☆ Texas State Library and Archives Commission ☆

**FY 2014
COMPETITIVE GRANTS
START-UP FOLLOW-UP**

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What we will cover

- Grant management
  - 2014 grantee resource page
  - SAM (System for Award Management)
  - Grant checklist
  - Training
  - Deadlines
- Financial reporting
  - New Request for Funds (RFF) form
  - Attachment A
- Performance measures

Grant management

2014 Grantee resource page
SAM (System for Award Management)
Grant checklist
Training
Deadlines

Forms & tools

- **TSLAC Grant Forms & Tools**
  - TSLAC
    - Grants and Funding
      - Resources for Current Grantees
        - FY2014 TSLAC Grant Forms and Tools

www.tsl.state.tx.us/agency/forms/grantformsFY2014.html

Forms & tools

- Grant contract checklists (form and sample)
- Impact grant evaluation instruments
- TexTreasures performance report forms
- RFF Attachment A
- Press releases
- Timecard
- Hours worked certification
- CIPA forms
- E-book reader guidance
- Prior approvals form

SAM (System for Award Management)

- www.sam.gov
- For federal procurements (contracts, grants, etc.)
- Must be renewed annually
- Grantee is responsible for renewing account
- SAM notifies entity @ 60, 30, and 15 days before expiration
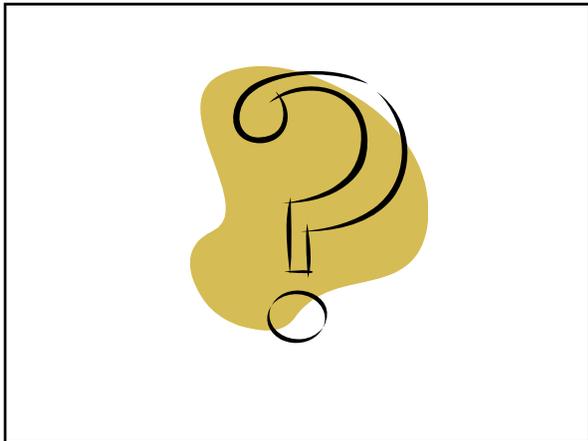
Grant contract checklist

- To ensure compliance with contract
- To track when a task or requirement is completed
- As reference for each report submitted (performance/financial)
- Due
  - Section I (Grant start up) — due 11/1/13
  - Section II (Project period) — due 10/31/14
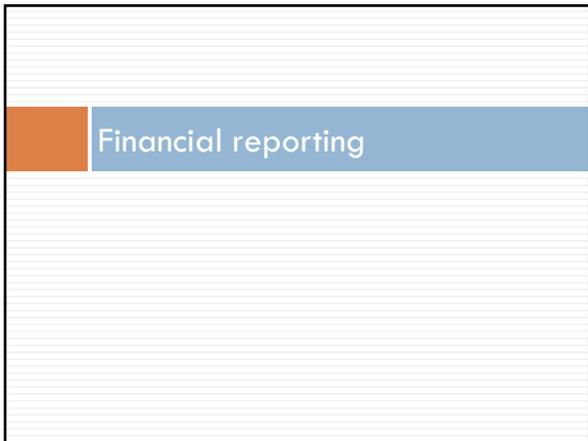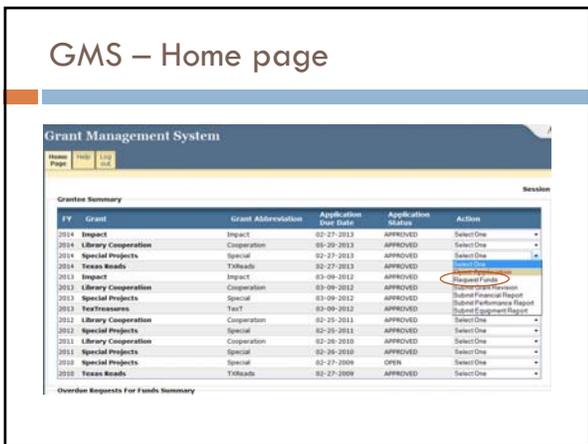 - Section III (Grant close-out) — due 10/31/14

Training

- Mandatory — due November 30
- 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 (Continuing Education & Consulting | Archived Webinars)

Upcoming deadlines

- Grant Contract Checklist (Section I) – November 1
- Training completion – November 30
- Quarter 1 (Q1) ends – November 30
- Q1 performance report due – December 7
- Q1 financial reports (RFF/FSR) – December 30

Financial reporting

GMS – Home page

RFF in GMS

Request "New" form for each RFF to be submitted.

