

★ Texas State Library and Archives Commission ★



2015 Competitive Grant Awards  
~ Next Steps ~

PRESENTED BY  
ERICA A. MCCORMICK, TSLAC GRANTS ADMINISTRATOR  
TAMRA LAVIN, TSLAC GRANTS ACCOUNTANT  
AUGUST 6, 2014

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**Congratulations!**



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**What we'll cover**

- Funding
- Getting ready
  - Administration
  - Contracts
  - Documents and resources
- Publicity/Communications
- Reporting
- Activity Calendar
  - Training
  - Timeline

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**Contacts**

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Program issues, budget/program revisions, performance reports

**Erica McCormick**  
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Requests for funds and financial reports

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**POLLS**

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- **Experience**
  - # of grants
  - # of years
- **Audience**

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**Funding**

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**Funding**

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- **Grant period: September 1, 2014- August 31, 2015**
  - Funds must be expended or encumbered within the grant period; not before, not after
  - State Fiscal Year 2015 (SFY 2015)
  - Federal Fiscal Year 2014 (FFY 2014)
- **Federal funds**
  - Catalog of Federal Domestic Assistance (CFDA) #45.310
  - Federal Award #LS-00-14-0044-14
  - Excludes Texas Reads grant
- **Grant number assigned to each award**

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**Funding**

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- **Reimbursement**
  - Advance requires approval based on demonstrated need
- **Request for funds (RFF)**
- **Supporting documentation**
- **Submitted for quarterly periods at least; monthly periods at most**
- **Direct deposit or check**
- **No RFFs processed without a fully executed contract, RFF documentation, timely reports**

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**Be good stewards and  
SPEND IT ALL!**

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### 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

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### Contract

- Distributed via e-mail (Date TBA)
- Due October 1
- Contract overview webinar – Wednesday, August 13
- Process
  1. Grantee will print 2 copies for signing by authorized person.
  2. Grantee will mail both copies to grants accountant.
  3. TSLAC assistant state librarian will sign both copies (fully executed).
  4. TSLAC will mail one copy to grantee and keep other for files.

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### Other documents

- 2015 application
- 2015 grant program guidelines
- 2015 grant (contract) check list
- TSLAC GMS FAQs  
(<https://gms.tsl.texas.gov/help/faq.php>)
- Uniform Grant Management Standards (UGMS)  
Governor's Office of Budget and Planning  
(<http://governor.texas.gov/files/state-grants/UGMS062004.doc>)

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### 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.texas.gov>)
- TSLAC 2015 Grant Resource web page (Available late August)

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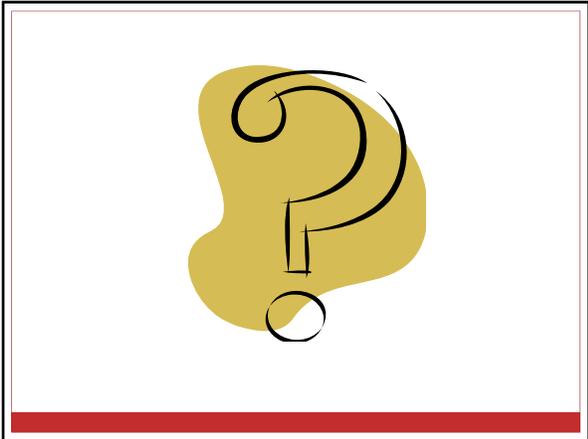
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**Publicity/Communications**

- **Announcing the grant/program**
  - Press releases, social media, web sites, media events
- **Audience**
  - Partners, legislators, patrons (target audience)
- **Collateral**
  - Web sites, metadata, reports, publications, etc.
  - Promotional items (signage, brochures, textiles, etc.)
- **Logo usage (TSLAC and IMLS)**

