>Issue NOGAs</b>
<b>Jan 30</b>	Check to make sure your library system has submitted for reimbursement - call systems who have not to nudge
<b>January 30</b>	<b>Interim Reports are due</b>
<b>Feb 28</b>	Interim reports have been reviewed for completeness and Approved or sent back w/ change requests
<b>Sept-Dec</b>	Create content for State Program Report as needed
<b>July 30</b>	<b>Final Reports Are Due</b> Check that all grantees have created a complete final Report with all products and acknowledgements. Nudge and followup as needed.
<b>Aug 1</b>	Begin work on the State Program Report for IMLS.
<b>Aug 30</b>	Final reports have been reviewed for completeness and Approved
<b>Year 'Round</b>	Please answer all grantee emails within 24 hours  As of 2024, site visits are optional.

## What's New?

**New this year, grants are capped as follows:**

- \$40,000 for an individual system project
- \$50,000 for a multi-system project
- \$60,000 for a statewide initiative

### **All Grant Files in eGMS**

All grants from 2021 to the present are also on the google drive.

Grant files from previous years are on the shared Google drive under LSTA 2025-2026 with each grant year in its own separate folder Older LSTA grant files [may be found here](#).

### **Each grant application contains:**

- Grant application
- Grant scoring and comments (recommended)
- Signed NOGA
- Amendments
- Reimbursements
- Interim & Final Reports
- Any documents uploaded by grantees such as vehicle quotes, invoices, or photographs for final reports such as marketing materials and final products.
- Record of grant revision requests
- Any important emails about the grant may be saved as a pdf and uploaded to the Files folder

### **LibGuide for Grants for Public Libraries**

[This is a website that houses many questions that grantees may ask.](#) This is the first place that grantees should look before they contact liaisons with questions.

### **Staff Development & Maryland Library Association Conference Grants**

Staff Development - MLA Conference grant funds may be used to send staff to conferences, to pay for webinars or online training, or to purchase books or other items to further staff development. Almost anything staff development-related may be paid for with these grants—we want to give libraries discretion to use these funds for training that suits their staff needs. MLA Institutional memberships are an allowable cost. Individual memberships are not. Food expenses may be paid as long as they are a part of a working lunch.

**New last year:** a per diem for food while traveling and attending conferences is allowed.

### **eGMS Support**

You may have to have a Zoom meeting with a grantee to show them [how they can submit for reimbursement](#). There is documentation for grantees on how to use the eGMS but sometimes there needs to be one-on-one support. At the Zoom meeting, ask your grantee to share their

screen and guide them through the process. You can also ask the grants coordinator to be present to help out but it is important for liaisons to understand the process within the egms.

eGMS users may reset their own password if they forget but they can also ask the grants coordinator to submit a manual reset for their password. Each library system has 1-3+ licenses to be able to use the eGMS. The names and emails of all library users [may be found here](#). (I maintain this list and update it when people leave and new people step into the role.

## Grant Liaison Information & Guidelines

### **What is a grant liaison?**

The grant liaison is the point person between a library system grantee and the Maryland State Library Agency. When questions or issues arise with a grant the liaison is the point of contact for getting the information or guidance that is needed to successfully fulfill the grant.

### **What are the grant liaisons' responsibilities?**

**Familiar with Grant Application** - Read original and any amended grantee application documentation on the egms to determine the scope of the project and/or activity. The grant liaison is familiar with the grant application of the library/county that they represent and is able to answer finer points about the LSTA grant parameters.

**Know the Rules** - The grant liaison is familiar with LSTA restrictions/rules but may also consult with the LSTA coordinator as needed.

