



TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION

TSLAC Grant Management: LIFI Performance Measures



LIBRARY INFRASTRUCTURE FACILITY IMPROVEMENT GRANT



Agenda

- ☐ Housekeeping
- ☐ Performance Measures
- ☐ Submitting Reports

HOUSEKEEPING

Housekeeping

- ☐ Executed contracts
- ☐ Submit **Pre Award Assessment** questionnaire in GMS
- ☐ Reach IT Coach Carson Block at new email address: lifi@carsonblock.com

Housekeeping

- ☐ Submit grant contact changes to grants@tsl.texas.gov
 - ☐ Financial management contact (proxy)
 - ☐ Secondary program contact
- ☐ Include grant number on ALL TSLAC communication

Housekeeping

☐ Who's Who?

- ☐ TSLAC Staff: **Grants and LIFI Teams**
- ☐ Coaching: **Carson Block and staff**
- ☐ Funding Source: **TX Broadband Development Office (BDO)**
- ☐ Additional Grant Support: **KPMG**

PERFORMANCE MEASURES

Overview

- ☐ Initial Data Collection
- ☐ Monthly Data Updates
- ☐ Formal Reports
 - ☐ Quarterly
 - ☐ Annual (P1)
 - ☐ Annual/Close Out (P2)

Initial Data Collection

Initial Data Collection

- ☐ Survey response due by **Fri, Oct 3**
- ☐ Gathers data needed for your first Quarterly Report



<https://bit.ly/lifi-survey>

Initial Data Collection

Progress Update

- ☐ What percentage is the project complete?
 - ☐ Not started
 - ☐ Less than 50% Complete
 - ☐ More than 50% Complete
- ☐ Planned/actual construction start date
- ☐ Planned/actual construction completion date
- ☐ Planned/actual initiation of operations date



<https://bit.ly/lifi-survey>

Initial Data Collection

General data

- ☐ Indicate whether you are using other federal funding to support your LIFI-funded project
 - ☐ We are using E-Rate for LIFI-funded project (allowable if LIFI used for non-discounted portion)
 - ☐ We are using E-Rate but not for LIFI-funded project
 - ☐ We are using other federal funding for LIFI-funded project
 - ☐ We are not using E-Rate nor any other federal funding for LIFI-funded project

- ☐ Does your library have access to public transit?
 - ☐ Yes, No



<https://bit.ly/lifi-survey>

Initial Data Collection

☐ For Broadband Infrastructure Projects:

1. Project type
 - ☐ Fiber, Wireless, or Hybrid
 - ☐ Underground or Aerially
2. Planned number of daily users



<https://bit.ly/lifi-survey>

Initial Data Collection

☐ For Facility Access Improvement Projects:

1. Construction or Renovation?
2. Square footage of grant-funded project(s)
3. Planned number of daily users of grant-funded facilities open to the public



<https://bit.ly/lifi-survey>

Initial Data Collection

☐ For Facility Access Improvement Projects:

☐ Planned number of the following to be constructed/renovated from the grant:

- ☐ Classrooms
- ☐ Computer labs
- ☐ Multi-purpose spaces
- ☐ Telemedicine rooms
- ☐ Other capital assets



<https://bit.ly/lifi-survey>

Monthly Data Updates

Monthly Data Updates

- ☐ Check-ins with Carson:
 - ☐ Let him know your progress
 - ☐ How far along is project?
 - ☐ Any challenges?
 - ☐ Then when it's done:
 - ☐ How many miles?
 - ☐ How many actual facilities?
 - ☐ How many actual users?



