



**TEXAS STATE LIBRARY  
AND  
ARCHIVES COMMISSION**

**2016 Competitive Grant Awards  
~ Next Steps ~**

Presented by  
Erica A. McCormick, TSLAC Grants Administrator  
Tamra Lavin, TSLAC Grants Accountant  
August 5, 2015

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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**

Program issues, budget/program revisions,  
performance reports  
**Erica McCormick**  
Grants Administrator  
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Requests for funds and financial reports  
**Tamra Lavin**  
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**POLLS**

- ▶ Experience
  - # of grants
  - # of years
- ▶ Audience

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» Funding

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### Funding

- ▶ Grant period: September 1, 2015– August 31, 2016
  - Funds must be expended or encumbered within the grant period; not before, not after
  - State Fiscal Year 2016 (SFY 2016)
  - Federal Fiscal Year 2015 (FFY 2015)
- ▶ Federal funds
  - Catalog of Federal Domestic Assistance (CFDA) #45.310 – LSTA State Grants
  - Federal Award #LS-00-15-0044-15
  - Supercircular (2 CFR Part 200)
- ▶ Grant number assigned to each award

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### Funding

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

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Be good stewards and  
SPEND IT ALL!

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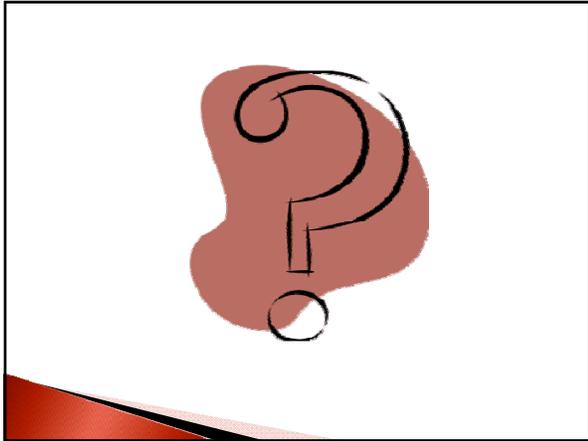
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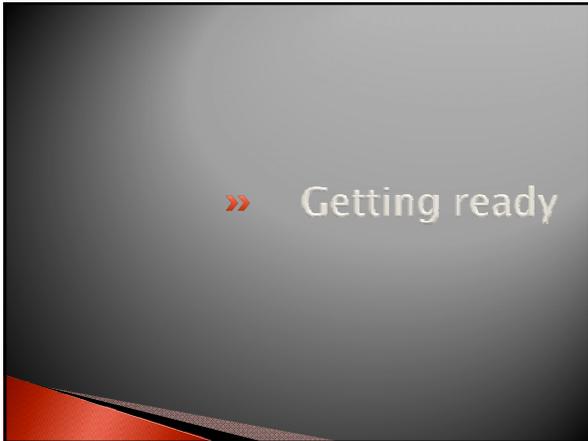
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**Administration**

- **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 12
- Process
  1. Grantee will print a copy for authorized person to sign.
  2. Grantee will mail/e-mail signed copy to TSLAC.
  3. TSLAC assistant state librarian will sign the copy (fully executed).
  4. TSLAC will mail/e-mail a signed copy to grantee and keep other for files.

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### Other documents

- ▶ 2016 application +
- ▶ 2016 grant program guidelines
- ▶ 2016 grant (contract) check list
- ▶ TSLAC GMS FAQs  
(<https://gms.tsl.texas.gov/help/faq.php>)
- ▶ Uniform Grant Management Standards (UGMS)  
Texas Comptroller of Public Accounts  
([comptroller.texas.gov/procurement/catrad/ugms.pdf](http://comptroller.texas.gov/procurement/catrad/ugms.pdf))

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### Resources

- Provided by TSLAC
  - Logos (IMLS & TSLAC)
  - Sample press releases
  - Contract check lists (start-up and quarterly)
  - Program evaluation forms (Impact)
  - Performance report forms and guidance
  - Prior Approval forms (equipment over \$5,000/ea)
- TSLAC Grants Management System (GMS)  
(<https://gms.tsl.texas.gov>)
- TSLAC 2016 Grant Resource web page  
(Available late August)

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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 3, 2015
  - TSLAC archived webinars (<https://onlinetraining.tsl.texas.gov/course/index.php?categoryid=32>)
    - *Writing Good Press Releases and Working with the Media*
    - *The Accidental Library Marketer*

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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. (2016)

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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 10, 2015*

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)

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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 17, 2015*

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

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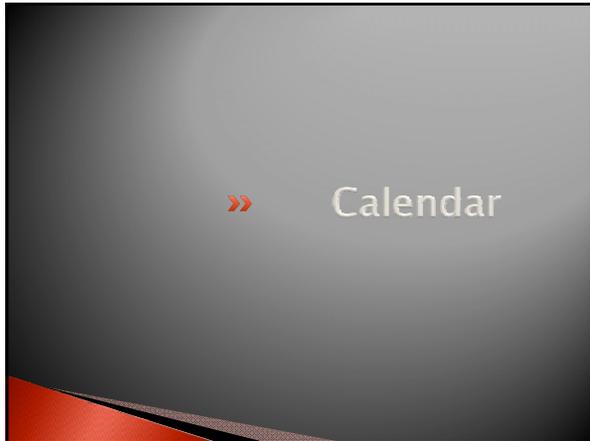
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**Training**

- ▶ **Mandatory**
- ▶ **Webinars**
  - *Contract Overview*  
Wednesday, August 12, 2015, 2–3:30 p.m.
  - *Grant Communications*  
Thursday, September 3, 2015, 2–3:30 p.m.
  - *Performance Measures and Reporting*  
Thursday, September 10, 2015, 2–3:30 p.m.
  - *Financial Management and Reporting*  
Thursday, September 17, 2015, 2–3:30 p.m.
- ▶ Recorded and archived on TSLAC website, [www.tsl.texas.gov](http://www.tsl.texas.gov)

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**Timeline**

• August 2015	• Contracts issued
• September 1, 2015	• Projects begin
• October 1, 2015	• Contracts due
• October 31, 2015	• Contracts checklist due
• December 2015	• Q1 reports due
• March 2016	• Q2/P1 reports due
• June 2016	• Q3 reports due
• August 31, 2016	• Projects end
• September 2016	• Q4/P2 reports due
• September 30, 2016	• Final RFF due
• October 31, 2016	• Final reports due
• December 31, 2021	• Retention period ends

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