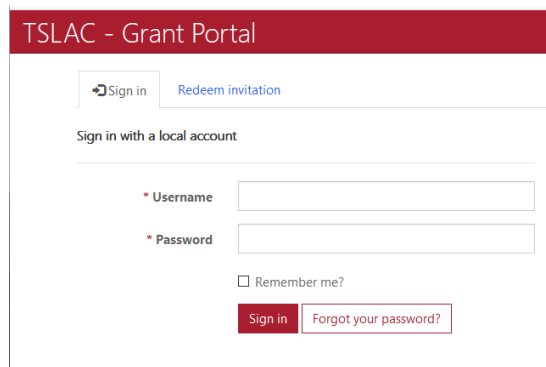


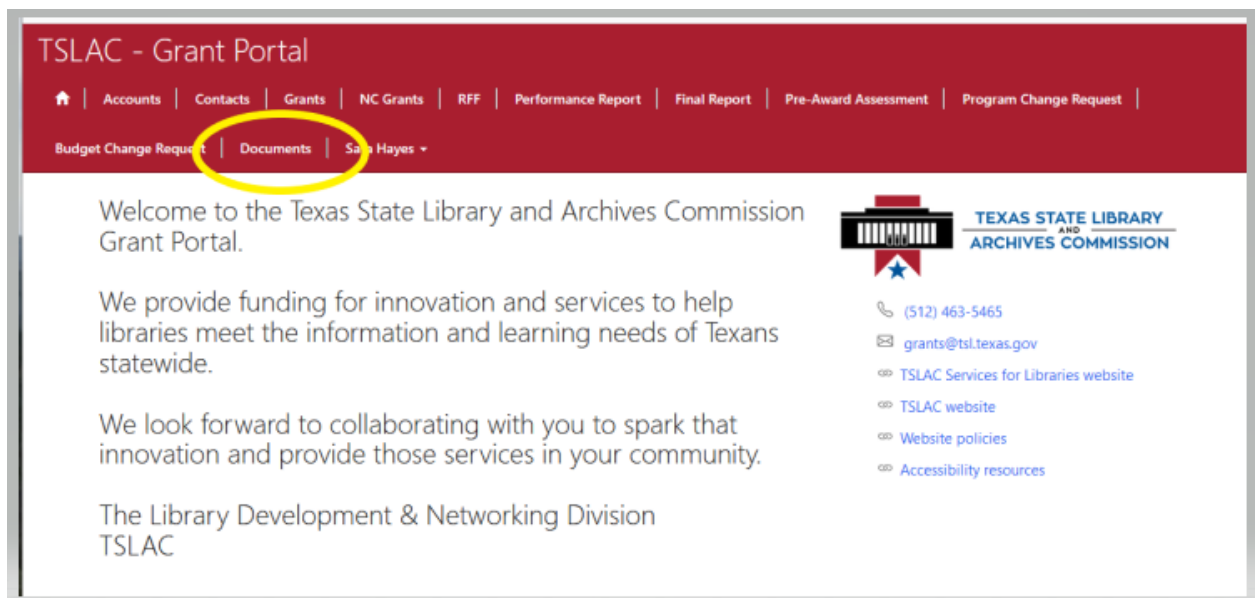
FY 2021 ILL Lending Reimbursement Program Instructions for Grant Management System (GMS)

The Participation Signature form is autogenerated – please see #7 below!
Please complete all steps under #6 to submit application.

