

★ Texas State Library and Archives Commission ★



INTRO TO GRANTS
MANAGEMENT, PART 1 –
2014 PERFORMANCE
MEASURES

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What we will cover

- File management and resources
- The numbers
- The narrative
- Submitting the report

File management

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

File management

- Paper or electronic files (or hybrid)
 - ▣ Folders/tabs

<ul style="list-style-type: none">• Contract (including revisions)• Grants checklist• Application/proposal• Proposal review comments• Performance reports• Financial reports• Timesheets• Audits	<ul style="list-style-type: none">• Monitoring/site visits• Invoices/purchase orders/receipts• Program documentation (sign-in sheets, etc.)• Publicity/marketing• Correspondence• Training• Other
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File management

- Benefits
 - ▣ Demonstrates capacity to manage grants (now and in the future)
 - ▣ Saves time
 - ▣ Easier to compile information for audits/monitoring
 - Audits can occur at anytime up to the retention date of 12/31/21

Other resources — Forms & Tools

- **TSLAC Grant Forms & Tools – FY 2014**
 - TSLAC
 - Grants and Funding
 - Resources for Current Grantees (Grant Management Handbook)
 - FY2014 TSLAC Grant Forms and Tools
(www.tsl.state.tx.us/agency/forms/grantformsFY2014.html)

Other resources — Forms & Tools

- Grant contract checklists (sample)
- Impact surveys
- TexTreasures performance report forms
- CIPA forms
- E-book reader guidance
- Prior approvals form
- Timecard
- Hours worked certification



The numbers

When & why we count
 What & how to count

The numbers – When we count

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 – Why we count

- Monitor grant progress
- Report grant progress
 - Institute of Museum and Library Services (IMLS)
 - Legislative Budget Board (LBB)

The numbers – What we count

- Output measures (customized for each grantee)
 1. # materials provided
 2. # persons provided project-sponsored services
 3. # librarians trained or assisted
 4. # programs presented (**Texas Reads**)
 5. # Library cards (**Texas Reads**)

The numbers – How 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
 - Subscriptions
 - DVDs, CDs, other A/V materials
 - E-books
 - Workshop materials
 - Newsletters
 - Webpages created or
 - Images digitized or made accessible

The numbers – How we count

- Measure 2 – Number of persons provided project-sponsored services
 - # of instances persons receive 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 – How 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 – How we count

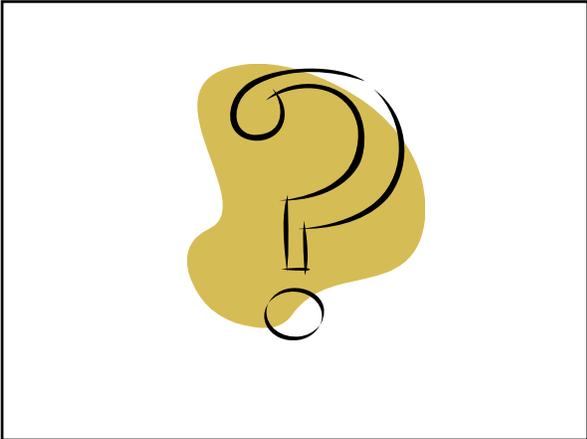
- Measure 3 – Number of librarians trained or assisted
of librarians, library staff, local officials, and others who receive training or assistance to help improve library services (*non-unique count*)
 - Assistance (consults) – e-mail, fax, phone, in-person (informational)
Documentation = phone/cell-phone 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
 - 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 narrative

The narrative

- Tells your project story
 - ▣ Activities
 - ▣ Successes
 - ▣ Challenges
 - ▣ Delays or failures
 - ▣ Corrective actions
 - ▣ Best practices
 - ▣ Anecdotes
- Assumes we know nothing (be complete and concise)

The narrative

- Project purpose
 - ▣ Mission and goals of project (in proposal)
 - ▣ How project relates to the grant program goals and purposes
- Project activities
 - ▣ List of activities or milestones (summary)
 - Chronological or timeline-based
 - Day-to-day, week-to-week, or month-to-month

