

ARPA Formula Grant Reporting Instructions

To submit report:

Go to: <https://www.grantinterface.com/Home/Logon?urlkey=MSL>

Enter in the email and password you used for the ARPA application. Remember that we are also using this grant platform for the MPLF grants – so if you have applied for MPLF you need to read/look closely to make sure you are selecting ARPA – not MPLF.

Once logged in you should see a blue edit button on the far right next to your library's.

Sample screen shot from Falmouth's account

The screenshot displays the user profile for Jenna Mayotte at Falmouth Memorial Library. It includes contact information for both the applicant and the organization, a 'Contact Email History' link, and a message box stating: 'If your organization information does not appear correct, please contact the funder. Thank you.' Below this, there are tabs for 'Active Requests' (1) and 'Historical Requests' (0). A dropdown menu is open for 'Falmouth Memorial Library - ARPA', showing 'Process: ARPA Grants' with 'Application Submitted' on 08/18/2021 and 'Decision Undecided'. A 'View Application' link is present. Under 'Follow Up Forms', a table lists the 'ARPA Grant Final Report' assigned to Jenna Mayotte, with an 'Overall Award' status and a due date of 06/15/2022 11:45 PM EDT. An 'Edit' button is highlighted with a red arrow.

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT
ARPA Grant Final Report	Jenna Mayotte	Overall Award	06/15/2022 11:45 PM EDT	Assigned	Edit

Click the edit button and it will bring you to the Follow Up tab that has the Financial Report template for you to use.

[Sample report](#) in PDF for reference.

The reporting should not take a lot of time if you have the dollar amounts for each Category.

If you click **Save Follow Up** you can return and edit.

The Follow Up report will only be submitted if you click the **Submit Follow Up** button. So be sure to do that!

Please let us know if you have any questions. If you have forgotten the password to login, use the Forgot Password link.

Email either me or Kimberly Clark and we can tell you what email address was used for the application.