

FY 2017 «Grant_Program» Grant — «Grant_Number» «Applicant_Organization», «Project_Title»

There are 2 reporting requirements for TSLAC grants — performance measures and narrative reports. This document provides guidance for your specific grant listed above.

For additional guidance on measuring performance or submitting the reports, refer to the following webinars and their corresponding documents:

- Webinar — *TSLAC Grants Management — Performance Measures and Reporting* (9/22/16), and the companion document, *FY 2017 LSTA Competitive Grants Performance Measures & Reporting Guidance*.
- Webinar – *2017 TSLAC Grant Performance Reporting in GMS* (11/16/16).

Both webinars and their corresponding documents can be found on the TSLAC website at <https://www.tsl.texas.gov/www.tsl.texas.gov/ld/workshops/webinars/archivedannexfy2017.html>.

Performance Reports

Performance reports are submitted in the Texas State Library and Archives Commission's (TSLAC) Grant Management System (GMS), <https://grants.tsl.state.tx.us> on a predetermined schedule (see page 3). ***This document is provided as guidance only; it is NOT a reporting form.***

1. Performance measures

TSLAC and TSLAC subrecipients are responsible for tracking 3 common performance measures on a quarterly basis. Due dates for specific grant programs are listed on page 3. Please mark them on your calendar.

Please pay special attention to the measure definitions in white — they are customized for your grant project. Provide **non-cumulative** counts for each period as follows:

LBB Measure #1: Number of books and other library materials provided (circulating and non-circulating) <i>(unique count)</i>
of books, e-books, serials, audiovisual materials, and other library materials purchased with TSLAC grant funds, not equipment or supply items <i>(Note: Count should <u>not</u> include administrative or publicity items such as bookmarks, posters, brochures, etc.)</i>
LBB Measure #2: Number of persons provided library project-sponsored services <i>(non-unique count)</i>
of instances persons receiving services as a result of the project; Include circulation numbers as relevant.

LBB Measure #3: Number of librarians trained or assisted (*non-unique count*)

of librarians, library staff, others trained & assisted with the project to help improve library services (*non-unique count*)

Definitions:

- Unique = each item counted only once (i.e., acquisitions)
- Non-unique = individual items/persons counted multiple times (i.e., circulation, class attendance)
- Cumulative = total to date including previously reported totals
- Non-cumulative = total just for the period in question not including previously reported totals

For each of the measures you are required to record, you must include an explanation of method and justification of measurement for each number entered. Counts and logs must be documented and verifiable, retained as required by contract (see VIII.H.), and available upon request to the TSLAC grants administrator or state auditors.

Acceptable documentation must include: date, event name, location, audience, description and count, name and title of person responsible for the count, and sign off (initials, date).

Documentation can consist of the following:

- Sign-in sheets, registration/attendance logs
- Webpage views, software usage logs
- Headcounts — two staff members must count
- Circulation records, including for e-books and e-readers
- Invoices/receipts
- Reading club logs

2. Mid-year and year-end Narrative Project Reports (Q2/Q4 or P2 ONLY)

Each section is limited to 7,500 characters.

1. **Project Activities** — Summarize the activities and events that have taken place during the specified grant period to meet the goals of the grant project. What have you done so far?
2. **Survey Results (if applicable, include in your final report ONLY)** — Summarize the results of surveys administered during your programming activities.
3. **Project Outcomes** — Summarize any outcomes for your project beyond the survey results. This may include changes in program participants' knowledge, skills, behavior, attitude, status, or life condition; report number and percentage of participants experiencing these changes; report any trends/changes or how outcomes were measured if available (e.g., survey, interviews, observation, focus group).

4. **Anecdotal Information** — Include stories or comments received from program participants, staff, or others related to the programming.
5. **Best Practices** — Provide information on best practices related to your program. What advice do you have for others? What have you learned in this experience that would help others wanting to do the same?
6. **Other results** — Include any accomplishments, impacts, links to relevant webpages or social media, etc., not captured in outcomes or anecdotes.

Reporting Schedules

Quarterly Reporting (<i>TexTreasures, Library Cooperation, Special Projects</i>)	Semi-annual Reporting (<i>Texas Reads, Impact</i>)
Q1: September 1, 2016-November 30, 2016 Q2: December 1, 2016-February 28, 2017 Q3: March 1, 2017-May 31, 2017 Q4: June 1, 2017-August 31, 2017	P1: September 1, 2016-February 28, 2017 P2: March 1, 2017-August 31, 2017

Grant Program	Outputs (measures) due date	Narrative due date
Texas Reads	P1 – March 7 P2 - September 7	P2 – September 7
Impact	P1 – March 7 P2 - September 7	P2 – September 7
TexTreasures	Q1 – December 7 Q2 – March 7 Q3 – June 7 Q4 – September 7	Q2 – March 7 Q4 – September 7
Library Cooperation	Q1 – December 7 Q2 – March 7 Q3 – June 7 Q4 – September 7	Q2 – March 7 Q4 – September 7
Special Projects	Q1 – December 7 Q2 – March 7 Q3 – June 7 Q4 – September 7	Q2 – March 7 Q4 – September 7