The narrative

- Project outputs
 - ▣ Units of measurement that track project progress (#s)
- Project outcomes
 - ▣ How attendees have been impacted/changed as result of project (Likert scale)
 - Skills
 - Knowledge
 - Behavior or attitude
 - Status or life condition
 - ▣ Survey instruments (Impact – TSLAC provided)

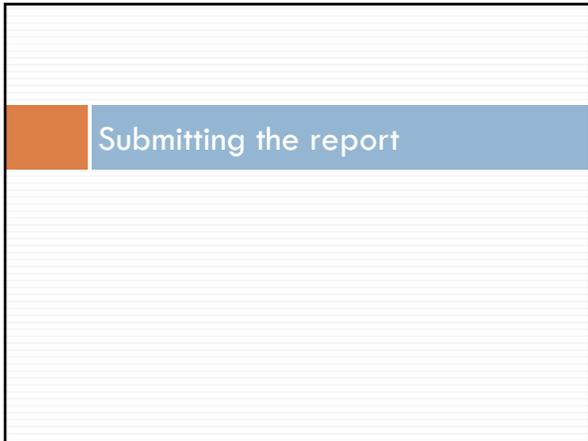
The narrative

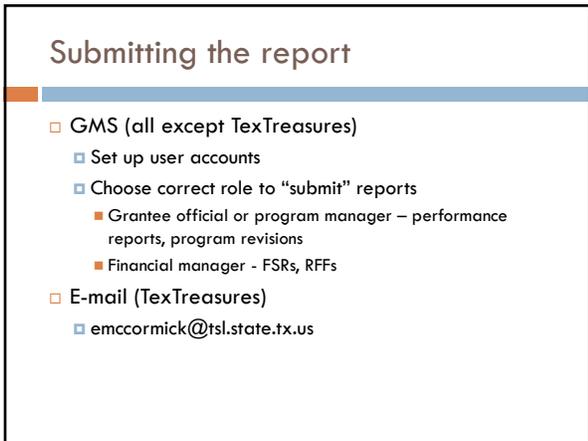
- Other results
 - ▣ Accomplishments, unexpected findings or results
- Anecdotal information
 - ▣ Patron stories, collection highlights
- Best practices
 - ▣ Words of wisdom (what worked, what did not)
 - ▣ Simple to complex (procedures to equipment)
 - ▣ Model program to be replicated
- Program continuity

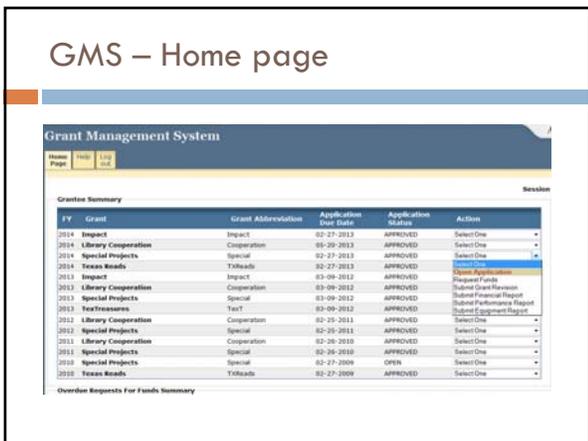
Final reports

- Always include a narrative
- Can be submitted before end of grant period if projects are complete (activities completed and funds expended)
 - ▣ Mid-year for Texas Reads or Impact grants
 - ▣ Relevant quarterly report for Special Projects/Library Cooperation
 - Submit final numbers and indicate in explanations/summaries that grant is completed
 - ▣ In GMS, check the "Final" box









TexTreasures – Performance report form (Q4 and Final)

- 2 parts (Word doc)
 - Q4 performance report (Q1 & Q2)
 - Final report
 - Final Performance Measures
 - # items digitized
 - # items provided
 - # persons provided library project-sponsored services
 - Final Project Narrative Report

Submitting the report

- Grantee
 - Fill in information in each section, if applicable
 - Submit by due date
- TSLAC
 - Reviews information and checks for consistency
 - Approves or “sends back for review”



What we covered

- File management and resources
 - ▣ Grant file location and contents
 - ▣ Forms & Tools page (TSLAC)
- The numbers
 - ▣ When, why, what, and how to count
- The narrative
 - ▣ What to include
- Submitting the report
 - ▣ GMS or e-mail

Contact me

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