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## Publicity/Communications

- **Training**
  - Grants webinar — September 4, 2014
  - TSLAC archived webinars
    - *Writing Good Press Releases and Working with the Media*
    - *The Accidental Library Marketer*
    - (<https://onlinetraining.tsl.texas.gov/course/index.php?categoryid=32>)

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## Acknowledgment

- **Acknowledgment of IMLS and/or TSLAC in all grant-related publicity/communication**
  - This project is made possible by a grant from the Institute of Museum and Library Services to the Texas State Library and Archives Commission under the provisions of the Library Services and Technology Act. (2015)
  - This project is *made possible\** (funded in part) by a grant from the U.S. Institute of Museum and Library Services and Texas State Library and Archives Commission. (2015)
  - Funded by the U.S. Institute of Museum and Library Services through a grant to the Texas State Library and Archives Commission. (2015)
  - This project is made possible by a grant from the U.S. Institute of Museum and Library Services. (2015)

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## Reporting




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## Performance reporting

- Numbers and narratives
  - Tells what you did during the reporting period
  - Measurements provided by TSLAC
  - Due on 7<sup>th</sup> of each reporting month
- *Training webinar – September 11, 2014*

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

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## Financial reporting

- Financial status report (FSR)
  - Tells how fast and on what you are spending your funds
  - Due on 30<sup>th</sup>/31<sup>st</sup> of each reporting month
- *Training webinar – September 18, 2014*

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

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## Activity Calendar



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## Training

- **Mandatory**
- **Webinars**
  - *Contract Overview*  
Wednesday, August 13, 2014, 2-4 p.m.
  - *Grant Communications*  
Thursday, September 4, 2014, 10 a.m.-noon
  - *Performance Measures and Reporting*  
Thursday, September 11, 2014, 10 a.m.-noon
  - *Financial Management and Reporting*  
Thursday, September 18, 2014, 10 a.m.-noon
- **Recorded and archived on TSLAC website, [www.tsl.texas.gov](http://www.tsl.texas.gov)**

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## Timeline

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| <ul style="list-style-type: none"><li>▪ <b>August 2014</b></li><li>▪ <b>September 1, 2014</b></li><li>▪ <b>October 1, 2014</b></li><li>▪ <b>October 31, 2014</b></li><li>▪ <b>December 2014</b></li><li>▪ <b>March 2015</b></li><li>▪ <b>June 2015</b></li><li>▪ <b>August 31, 2015</b></li><li>▪ <b>September 2015</b></li><li>▪ <b>September 30, 2015</b></li><li>▪ <b>October 31, 2015</b></li><li>▪ <b>December 31, 2021</b></li></ul> | <ul style="list-style-type: none"><li>▪ Contracts issued</li><li>▪ Projects begin</li><li>▪ Contracts due</li><li>▪ Contracts checklist due</li><li>▪ Q1 reports due</li><li>▪ Q2/P1 reports due</li><li>▪ Q3 reports due</li><li>▪ Projects end</li><li>▪ Q4/P2 reports due</li><li>▪ Final RFF due</li><li>▪ Final reports due</li><li>▪ Retention period ends</li></ul> |
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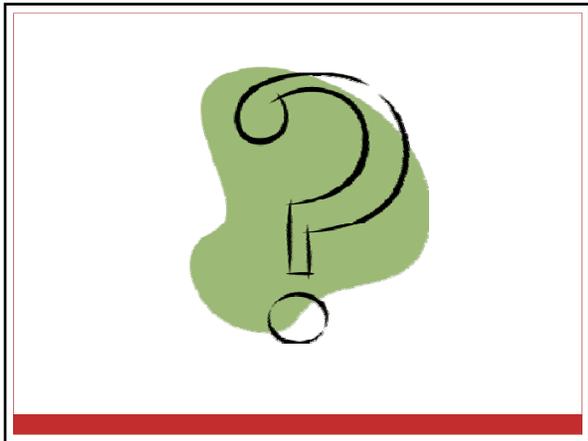
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