Monthly Data Updates

- ❑ **For Broadband Infrastructure Projects:**

- ❑ Installation progress (Miles Installed)
- ❑ Actual number of daily users

- ❑ **For Facility Access Improvement Projects:**

- ❑ Actual number of each facility type to be construction or renovated
- ❑ Actual number of daily users of grant-funded facilities open to the public

- ❑ **Additional Commentary**

- ❑ Detail any engaged subcontractors, permits statuses/delays and any safety events or risks encountered during reporting period



Formal Reports

Formal Reports

- ❑ **Quarterly Reports (financial and performance)**
 - ❑ There will be **five** total – Q1 will be done via survey, so first formal one will be due Jan 7, 2026
- ❑ **Annual Reports**
 - ❑ There will be **two** – one due July 7, 2026, and one due March 7, 2027
 - ❑ The second one will have some additional **Close-Out** questions

Formal Reports Timeline

Report	Due
Quarterly	<i>Q1 – Via Survey</i> Q2 – Jan 7, 2026 Q3 – Apr 7, 2026 Q4 – Jul 7, 2026 Q5 – Oct 7, 2026 Q6 – Mar 7, 2027
Annual	P1 – Jul 7, 2026
Annual/ Close Out	P2 – Mar 7, 2027

Quarterly Report



Quarterly Report

1. Financial Reporting
2. Project Status and Timeline
3. Data Updates or Corrections

Quarterly Report

- ☐ Q2 – Jan 7, 2026
- ☐ Q3 – Apr 7, 2026
- ☐ Q4 – Jul 7, 2026
- ☐ Q5 – Oct 7, 2026
- ☐ Q6 – Mar 7, 2027

Quarterly Report

1. Financial Reporting

- Stay tuned for additional training and support

Quarterly Report

2. Project Status and Timeline

- ☐ Percentage Complete
 - ☐ Select: *Not started, Less than 50% Complete, More than 50% Complete, Complete, Cancelled, or Void*
- ☐ Construction Start / Completion Date (planned, *actual*)
- ☐ Initiation of Operations Date (planned, *actual*)
- ☐ Operations Explanation (if project hasn't begun, such as delays or pending issues)
- ☐ *Using Other Federal Funding? (such as E-Rate)*

Quarterly Report

3. Updates: Facility Access Improvement Project Data

- ☐ Type of Investment (New Construction or Renovation)
- ☐ Number of classrooms (planned/*actual*)
- ☐ Number of computer labs (planned/*actual*)
- ☐ Multi-purpose Spaces (planned/*actual*)
- ☐ Telemedicine Rooms (planned/*actual*)
- ☐ Other Capital Assets (planned/*actual*)
- ☐ Total Square Footage funded by grant (planned, *actual*)

Quarterly Report

4. Data Updates or Corrections

- ☐ Total number of users (*actual*)
- ☐ Explanation of how number was identified, or reason hasn't been used

- ☐ *Access to Public Transit? Y/N*

Annual Report



Annual Report

- ☐ P1 – Jul 7, 2026
- ☐ P2 – Mar 7, 2027

Annual Report

1. Status of any challenges
2. Historically underserved, marginalized or adversely affected groups
3. Community engagement efforts and activities
4. Special Broadband Infrastructure project data

Annual Report

1. Status of any challenges

- ☐ You will have been reporting this to Carson and his team all along, but we'll want you to summarize the details

Annual Report

2. Historically underserved, marginalized or adversely affected groups

- ☐ TSLAC's **Data and Project Coordinator Promise Madu** will be helping you identify the groups and help you track your progress
- ☐ Stay tuned!

Annual Report

2. Historically underserved, marginalized or adversely affected groups

- ☐ How are they receiving equal and practical access to information about the services provided by the project?
- ☐ What's the status of progress toward addressing critical need(s) identified in targeted communities?
- ☐ What are your methods (e.g., surveys, interviews) used to quantify and qualify project outcomes?

Annual Report

2. Historically underserved, marginalized or adversely affected groups

- ☐ Start planning on **how you will address the needs** of these groups with your project
- ☐ Plan on using **surveys and interviews**

Annual Report

3. Community engagement efforts and activities

- ☐ TSLAC's **Community Engagement and Outreach Coordinator Warren Davis** will be available to assist in these areas
- ☐ Stay tuned!