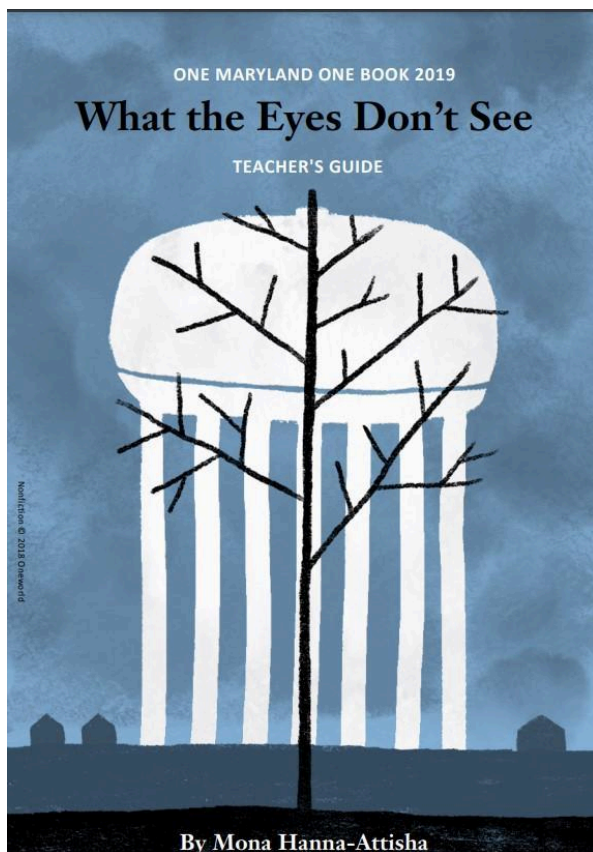
**Look at and Review** - Quarterly accounting, Interim reports, final reports, and all final products. Followup with libraries who are late, who have not provided information, or have not included the final products with correct acknowledgements.

**Look at Marketing and PR** - The grant liaison reviews related public relations efforts for accuracy and compliance with IMLS and MSLA acknowledgment guidelines. Implements documented, corrective action, pending any irregularities.

**Confirm Correct Acknowledgements** - The grant liaison makes sure that any grant-funded products or marketing materials contain correct acknowledgments for MSLA & IMLS. (This includes but is not limited to Strategic Plans, Technology Plans, Marketing Plans, Facility & Space Planning, and vehicle wraps.)

### **Acknowledgments - Correct Example**

Here is an excellent example of a vehicle wrap from [Wicomico County Public Library](#).





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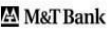
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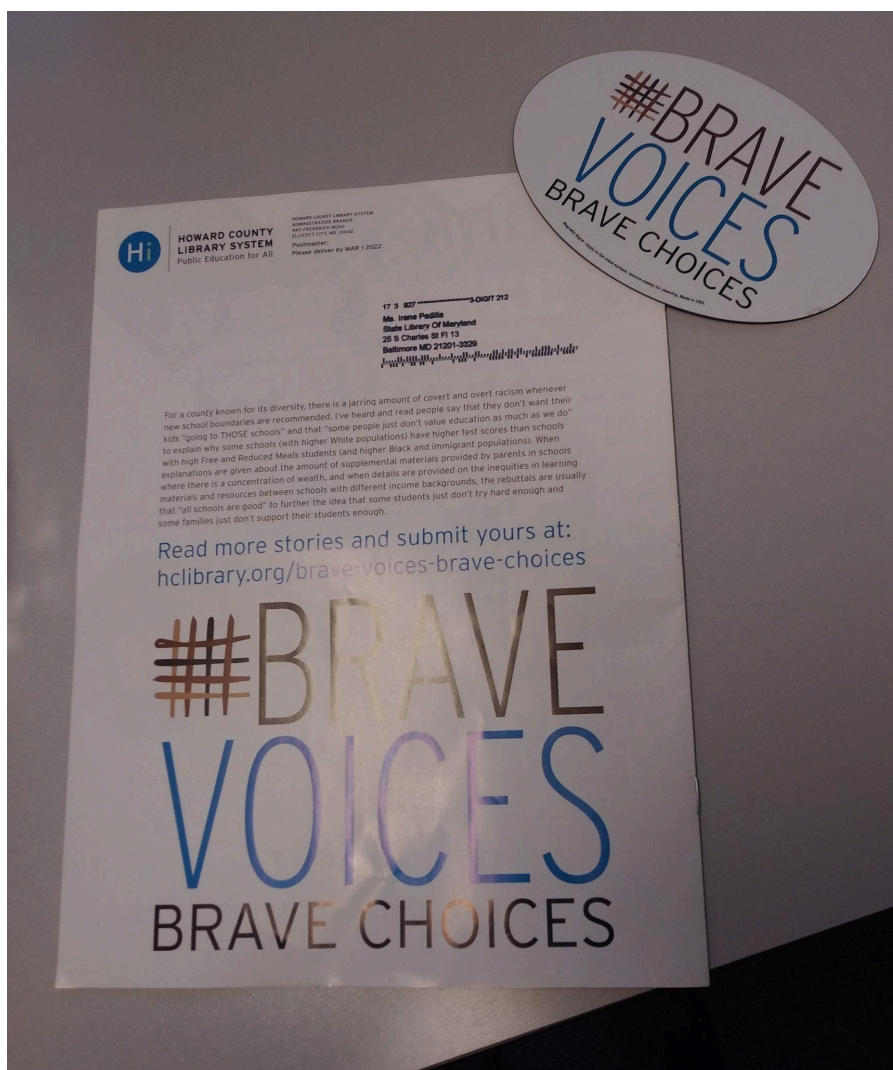
For grants that have products we also need a copy to include with the State Program Report to IMLS. From IMLS' point of view, they paid for the creation of a product and therefore would like to have a copy.

