

★ Texas State Library and Archives Commission ★



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Intro to Grants Management

Part 1

2015 Performance Measures

ERICA A. MCCORMICK, GRANTS ADMINISTRATOR

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What we will cover

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

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File management

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**File management**

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- **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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**File management**

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


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

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- **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

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**Other resources — Forms & Tools**

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- **TSLAC Grant Forms & Tools – FY 2015**
  - TSLAC
    - ✦ Grants and Funding
      - Resources for Current Grantees (Grant Management Handbook)
        - FY2015 TSLAC Grant Forms and Tools  
([www.tsl.texas.gov/agency/forms/grantformsFY2015.html](http://www.tsl.texas.gov/agency/forms/grantformsFY2015.html))

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**Other resources — Forms & Tools**

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- **Performance reporting tools (TSLAC website)**
  - Performance reporting guidance (all programs)
  - Impact Grant surveys
  - TSLAC logos
  - E-book reader guidance
  - Prior approvals form
  - Timecard
  - Hours worked certification

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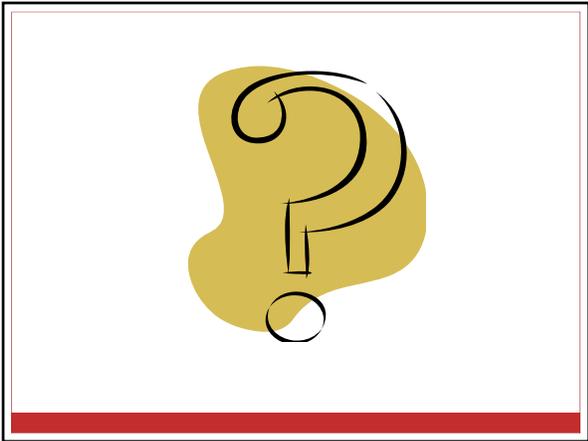
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## The numbers

**WHEN & WHY WE COUNT  
WHAT & HOW TO COUNT**

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### The numbers – When we count

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

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

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### The numbers – Why we count

- Monitor program progress
- Report program progress
  - Federal – Institute of Museum and Library Services (IMLS)
  - State – Legislature and Legislative Budget Board (LBB)
  - Local – Governing entities, community, patrons

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### 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**)

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### 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

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### 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

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**The numbers – How we count**

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□ **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

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**The numbers – How we count**

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□ **Explanation of method and justification of measurement**

*(How did you come up with the numbers reported? What? How?)*

Examples:

- # of classes with attendance of # at each class documented by sign-in sheets
- Open house event with #visitors recorded by door counter
- Staff training by vendor on new software as indicated by sign-in sheets
- # of activity logs submitted for activity
- # of materials given away or checked out based on circulation records or # of materials remaining

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**The numbers – How we count**

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- **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

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### The numbers – How we count

- **Documentation**
  - Date
  - Event name
  - Location
  - Description
  - Audience
  - Count
  - Name, title of person responsible for count
  - Sign off (initials, date)
- **Record information**
  - Record data after each event in spreadsheet

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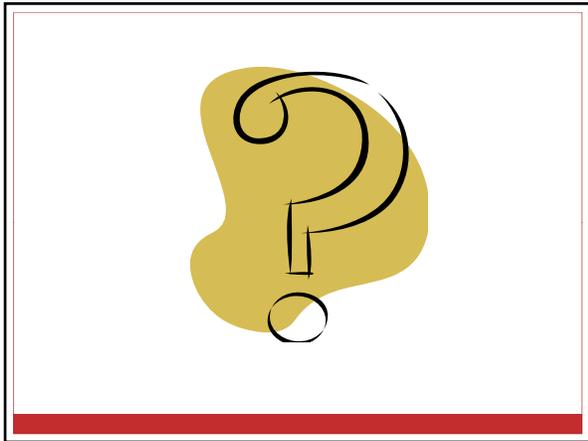
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### The narrative

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**The narrative**

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

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**The narrative**

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- **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 (detailed summary)
    - Chronological or timeline-based
    - Day-to-day, week-to-week, or month-to-month
  - Who, what, when, where & why
- **Project outputs**
  - Units of measurement that track project progress (#s)

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**The narrative**

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- **Project outcomes**
  - Benefits to people; how attendees have been impacted or changed as result of project; achievements
    - Skills
    - Knowledge
    - Behavior or attitude
    - Status or life condition
  - Measured
    - Survey or questionnaire (Impact – TSLAC provided)
    - At conclusion of program/event, series or set of services, project
    - Pre and post data most effective indicator
    - NOT satisfaction

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**Outcome-based evaluation (OBE)**



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**Outcome-based evaluation (OBE)**

- **Project outcomes – short-term**
  - Sample survey questions
    - I have learned skills that will help me reach my employment or entrepreneurial goals.
    - I am more confident in my ability to help my students develop early literacy skills.
    - I have learned new skills that will help me help my child develop early literacy skills.
    - This technology improved my access to information and/or materials.

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**Outcome-based evaluation (OBE) resources**

- **IMLS**
  - Outcomes Logic Model Template
    - [www.tsl.texas.gov/agency/forms/grantformsFY2015.html](http://www.tsl.texas.gov/agency/forms/grantformsFY2015.html)
  - OBE Basics
    - [www.imls.gov/applicants/outcome\\_based\\_evaluations.aspx](http://www.imls.gov/applicants/outcome_based_evaluations.aspx)
  - OBE Purposes
    - [www.imls.gov/applicants/purposes.aspx](http://www.imls.gov/applicants/purposes.aspx)
  - OBE Webography
    - [www.imls.gov/applicants/webography.aspx](http://www.imls.gov/applicants/webography.aspx)
  - OBE Presentations
    - [www.imls.gov/applicants/presentations.aspx](http://www.imls.gov/applicants/presentations.aspx)

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### 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**

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### 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

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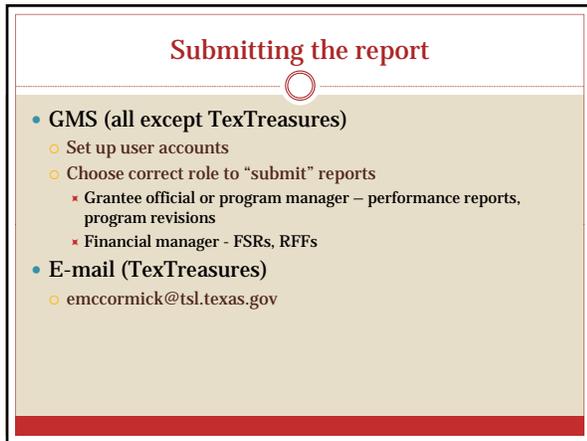
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### TexTreasures – Performance report (Q4/Final)

- **Q4 performance**
- **Final report**
  - *Final Performance Measures*
    - × # items digitized
    - × # items provided
    - × # persons provided library project-sponsored services
  - *Final Project Narrative Report*

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### 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"

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**What we covered**

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- **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
  - Outcome-based evaluation
- **Submitting the report**
  - GMS or e-mail

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**Contact me**

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