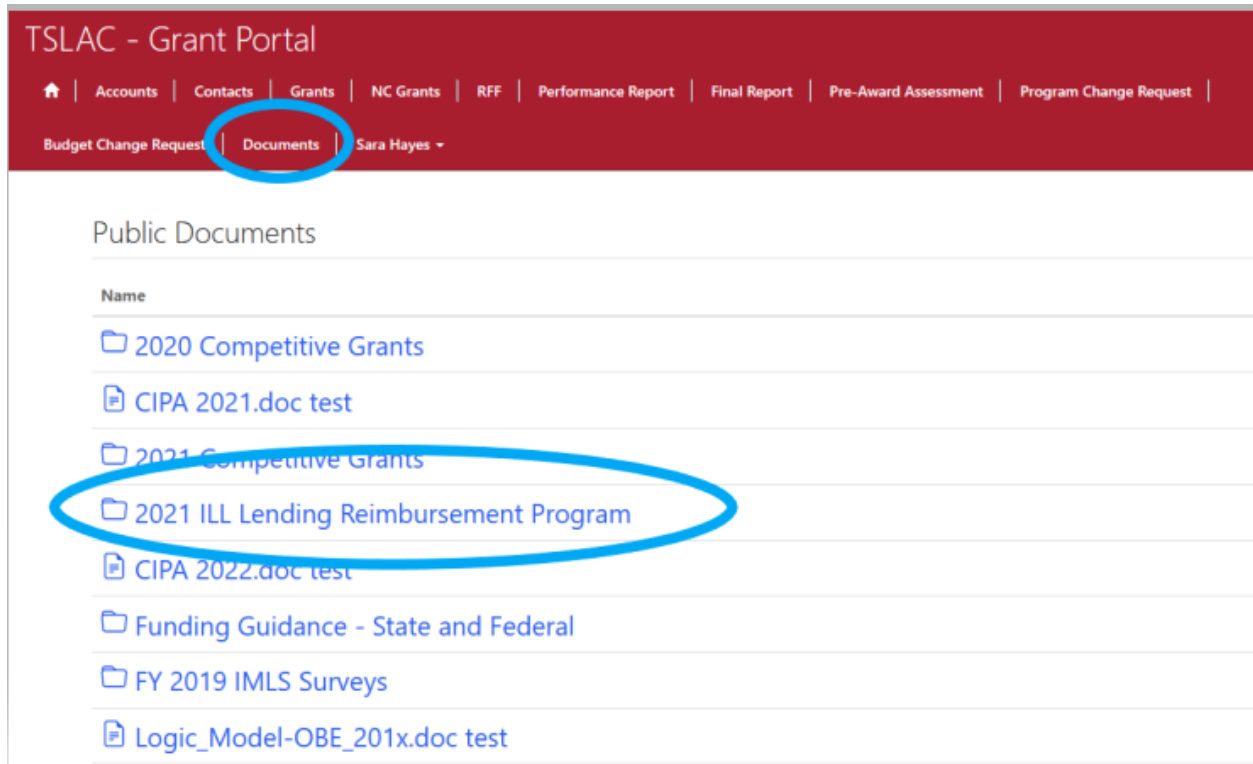
1. Log into the Grant Management System portal at grants.tsl.texas.gov.
 - If you need your username, email Sara Hayes at shayes@tsl.texas.gov.
 - To give additional library staff access to the portal, complete the contact template [here](#) and email as an attachment to Sara Hayes at shayes@tsl.texas.gov.



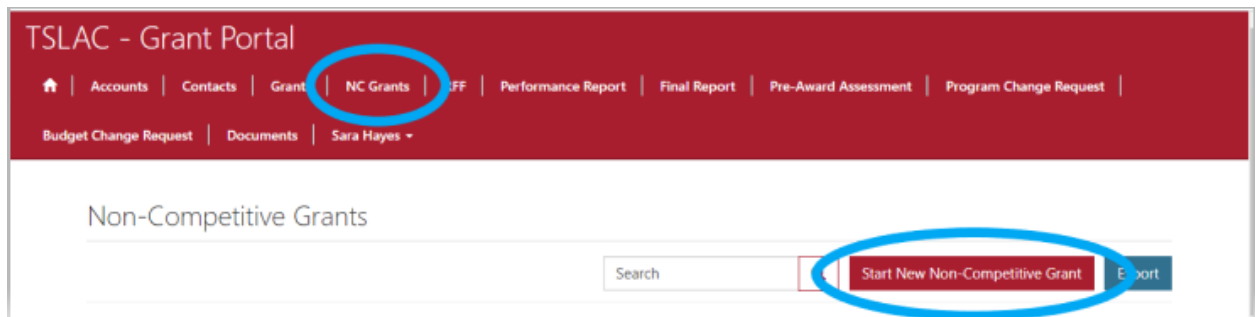
2. From the homepage of the GMS portal, click on the “Documents” tile to access the FY 2021 ILL Reimbursement program guidelines and Terms & Conditions:



3. Open the 2021 ILL Lending Reimbursement Program folder.
Print the Guidelines and Terms and Conditions Document.
Read over the document and provide it to the individual signing the agreement on behalf of your library's legal entity.



4. To opt in (or out) of the program, click on the **NC Grants** text at the top of the page and select **Start New Non-Competitive Grant**. For all subsequent activity you will select grant from the list by clicking in the Grant Number column.



5. Enter the data available from the 4 drop-down menus and **click Save**.
The system will autofill the Application Number after you save.

Non-Competitive Grant

General

1. **Applicant Organization ***
Texas State Library & Archives Commission

2. **Grant Program ***
ILL Lending Reimbursement 2021

3. **Project Manager ***

4. **Library Director ***

Application Number
—

5.

6. My library wants to participate. If yes, also check **Agree to Program Terms and Conditions**, **Submit**, and click **Save**.

General

Applicant Organization * Texas State Library & Archives Commission	Legal Entity State of Texas
Grant Program * ILL Lending Reimbursement 2021	Employer Identification Number —
Project Manager * Sara Hayes	DUNS Number 095085747
Library Director * Mark Smith	SAM Expiration Date 2/19/2021

Application Number
902267

Submit Date
—

My library wants to participate
Yes

Agree to Program Terms and Conditions
NOTE: Your library's participation in this program will not be finalized until we receive a completed ILL Lending Reimbursement Program Grant Agreement Form for the current state fiscal year signed by an individual authorized to enter into contract on behalf of your library's legal entity.

Additional Documentation and Comments

There are no notes to display.