MSLA also needs copies of any marketing materials created for a specific grant program with correct acknowledgments. The marketing materials created by One Maryland One Book every year are excellent examples of how marketing materials may be created with grants funds. The materials are appropriate because they promote OMOB and they have the correct acknowledgments that include the Maryland State Library Agency and the Institute of Museum and Library Services.

### **Acknowledgments & Matching Funds - Problematic Example**

Below is an example of a lack of acknowledgments and matching funds from Howard County Public Library. If you look at grant application #1124 we funded a grant called Brave Voices, Brave Choices. There are no acknowledgments on these promo pieces. When this was called to the attention of Howard Co. they said that these were not paid for with grant funding but this is still not OK. Why?

- MSLA funded a grant called Brave Voices, Brave Choices.
- Howard County Public Library claims indirect costs for this grant at 10%-- we are paying for some of the grant admin.
- No indication of matching funds is a problem for libraries that want to replicate the program. Grants are not required to have matching funds but if there are matching funds it's nice to know how much was spent on which piece of the grant. Typically, matching funds are delivered in the form of staff hours dedicated to working on the grant program or project.



### Importance of Acknowledgements

First, this is required by IMLS. Second, previous administrations have attempted to eliminate IMLS. It is important for these federally-funded grant programs to announce, market, and advertise the great work of IMLS, MSLA, and public libraries across the nation. Also, as taxpayers, we all like to know where our tax dollars go. We want the general public to be aware of the great work that public libraries are doing nationwide.

## **Grant Review & Documentation**

The grant liaison performs occasional scans of LSTA activities via website review, phone conversations, face-to-face conversations, social media, and newsletters.

Keep complete documentation of all communications with subgrantees. Confirm submission and review and approve all interim and final reports within 30 days of the due date. Communicate with your grantees that reports are approved or if they need improvements and/or more detail.

Present promising practices and successes of assigned grantee activities at MSLA staff meetings for further review and discussion about the potential for sharing statewide, regionally, or nationally.

### **What if a grant liaison is on vacation or leave?**

The Grants Coordinator is the de facto backup for all grant liaisons. When a grant liaison is answering the question of another grant liaison they will copy that person on all email responses to the grantee to keep everyone in the loop.

### **Who are the contacts in the public library system I represent?**

Here is a [list of all license holders for the egms](#). Typically they are the people who are completing the grant program or project.

### **What is the timeline for answering grant questions?**

In the spirit of providing excellent customer service, grant questions should be answered within 24 hours, no longer than 48 hours.

### **What kinds of questions does the grant liaison answer?**

One of the biggest questions is about allowable costs. There is an excellent IMLS Tip Sheet For Allowable Costs linked to [the web page here](#).

Other questions may include reimbursements, the grant timeline, general eGMS troubleshooting questions, grant revisions, etc.

**Example:** Harford County had a Staff Development Day and wanted to give all the staff pens. **Is this an allowable cost?**

**Another example:** A library system needs new furniture. Can they get an LSTA grant to pay for that? **Is this an allowable cost?**

### **Do I need a survey?**

Consult the IMLS LSTA parameters so that you can answer these questions. There is also info on the [grants website here](#). Most grants could really use a survey but they are often overlooked. How do you survey/assess the success of a Facilities Master Plan or new employee handbook? One of the things we did last year to try and wrangle more survey data is to request that MLA-DLA perform the survey and share the data for us– only for Maryland attendees.

