

★ Texas State Library and Archives Commission ★



2014 Competitive Grant Awards — Next Steps

Presented by
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August 1, 2013



CONGRATULATIONS!



What we'll cover

- Contacts
- Program overview
- Getting ready
- The contract & other documents
- Funding
- Reporting
- Training

Contacts
www.tsl.state.tx.us

Program issues, budget/program revisions, performance reports
Erica McCormick
 Grants Administrator
 emccormick@tsl.state.tx.us
 800.252.9386 or 512.463.5527

Requests for funds and financial reports
Tamra Lavin
 Grants Accountant
 tlavin@tsl.state.tx.us
 512-463-5472

Program overview

- Federal funds** under the Library Services and Technology Act (LSTA) from the Institute of Museum and Library Services (IMLS)
- State fiscal year (September 1-August 31)
- Program grants
- No match required; **cannot** be used as match for other federal funds

GETTING READY

Administration

- File management
 - Single location for grant-related documents
 - Can be separated by function
 - Programming (Director or Program Manager)
 - Administration (Business/grants office or Accounting)
- Roles/functions assigned (in-house and GMS)
 - Who is doing what
 - Performance reporting
 - Financial reporting
 - Timesheets
 - Documented on grant checklist

Resources

- Provided by TSLAC
 - Logos (IMLS & TSLAC)
 - Sample press releases
 - Contract check lists (start-up and quarterly)
 - Program evaluation forms (Texas Reads, Impact)
 - Performance report forms (TexTreasures)
 - Prior Approval forms (equipment over \$5,000)
- TSLAC Grants Management System (GMS) (<https://gms.tsl.state.tx.us>)
- TSLAC 2014 Grant Resource web page (Available late August)

THE CONTRACT & OTHER DOCUMENTS



Contract

- Distributed by August 16 via e-mail
- Contract overview webinar – Wednesday, August 14
- Process
 - Grantee will print 2 copies for signing by authorized person
 - Grantee will mail both copies to grants accountant
 - TSLAC director and librarian will sign both copies (fully executed)
 - TSLAC will mail one copy to grantee and keep other for files

Other documents

- 2014 application
- 2014 grant program guidelines
- 2014 grant (contract) check list
- TSLAC GMS FAQs
(<https://gms.tsl.state.tx.us/help/faq.php>)
- Uniform Grant Management Standards (UGMS)
Governor's Office of Budget and Planning
(<http://governor.state.tx.us/files/state-grants/UGMS062004.doc>)



FUNDING



Funding

- Request for funds (RFF)
- Reimbursement basis; Advance basis with approval based on need
- Supporting invoices
- Submitted periodically (quarterly at least; monthly at most)
- Direct deposit or check
- No funds released without a fully executed contract



REPORTING



Performance reporting

- Numbers and narratives
 - Tells what you did during the reporting period
 - Measurements provided by TSLAC
 - Due on 7th of each reporting month
- Training webinar – September 4, 2013

Grant	#s	Narratives
• Special Projects	4x/year	2x/year
• Library Cooperation	(Dec, Mar, June, Sept)	(Mar and Sept)
• Texas Reads	2x/year	1x/year (Sept)
• Impact	(Mar and Sept)	
• TexTreasures	1x/year (Sept)	4x/year (Dec, Mar, June, Sept)

Financial reporting

- Financial status report (FSR)
 - Tells how fast and on what you are spending your funds
 - Due on 30th of each reporting month
- Training webinar – September 11, 2013

Grant	Due
• Special Projects	4x/year
• Library Cooperation	(Dec, Mar, June, Sept)
• TexTreasures	
• Texas Reads	2x/year
• Impact	(Mar and Sept)

TRAINING

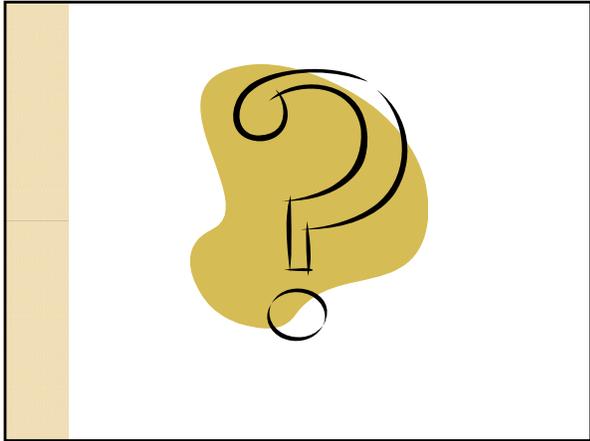


Training

- **Mandatory**
- **Webinars (1.5 hours each)**
 - *Contract overview*
 - Wednesday, August 14, 2013, 2-3:30 p.m.
 - *Performance measures and reporting*
 - Wednesday, September 4, 2013, 2-3:30 p.m.
 - *Financial management and reporting*
 - Wednesday, September 11, 2013, 2-3:30 p.m.
- **Recorded and archived at TSLAC website, www.tsl.state.tx.us**

Timeline

- | | |
|--|---|
| <ul style="list-style-type: none"> • August 2013 • September 1, 2013 • October 31, 2013 • December 2013 • March 2014 • June 2014 • August 31, 2014 • September 2014 • October 31, 2014 • December 31, 2021 | <ul style="list-style-type: none"> • Contracts issued • Projects begin • Contracts checklist due • Q1 reports due • Q2 reports due • Q3 reports due • Projects end • Q4 reports due • Final reports due • Retention period ends |
|--|---|



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