Add Documentation

Save Submit Grant

7. Access printable signature form by clicking on the link at the top that reads **Participation Signature Form**.

Non-Competitive Grant

[Participation Signature Form](#)

General

Applicant Organization *
Texas State Library & Archives Commission

Grant Program *
ILL Lending Reimbursement 2021

Project Manager *
Sara Hayes

Library Director *
Mark Smith

Application Number
902267

Submit Date
—

8. Print the signature page using your browser's File > Print function from the browser tool bar, or from the Word document that pops up:

TSLAC - Grant Portal		Home	Accounts	Contacts	Grants	NC Grants	RFF	Performance Report	Final Report	Pre-Award Asse
Grant Program *	ILL Lending Reimbursement 2021	Legal Entity	State of Texas							
Application Number	902267	Employer Identification Number	null Austin null null							
Name *	Texas State Library & Archives Commission PO Box 12927 Austin TX 78711-2927	DUNS Number	095085747							
Library Director *	Mark Smith	SAM Expiration Date	2/19/2021							
Contact *	Sara Hayes									
CFDA Number:	45.310 Grants to States									
Federal Award Number:										
Email:	shayes@tsl.texas.gov									
Phone Number:										

The library and legal entity agree to the Texas State Library and Archives Commission's FY2021 ILL Lending Reimbursement Program guidelines and LSTA Terms & Conditions and Signature of an individual authorized to enter into contact on behalf of your library's legal entity (County Judge, Mayor, City Manager, Library Board President, Pro

Name: _____

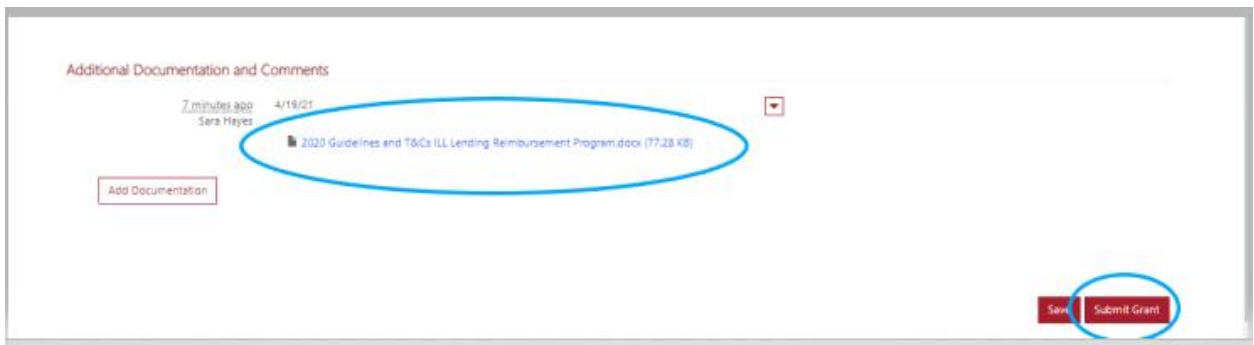
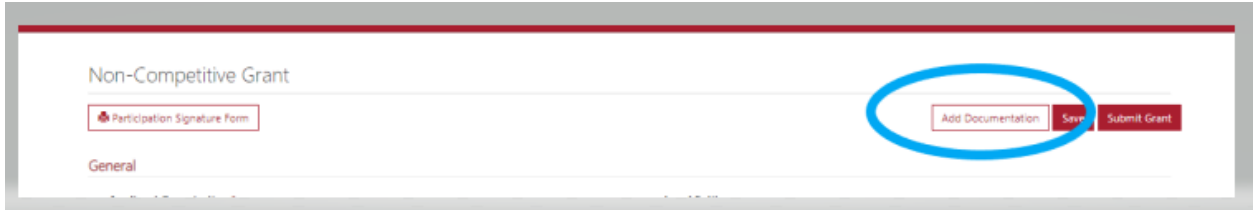
Title: _____

Signature: _____

Date: _____

9. Have the form signed by an individual authorized to enter into contract on behalf of your legal entity (Mayor, City Manager, County Judge, Board President) and scan and save the completed form to your computer.

10. When you are ready to submit your signed form through the GMS, log in to the portal and select NC Grants. Click on the appropriate grant application and click the Add Documentation, Choose file functions to locate the application form file on your computer and attach it to your grant application record. Type a note with date of submission. You will see the attachment under Additional Documentation and Comments. Click Submit Grant.



11. You can monitor the status of your application in GMS by logging in, selecting NC Grants and looking for your 2021 submission.

Statuses include:

- **New:** You have opened a grant but not saved or submitted the information.
- **Submitted:** Status once you have saved or submitted.
- **Returned for Correction:** If your form is not signed by the correct individual, I will email you and the status will reflect a correction is needed.
- **Declined:** If a library opts out of the program it will reflect they declined to participate with this status.
- **Accepted:** You have submitted a correct Participation Signature form, no action needed until August.
- **Approved for Payment:** You have submitted a Participation Certification form and payment will be dispersed to your legal entity in early September.

Questions?

Contact Sara Hayes at shayes@tsl.texas.gov