### **Grant changes?**

Sometimes, grantees may need to alter, change, or amend a grant. It is the responsibility of the grant liaison to assist the grantee in finding and filling out a [Grant Revision request on the eGMS](#) so that all significant changes are tracked and documented. A good grantee communicates these changes or potential changes as soon as possible to the grant liaison.

The grant liaison will always consult the initial grant application to review the stated intent and purpose of the grant. Will the change in grant still honor/follow the original grant intent?

### **Grant Reports**

The grant liaison is responsible for making sure that the grantee completes the interim and final reports on time and satisfactorily. The interim report is **due January 30**. The final report is **due July 30**. All grant reports will be approved by grant liaisons within 30 days of the deadline so that grants coordinator can get a head start on the State Program Report which is **due January 30** of each year

Just FYI, there is guidance for library systems on how to complete the [interim report](#) and [final report here](#).

### **Grant Reimbursements**

The grant liaison (GL) politely nudges the grantee to submit reimbursements in a timely fashion, monthly or quarterly is ideal for a good cash flow and workflow. The GL also approves reimbursements on the eGMS. Review reimbursement requests for accuracy and compliance with federal and state regulatory guidelines. When approved, all reimbursement forms are generated within the egms and circulated for signature by Carlotta. They are signed & approved by Carlotta, Tamar, Donna, and Irene.

[Here is a page on our website](#) that provides information to grantees on how to submit a complete and accurate reimbursement request.

Grantees may need assistance in submitting for reimbursement and it is the responsibility of the grant liaison to be able to help grantees complete this essential function. There is a [short video here](#) that guides the grantee through the reimbursement process.

Each reimbursement request is entered into FMIS by Carlotta. It is then approved and transmitted to the General Accounting Department in Annapolis. Please emphasize to your grantees to combine reimbursements as much as possible into one. This saves significant time for Carlotta and the rest of the agency when processing reimbursements. Also, grantees should only submit once per month per grant– this also saves the agency time and effort. Grant reimbursements may take up to 30 days to completion. (Which is when the reimbursement cash shows up at a library system.)

### **Risk Assessment**

Risk assessment is required by IMLS and the federal law that describes grant management. The GL communicates any significant grant snags to the LSTA grant coordinator so that there is good communication about grantees. What is a potential red flag that could affect a grantee's risk assessment? Any change in key library grant personnel should be communicated widely and ASAP. Other factors that may affect a grantee's [risk assessment](#) include poor communication, not completing reports on time, etc.

### **Site Visits**

One of the most important roles of the grant liaison is in building relationships with public library stakeholders. Site visits are a great way to get to know your library customers and to have a sense of the community.

**Purpose:** To review the progress of the project from current year inception to present-day implementation, and to gauge and provide technical assistance as needed through observation of:

- Administrative and financial activities such as:
- Status of grant goals and objectives.
- Programming/Activities such as:
  - Program delivery
  - Evidence of program delivery (promotional materials w/acknowledgments, articles, etc.)
  - Interviews with staff members delivering programming

2. **Timeliness:** LSTA funded projects will receive at least one site visit per year from an MSLA Grant Liaison.

### **Who assigns grant liaison?**

The PLSNB Branch Director, Tamar, assigns grant liaisons.

## The Grants Portal aka the Electronic Grants Management System (EGMS)

URL: <https://mdsl.my.salesforce.com/>

The new grants portal has been created as a way of centralizing all grant paperwork and administration for both MSLA and our public library stakeholders and reducing human error. The portal is referred to as an eGMS that is a custom-build on a Salesforce platform. We currently have 80 external licenses available to library grantees. Most libraries have 3 licenses per county. Other larger library systems may have more.

The eGMS has two sides: the outward-facing side of the portal is for our grantees, Maryland public library users. Library workers can only see their library information. The other side of the eGMS is internal facing– this is the part that we can see as grant liaisons.

**Who can access the portal externally?** There is [a spreadsheet here](#) that lists all of the library people who have access to the eGMS. This document of license-holders is subject to change. I maintain the licenses and license holder info in and out of the system.

