



TEXAS STATE LIBRARY  
AND  
ARCHIVES COMMISSION

# 2017 Competitive Grant Awards ~ Next Steps ~

Presented by  
Erica A. McCormick, TSLAC Grants Administrator  
August 3, 2016



# Congratulations!

HIGH FIVE

WAY TO GO

CHEERS

CONGRATS

HOORAY



# What we'll cover

- Funding details
- Getting ready
- Publicity/Communications
- Reporting
- Calendar
- Action Items



# POLLS

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



# Relationship

- Applicant + Award = Subrecipient
  - Contact = Project/program manager
- TSLAC = Grantor
  - Contact = Grants Administrator
  - Contact = Grants Accountant



# TSLAC Contacts

Program issues, budget/program revisions,  
performance reports

**Erica McCormick**

Grants Administrator

[emccormick@tsl.texas.gov](mailto:emccormick@tsl.texas.gov)

800.252.9386 or 512.463.5527

Requests for funds and financial reports

**Art Villarreal**

Grants Accountant

[grants.accounting@tsl.texas.gov](mailto:grants.accounting@tsl.texas.gov)

512.463.5472



# FUNDING DETAILS



# Funding

- Grant period
  - State Fiscal Year 2017 (SFY 2017)
  - September 1, 2016-August 31, 2017
  - Funds must be expended or encumbered within the grant period; not before, not after



# Funding

- Federal funds
  - Institute of Museum & Library Services (IMLS)
  - Funding year = Federal Fiscal Year 2016 (FFY 2016)
  - Federal Award #LS-00-16-0044-16
  - Catalog of Federal Domestic Assistance (CFDA)
    - #45.310 – LSTA State Grants
  - Supercircular (2 CFR Part 200)



# Requests for Funds (RFF)

- Reimbursement by default
  - Advances available with demonstrated need
- Requested quarterly at least; every 30 days at most
- Direct deposit or check
- No RFFs processed without:
  - Fully executed contract
  - Active SAM registration
  - Supporting documentation
  - Timely performance reports



# Funding Requirements

- SAM registration
  - System for Award Management (SAM.gov)
  - Based on DUNS # (assigned by Dun & Bradstreet)
  - Expires annually; Subrecipient responsible for SAM renewal
  - TSLAC tracks DUNS # & SAM expiration in GMS 2017
- Supporting documentation
- Timely performance reports



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





# GETTING READY



# Training

- Mandatory
- Webinars
  - *Grant Communications*  
Wednesday, August 17, 2016, 2-3:30 p.m.
  - *Contract Overview*  
Thursday, August 18, 2016, 2-4 p.m.
  - *Financial Management and Reporting*  
Wednesday, August 31, 2016, 2-3:30 p.m.
  - *Performance Measures and Reporting*  
Wednesday, September 7, 2016, 2-3:30 p.m.
- Recorded and archived on TSLAC website,  
[www.tsl.texas.gov](http://www.tsl.texas.gov)



# Administration

- File management
  - Single location for grant-related documents
    - \*(GMS 2017 – [grants.tsl.texas.gov](http://grants.tsl.texas.gov))
  - Can be separated by function
    - Programming (Director or Program/Project Manager)
    - Administration (Business/Grants Office or Accounting)



# Administration — Roles

- Roles/functions assigned (in-house)
  - Who is doing what
    - Application submission
    - Performance reporting
      - Outputs and outcomes
      - Submitted by program/project manager
    - Financial reporting
      - Requests for funds and documentation
      - Certification submitted (signed) by whoever is authorized to bind the entity OR authorized proxy



# Administration — Roles

- Financial reporting certification

“By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.” (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).



# Administration — Roles

- Roles/functions synched in GMS 2017
  - Directors/managers to review current contacts
  - To add staff, contact TSLAC Grants Administrator for a spreadsheet template
  - To delete (deactivate) staff, e-mail names to TSLAC Grants Administrator
  - To change project managers on grants, e-mail the change, including the grant #, to Grants Administrator
  - Current contacts will review and update their profile information



# Contract

- Contract/grant number assigned to each award
- Distributed via e-mail to library primary contact & project manager (ETA August 19)
- Target due date back to TSLAC: October 1
- Capitalization letter required for equipment line item purchases
- Contract overview webinar – 2 p.m., Thursday, August 18



# Contract

- Subrecipient
  1. Signs
  2. Uploads
- TSLAC
  1. Signs (fully executed)
  2. Uploads



# Other documents

- 2017 grant application + required documents
- Public Documents folder (GMS 2017 portal by COB 8/5)
  - 2017 grant program guidelines
  - Supercircular (2 CFR Part 200)  
([www.ecfr.gov](http://www.ecfr.gov))
  - 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))



# Resources

- Provided by TSLAC
  - Logos (IMLS & TSLAC)
  - Sample press releases
  - Task lists
  - Program evaluation forms (Impact and Texas Reads)
  - Prior Approval forms (equipment over \$5,000/ea)
- TSLAC Grants Management System (GMS)  
(<https://grants.tsl.texas.gov>)





# **PUBLICITY/ COMMUNICATIONS**



# 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, finding aids, etc.
  - Promotional items (signage, brochures, textiles, etc.)
- Logo usage (TSLAC and IMLS)



# Publicity/Communications

- Training
  - Grant Communications webinar — 2 p.m., Wednesday, August 17, 2016
  - 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*



# 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. (2017)
  - Funded by the U.S. Institute of Museum and Library Services through a grant to the Texas State Library and Archives Commission. (2017)
  - This project is made possible by a grant from the U.S. Institute of Museum and Library Services. (2017)



# REPORTING



# 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 – 2 p.m., September 7, 2016*

Grant	#s	Narratives
<ul style="list-style-type: none"><li>• Special Projects</li><li>• Library Cooperation</li></ul>	4x/year (Dec, Mar, June, Sept)	2x/year (Mar and Sept)
<ul style="list-style-type: none"><li>• Texas Reads</li><li>• Impact</li></ul>	2x/year (Mar and Sept)	1x/year (Sept)
<ul style="list-style-type: none"><li>• TexTreasures</li></ul>	1x/year (Sept)	4x/year (Dec, Mar, June, Sept)



# Financial reporting

- Request for funds (RFF)
  - Submitted every 30 days or at least quarterly
- Financial status report (FSR)
  - Tells how fast you are spending your funds
  - Auto-tabulates as requests for funds (RFFs) are submitted and approved
- *Training webinar – 2 p.m., August 31, 2016*





# CALENDAR



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# Timeline

- **August 2016**
- **September 1, 2016**
- **October 1, 2016**
- **December 2016**
- **March 2017**
- **June 2017**
- **August 31, 2017**
- **September 2017**
- **September 30, 2017**
- **October 31, 2017**
- **December 31, 2021**
- **Contracts issued**
- **Projects begin**
- **Contracts due**
- **Q1 reports due**
- **Q2/P1 reports due**
- **Q3 reports due**
- **Projects end**
- **Q4/P2 reports due**
- **Final RFF due**
- **Final reports due**
- **Retention period ends**





# Action Items

- Register for webinars
- Review and update grant contacts and related roles/functions in GMS 2017
  - Contact Grants Administrator with revisions
- Make note of SAM registration expiration date; update TSLAC of any changes (DUNS # or date)
- Review application/recommendation to make sure you have submitted all requested information



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