NEW RFF in GMS

Payment Portion:
   Partial or final
Expenditure:
   Zero funds expended
Period covered by this request:
   From: date **to:** date

NEW RFF in GMS

RFF in GMS – For review

Grant Management System

| Home Page | Display Application | Request for Funds | Grant Revision | Financial Report | Performance Report | Equipment Report | Help | Log out |

Request For Funds

Awarded Grant	Grant Number	Date Awarded	Amount Awarded
Special	478-13001	08-08-2012	$47,081.00

Overdue:
No Request For Funds has been submitted for the following quarters: First, and Fourth.
Request For Fund History:
3 requests found.

Request#	From	To	Payment Type	Final	Status	Action
1	09-01-2012	12-31-2012	Reimbursement	☐	APPROVED	View
2	12-01-2012	02-28-2013	Reimbursement	☐	FOR REVIEW	Edit
3	03-01-2013	05-31-2013	Reimbursement	☐	APPROVED	View
						New

Questions? See the GMS FAQ.   Menu items in red indicate immediate attention is required.

Menu items in red indicate immediate attention is required.
"FOR REVIEW" = edits needed

RFFs and Attachment A

- E-mail or fax documentation to <u>Tamra and Erica</u> when RFF is submitted
  - Attachment A – Summary of Invoices (Excel file) 2014 TSLAC Grant Forms and Tools page www.tsl.state.tx.us/agency/forms/grantformsFY2014.html
  - Copies of invoices to be reimbursed
  - Copies of payroll register or pay checks to be reimbursed

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Attachment A

Information to be completed:

Across the top of the form —

- Grant Number
- Period Covered
- RFF Number
- Page 1 of #

This information should match the information on the Request for Funds (RFF).

Attachment A

Information to be completed:

In the body of the form —

- Budget Category Name or letter reference
- Invoice Number
- Vendor Name
- Item Description
- Amount to be reimbursed

This information should match the information on the invoices/payroll documents submitted with this form.

Attachment A

- The form will auto calculate the total for each page and the grand total for the form.

- You must be sure that category totals equal the totals on your RFF. The form will not do this for you.

- Submit the Attachment A with your supporting documentation for your request for funds.

- No documentation within 5 days of RFF submission = automatic rejection.

Performance measures (The numbers)

When, what, & how to report

The numbers – When we report

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

*Refer to **Contract Section VII** for the deadlines for your particular grant.*

The numbers – What we report

- Output measures (customized for each grantee)
  1. # materials provided
  2. # persons provided project-sponsored services
  3. # librarians trained or assisted
- Individual measures sent by e-mail
- Used each time performance report is submitted

The numbers – What we count

- Measure 1 – Number of materials provided
  # of items added to a library collection or provided through programs funded by TSLAC grant (unique count)
  - Books
  - Periodicals
  - DVDs, CDs, other A/V materials
  - E-books/e-zines (purchased vs. leased)
  - Workshop materials
  - Newsletters
  - Webpages created or
  - Images digitized or made accessible

The numbers – What we count

- Measure 2 – Number of persons provided project-sponsored services
  # of persons receiving services as a result of the project *(non-unique count)*
  - Program attendees (classes, showings, displays)
  - Webpage views
  - Circulation (e-books and e-readers) – separated out for Impact and Texas Reads
  - Reading Club logs
  - Software usage
  - Reference questions

The numbers – What we count

- Measure 3 – Number of librarians trained or assisted
  # of librarians, library staff, local officials, and others who receive training or assistance to help improve library services *(non-unique count)*
  - Training – classroom instruction, webinars, online tutorials (instructional)
    - Documentation = sign-in sheets, electronic logs, registration/attendance logs, head counts

The numbers – What we count

- Measure 3 – Number of librarians trained or assisted

  # of librarians, library staff, local officials, and others who receive training or assistance to help improve library services *(non-unique count)*
  - Assistance (consults) – e-mail, fax, phone, in-person (informational)
    - Documentation = phone/cell-phone logs, e-mail logs, in-person counts, fax logs

The numbers – How we count

- Documentation
  - Must be auditable –
    - Communication logs/directories (cell phone, phone, e-mail)
    - Sign-in sheets
    - Head counts (two people counting)
    - Catalog records
    - Purchase orders
  - Must be explained (no explanation = automatic rejection)
    - Method of measurement
    - Justification of measurement

The numbers – How we count

- Documentation
  - Date
  - Event name
  - Location
  - Description
  - Audience
  - Count
  - Name, title of person responsible for count
  - Sign off (initials, date)

The numbers – How we count

- Process
  - Collect data
  - Create a spreadsheet (Event name, date, location)
  - Input data after each event (indicate documentation source and location)
  - Have another staff member verify the count
  - Sign off on original documents (initials, date) – both staff members
  - File original documents

GMS – Home page

GMS – Performance Reports

GMS – Performance report form

Special Projects and Library Cooperation

GMS – Performance report form

Texas
Reads
(mid-year)

Contact us

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