The eGMS is a central location where grantees can:

- Apply for a grant
- Submit interim and final reports
- Submit for reimbursement
- Verify that reimbursement has been approved/denied
- Submit a grant revision request
- Upload any necessary documents or images
- Store rejected grants from previous cycles for possible recycling
- View and download signed NOGA

**Grant liaisons will use the portal to:**

- Review and score grant applications (recommended)
- Review and approve interim & final reports
- Review and approve/deny reimbursements
- Approve/deny grant revision requests

**The eGMS sends out notifications for:**

- Grant application approved - Automatic message to look for the NOGA coming soon.
- Reimbursement requests - When a grantee makes a reimbursement request the system sends an automated email to the grant liaison to check the system with a link.
- Reimbursement approval/denial - The auto message goes to the grantee
- Grant Revision request - Automatic message to grant liaison.
- 30 days before interim & final reports are due - Auto message to grant liaison and public library system.

There are several brief videos **created to guide grant liaisons** through functions on the portal and include:

[How to Find Grant Applications by Liaison](#)

[How to Review and Approve or Deny a Reimbursement](#)

[How to Navigate and Sort Lists](#)

[How to Enter a Grant Application](#)

[Reviewing Applications and Navigation](#)

[How to Find and Approve Interim Reports](#)

### **Helping Library Users in the eGMS**

I also made videos that show library systems how to complete the grant application, how to request a grant reimbursement, and how to submit a final report, on the [MSLA website here](#).

Grant liaisons should review them so that you at least have an idea of how you can guide your library users through the website if they get lost. Most library systems have been great at adapting to the new system however there have been several situations where the error is coming from the user, not the grants portal. I have found that the best way to mitigate this is to meet online with the user having an issue and asking them to share their screen to walk them through the problem. If you are comfortable walking a grantee through an egms process alone that is fine but the grants coordinator is also happy to attend the meeting to lend support.

Grant applications, amendments, reports, and reimbursements are automatically filed with the corresponding grant folder on the eGMS.

### **Miscellaneous eGMS Info**

You may want to save any important grant emails as pdfs and upload them to the “Files” section of a grant. This could be important for documentation of grant requests, changes, etc. It is important to leave breadcrumbs for anyone who needs to review the grant so that they have the full picture.

You can create a custom dashboard of information in the eGMS. You can also create reports and filter them in a variety of ways. If you have specific reporting needs, please let me know and I will be happy to work with you to create these.

## Approving or Denying Reimbursements


Grant liaisons are notified by email when a reimbursement has been submitted on the grants portal for a grant from a library system that they represent. It's also a good practice to log in to the portal at least once a week to make sure there are no reimbursements pending. We have a federal obligation to pay reimbursements within 30 days of receipt so timeliness is important.

Verify that the grantee has entered the correct amounts into the correct category. Ideally, all reimbursements align with the original grant application. Review the budget of the grant application if unsure about the amount or categorization of the reimbursement.

When grantees submit for reimbursement they need to be thorough:

- Date, location, the title of Conference, number of staff members who attended
- Description of supplies ordered
- Number of hours for salary/wages
- **Equipment** - This category can only be used for single items over \$5,000 that have been pre-approved for purchase by MSLA and IMLS. Many times, systems will put hardware and software purchases here which is understandable, but this really is categorized as Supplies.
  - **4.99 - Other** is only for [libraries who claim indirect costs](#). There is an indirect cost survey once a year that goes to all library directors who may or may not claim 10% to offset the cost of administering the grant.

### Example of a good reimbursement request

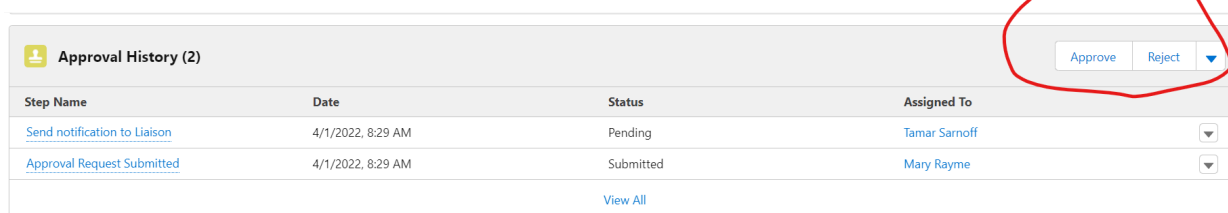
Reimbursement Status	Approved
Description of Expenditure	Conference Registration for Staff Members to attend MLA Conference 5/3 -5/4/2022. (18) Staff Members @ \$170.00 each, \$3,060.00; (2) Staff Members @ \$ 180.00 each, \$360.00; (23) Staff Members @ \$210.00 each, \$4,830.00. Pre-Conference for (2) Staff to attend "Adult Programming" @ \$75.00 each; (1) Staff to attend "Employee Driven Performance" @ \$75.00; (1) Staff to attend "How to Create a DEI Strategy" @ \$100.00; and (2) Staff to attend "Everyone Leads" @ 50.00 each.
Reimbursement Status Public	Approved
Grant Title	Staff Development - MLA
Grant Liaison	 <a href="#">Tamar Sarnoff</a>