Annual Report

3. Community engagement efforts and activities

- ☐ **Languages** utilized in community outreach efforts and materials used specifically for individuals with limited English proficiency
- ☐ **Feedback** from communities, organizations and subscribers
- ☐ **Strategy and plan to sustain, improve and/or grow** subrecipient community engagement efforts in the next Annual Reporting period

Annual Report

3. Community engagement efforts and activities

- ☐ Plan on incorporating **other languages** in your outreach.
- ☐ Plan on developing **feedback mechanisms** (surveys, focus groups, interviews, etc.)
- ☐ Plan on **evaluating your own community engagement efforts** to determine ways to improve

Annual Report

4. Special Broadband Infrastructure project data

- ☐ If Completed:
 - ☐ Speed
 - ☐ Pricing
 - ☐ Project Network Reliability (i.e., outages)

Coach Carson and team can assist with this data collection as needed

Annual/Close Out Report

Annual Report/Close Out Report

- ☐ P1 – Jul 7, 2026
- ☐ **P2 – Mar 7, 2027** 

Annual/Close Out Report

- ☐ Project Impact Narrative
- ☐ Final Data

Annual/Close Out Report

☐ Project Impact Narrative

1. Overall **benefits and changes** brought about by the project such as connectivity improvements, community access or any other significant outcomes
2. Long-term benefits and sustainability
 - ☐ How will your project continue to have an impact over the **next five years**?
 - ☐ How will it **enhance the functionality** of the library?

Annual/Close Out Report

☐ Project Impact Narrative

3. **Number of individuals or groups** who benefit from this project
4. How people **use the facility**, the activities and meetings that occur there
5. How this grant has **increased the library's capacity to provide digital access and services in rural community libraries for telehealth, job training, and educational programs**
6. Overall **primary lessons learned** that you and your staff gained from this grant project

Annual/Close Out Report

- ☐ For Broadband Infrastructure Projects
 - ☐ *Download and Upload Speeds Offered*
 - ☐ *Type of Project: Fiber, Wireless or Hybrid*
 - ☐ *Last Mile Technology of Transmission (ex. Coaxial Cables, Fiber Optic Cables, Copper, or Wireless)*
 - ☐ Data Caps (If Applicable)
 - ☐ Other Service Details (optional)
 - ☐ Confirm FCC compliant speed tests have been performed that result in **at least 100/100 Mbps or 100/20 Mbps** with capability to scale symmetrically in the future up to 100/100 Mbps – and less than 100 milliseconds latency

Annual/Close Out Report

- ☐ For Facility Access Improvements:
 - ☐ *New Construction or Renovation*
 - ☐ *Square Footage funded by the grant*
 - ☐ *Facility Features (Details about Classrooms, Computer Labs, Multi-purpose Spaces, Telemedicine Rooms, Other)*
 - ☐ *Number of Facility Users per Day*

Annual/Close Out Report

- ❑ For Physical Broadband Infrastructure (Fiber, Fixed Wireless, Etc.):
 - ❑ Submit technical documents certified by a **licensed Professional Engineer**, detailing the project's compliance with the commitments in the Application and Grant Agreement so TSLAC can submit them to the Broadband Development Office (BDO).

Submitting the Reports

- ☐ Survey for Q1 due Oct 3, 2025
- ☐ Financial Reporting – *stay tuned*
- ☐ Q2 Report due Jan 7, 2027
- ☐ Future reports will use GMS: grants.tsl.texas.gov
- ☐ Need a GMS login? (grants@tsl.texas.gov)
- ☐ Instructional Videos:

<https://www.tsl.texas.gov/ldn/grants/training>

Report Summary

Report	Info needed
• Monthly Data Updates (Carson check-ins)	Completion progress Any delays or risks Actual data when project is complete
• Quarterly	Financial reporting Percentage complete Updates/corrections to anything previously reported Actual dates and actual number of users
• Annual (P1 & P2)	Challenges status Historically underserved, marginalized or adversely affected groups Community engagement efforts and activities For Broadband: speed data when project is complete
• Annual/Close Out (P2)	Project impact Narrative Final Data about completed projects

Contact

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Questions?