ARPA Formula Grant Reporting Instructions

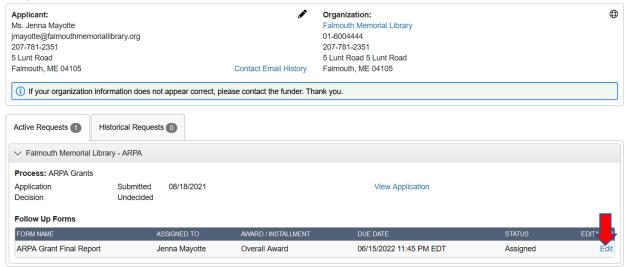
To submit report:

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



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

<u>Sample report</u> 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 b**utton. 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.