Here are directions for [how to approve the reimbursement online](#).

**Is the reimbursement an allowable cost?** For example, individual memberships in MLA or ALA are not allowable costs. Institution memberships are allowed. IMLS has a one-page reference [for Allowable Costs here](#). This is the [guidance on the MSLA website](#) that includes another allowable cost tip sheet from California. If you are still unsure about whether your reimbursement request is an allowable cost please reach out to the grants coordinator.

### Denying a grant reimbursement request

If you need to deny a reimbursement request please reach out via email or phone to the person who completed the request and explain in detail how they can correct it. Instead of clicking the Approve button, please choose the Reject button. The rejected requests are saved in the system to show the work. Users can cut and paste from the rejected requests to create a new reimbursement request.



The screenshot shows a table titled 'Approval History (2)'. In the top right corner, there are two buttons: 'Approve' and 'Reject', with a dropdown arrow next to 'Reject'. These buttons are circled in red. Below the buttons is a table with the following data:

Step Name	Date	Status	Assigned To
<a href="#">Send notification to Liaison</a>	4/1/2022, 8:29 AM	Pending	Tamar Sarnoff
<a href="#">Approval Request Submitted</a>	4/1/2022, 8:29 AM	Submitted	Mary Rayme

At the bottom of the table, there is a link that says 'View All'.

### All reimbursements are due 30 days after the grant award deadline

Final reimbursements for most grants are due thirty days past the grant end date of **June 30** which is **July 30**. Any extensions must be requested in writing but the absolute drop-dead day for reimbursing on a grant is **October 30** which is 30 days past the end of the federal grant period that ends on **September 30**. Reimbursements submitted after October 30 cannot be reimbursed from the grant cycle in which it was awarded.

### Time Period of Reimbursement

One of the rules of LSTA grants is that the grant funds need to be used and applied to the fiscal grant year. This is a little confusing for everyone. For example, a grantee would like to purchase a 3-year warranty for a piece of equipment that was purchased in the current grant cycle. We are unable to reimburse for a 3-year warranty as that would be outside the grant year. We can reimburse for one-third of the warranty if that would fall within the grant cycle year. (Which again is July 1 - June 30). Ideally, these are the kinds of unallowable expenses that are specified as such in the grant application period, and would be considered in the amount of funding provided for a grant request.

### Contracted Services vs. Consultant Hours

Contracted services are the people or organizations who perform the work (such as catering). Consultant hours are for people who make plans or evaluations. This can be difficult to determine. Ideally the grantee in setting up the budget for their grant they have already determined the correct category.

### What is an encumbrance?

An encumbrance is a short-term earmarking of funds. Grantees may submit for reimbursement for things they intend to pay for within 90 days. Funds cannot be encumbered for staff salaries, funds can only be encumbered for goods and services. All ordered goods or requested services must have an invoice on file dated not later than the end of the grant period to encumber funds. These documents are maintained within a grantee's library and they are responsible for having the correct documents to present to an auditor if necessary. MSLA does not need to see supporting documentation, but it should be made available upon request.

#### **Internal processing of reimbursements**

Every week, Carlotta puts the reimbursements from the week before into a batched document that includes the grant reimbursement invoice as well as the corresponding NOGA. These reimbursement batches are reviewed and signed by Carlotta, Tamar, Donna, and Irene. These reimbursements are processed in FMIS by Carlotta and transmitted to the General Accounting Department in Annapolis for payment. Ideally, this process takes 30 days or less which is required by [federal grant guidelines](#).

## Making Changes to a Grant

When a grant revision is requested by a grantee on the eGMS, the corresponding grant liaison receives an email informing them of the request.

There are several ways that a grant may need to be changed. The three most common ways a grantee might request a grant change are:

- Budget shift
- Intent change
- Date range change

### **Budget Increase/Decrease/Reallocation**

If a grantee needs to request more funds, they may complete the grant revision form on the eGMS. More typically, grantees contact their liaisons directly for this request but it may also be done via the egms. Any grant increases need to be approved by Irene. We may or may not have funds to increase grants and this is a very rare occurrence. Any increase or decrease in a grant requires an amendment to be created.

When reallocating funds it is important to remember that Equipment is only for any single item over \$5,000. Other 4.99 is a budget category reserved for grantees who claim indirect costs.

### **Intent**

If the intent or main idea of a grant changes, the grantee needs to contact the grant liaison to have a conversation especially as it pertains to future spending. During the COVID-19 pandemic, many grants with travel components needed to shift significantly to accommodate the needs of a global pandemic. Some grantees reached out to discuss, others did not. Going forward, we will train library grantees to be better communicators. [review]

### **Date Range**

Sometimes a grantee needs to change the start or end date of a grant. For example, a grantee in the previous fiscal year requested to have their grant begin on June 1 (not July 1) as they had already accumulated expenses on a grant project. We can usually accommodate these changes when possible. Please work with the grant coordinator if this issue arises since it requires a grant amendment.

### **Grant Extensions**

While we did receive a grant extension for ARPA funds mostly due to supply chain issues, we have only issued one extension, so far, for the current grant cycle. Grant extensions are only given for exceptional reasons.

## Interim and Final Reports

Typically, interim reports are due 6 months after the beginning of a grant period. Because this falls at busy times at the end of the year and during a holiday, the interim report due date was moved to January. Technically, the interim report is 7 months into the grant process. The interim report has been simplified for grantees and grant liaisons.

Automatic reminder emails go out from the eGMS to all grantees reminding them to complete the interim and final reports. This saves grant liaison time. Liaisons will still need to look at all of their grants within the eGMS to make sure that the reports are correct and to approve/deny. All interim and final reports must be reviewed and approved within 30 days of receipt, please.

### Communicating with grantees

In the interest of receiving timely information, it is recommended that grant liaisons call their grantee if two emails go unanswered. This holds true for late reports and reimbursements, esp. At the end of the grant year.

### Reviewing the Interim Report

The main goal of the Interim Report is to remind grantees that they have an LSTA grant that they need to be accountable for. MSLA also wants to make sure that grantees are moving forward with their grant and that they plan on using all of the funds. This is also a good time to make sure that the grant is on track to be completed by 6/30/25, remind that the final report is due 7/30/25, and that all funds must be reimbursed by then.

- Grant liaisons review the Interim Report within a week or two of receipt. Please review [instructions to grantees](#) so that you have knowledge of how grantees should complete the report.
- Even if library systems have not spent funds they need to submit an Interim Report.
- While we cannot force library systems to submit for reimbursement, grant liaisons should encourage submission at least quarterly so that all the requests do not come in at the end of July.
- There should be some kind of reasonable & meaningful report that talks about how funds have been spent and how they intend to use funds.
- If satisfied with the Interim Report, please Approve.
- If the Interim Report needs more information or specifics, please contact your grantee.

## Approving in the eGMS

The screenshot displays the eGMS interface for an Interim Report. At the top, the Maryland State Library Agency logo and navigation menu are visible. The main content area shows the report details for IR-00296, which is currently in 'In-Review' status. A progress bar indicates the report's status, with a 'Mark Status as Complete' button highlighted in red. Below the progress bar, the 'Details' section provides information about the application, including the grant end date (6/30/2026) and the grant liaison (Mary Rayme).

Information	
Interim Report #	Application
IR-00296	00001761
How much of the grant has been spent	Grant End Date
\$0	6/30/2026
Will all of funds be spent by end date?	Grant Liaison
Yes	Mary Rayme
	Grant Title
	Outreach vehicle #2

### Approval & Spending Down Funds

The eGMS is set up to send out an email to grant liaisons to notify them that they have a reimbursement request waiting for approval/rejection. The email contains a link that takes grant liaisons to the eGMS and approve or deny the interim and final reports. Grantees that have indicated they will not spend all of their funds need to be contacted to have a conversation. If it's not possible for grantees to spend their grant down 100%, we would probably want to amend the grant to reduce funds so that we may reallocate those funds elsewhere. NOGA amendments are issued for remaining funds over \$100 per grant.

Ideally, we want all systems to spend their grant funds. For example, if a library system has leftover funds from a Staff Development (SD) grant grantees can use funds to purchase items for an SD collection, to pay for staff webinars, or tuition. If a library system has a technology grant and has unexpended funds, you can ask the system to use the balance to purchase supplies or accessories that support the intent of that LSTA-funded project or grant. If the library system has any single items that cost over \$5,000 the grant liaison will need to notify the grants coordinator who will in turn request approval for this purchase from IMLS.

### The Final Report

Much of the information in the final report is needed for good grant reporting and also for use in the State Program Report which is due to IMLS on **January 28**.

Ideally, the final report includes:

- Complete outputs and outcomes
- A complete and accurate breakdown of how the funds were spent

- A breakdown of Activities
- A reflection on lessons learned
- Photographs that help to illustrate the project
- The final product with correct acknowledgments
- Survey results, as needed

Here is an example of an [excellent final report from Indigenous Maryland](#), LSTA grant #1318 to Prince George's County Public Library.

If the final grant report is not providing critical data such as the final product with correct acknowledgements the grant liaison needs to reach out to the grantee to obtain it. Products include: strategic plan, facilities plan, feasibility study, outreach and marketing materials.

[For the benefit of the grantee, I created a pdf of acknowledgements that can be downloaded and added to a doc that can be accessed by clicking on this sentence.](#) (At the bottom of the page.)

## Grant Scavenger Hunt - A Quiz

1. The Assistant Library Director at Queen Anne County Library would like to know how much money they have left in grant #1505. Where would you find this information?
2. A subgrantee is managing a grant and would like to buy items that promote the library generally. Is this an allowable cost? Why or why not?
3. A library is using staff development funds to conduct training in the library. Do they need to survey library staff?
4. A library system has spent more on a grant than the awarded amount. Can they submit for reimbursement anyway?
5. In reviewing a reimbursement request you see a library has submitted for individual ALA membership for a few staff members. Is this an allowable cost?
6. The director's assistant contacts you and would like to know the deadlines for the grant they are managing. Where would you direct them to find this information?
7. A grantee has submitted a reimbursement request in the egms. The description within the reimbursement says, "Purchased pre-approved wifi extenders with installation and electrical work." What is the red flag?
8. A grant liaison would like to know what library systems they manage. Show us two different locations to find this information.

## Grant Administration Internally & Extra Resources

Here is the [part of the MSLA website](#) for both liaisons and external customers about LSTA grants. I use this often to direct library customers who have questions.

[Example of a NOGA](#), award letter, GMQG. We have eliminated the GMQG since all of that info is on the egms and the MSLA website.

The Grants to States program is also the LSTA program. IMLS has a large manual of grant instructions and [guidances here](#).

### [Statutory and Regulatory Overview of the LSTA Grants to States Program](#)

Specific legal language about allowable costs from IMLS is here.

### [ALLOWABLE COSTS: ADVERTISING, PUBLIC RELATIONS, AND PROMOTIONAL MATERIALS](#)

[Example of an award package from IMLS](#) (The Award Number and Award Date are used to populate the NOGAs.)

### **Important Federal Grant Guidance**

In the absence of state regulations about grant administration, we defer to Federal law. 2 CFR, Part 225 - [Cost Principles for State, Local, and Indian Tribal Governments here](#).

Also known as the Supercircular, the 2 CFR is the definitive guide to Federal Grant Guidelines and includes info about Allowable Costs.

### **Videos and Directions On the Shared Drive:**

[Batch Reimbursement Directions](#)

[Find Grants By Liaison.mp4](#)

[Grant Management - Admin Guide and Technical Documentation \(1\)](#)

[How to Approve Interim Report](#)

[How to Approve or Decline a Reimbursement](#)

[How To Change Status of Reimbursement from Approved to other options](#)

[How to Do Data Dump.mp4](#)

[How to Enter a Staff Development - MLA grant in the egms](#)

[How to Generate NOGAs and Send for Signature](#)

[How to Reset Password.mp4](#)

[LSTA Grants How To Enter an Application internally](#)

[Recording of Staff Development - MLA input training](#)

[Reviewing Applications and Navigation.mp4](#)