



**TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION**

2018 Competitive Grant Awards
~ Next Steps ~


Presented by
Erica A. McCormick, TSLAC Grants Administrator
August 9, 2017



**TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION**

Congratulations!






**TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION**

What we'll cover

- Funding details
- Getting ready
- Publicity
- 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
grants@tsl.texas.gov
800.252.9386 or 512.463.5527

Requests for funds and payment information

Art Villarreal
Grants Accountant
grants.accounting@tsl.texas.gov
512.463.5472




FUNDING DETAILS



Funding

- Grant period
 - State Fiscal Year 2018 (SFY 2018)
 - September 1, 2017-August 31, 2018
 - 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 2017 (FFY 2017)
 - Federal Award #LS-00-17-0044-17
 - 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




Requests for Funds — Advances

- Require approval and documentation* to demonstrate financial hardship
- For estimated expenditures to be incurred for the upcoming 30 days
- Must be submitted by 1st of month to cover expenses to be paid in following month
 - Due by October 1 to cover November 1-30



Requests for Funds — Advances

- Notify TSLAC grants administrator and Accounting
- Accounting contact
 - Rebecca Cannon
 - Manager, Accounting and Grants
 - Phone: 512-463-6626 / Fax: 512-475-0185**
 - E-mail: rcannon@tsl.texas.gov






Funding Requirements

- SAM registration
 - System for Award Management (SAM.gov)
 - Requires a DUNS # (assigned by Dun & Bradstreet)
 - Expires annually; Subrecipient responsible for SAM renewal
 - TSLAC tracks DUNS #s & SAM expiration in GMS
 - **FREE!**




Be good stewards and SPEND IT ALL!






GETTING READY



Grant processing

- Grant number assigned.
(Include in all communications with any TSLAC staff)
- Grant status changes to “Awarded.”
- Grant title changes to include grant number as a prefix.
 - *Sammy needs a cell phone* (application)
 - *451-18001-Sammy needs a cell phone* (awarded)



Grant numbers

- 3 parts
 - UNIQUE GRANT PROGRAM IDENTIFIER
 - STATE FISCAL YEAR IDENTIFIER
 - SEQUENTIAL ALPHABETICAL ORDER

451-18001 451 = UNIQUE GRANT PROGRAM IDENTIFIER


- 451 = TEXAS READS
- 475 = IMPACT
- 478 = SPECIAL PROJECTS
- 479 = LIBRARY COOPERATION
- 723 = TEXTREASURES

451-**18**001 18 = STATE FISCAL YEAR IDENTIFIER




Training

- Mandatory
- Webinars
 - *Contract Overview*
Wednesday, August 16, 2017, 1:30-3:30 p.m.
 - *Communications*
Thursday, August 23, 2017, 1:30-2:30 p.m.
 - *Financial Management and Reporting*
Wednesday, August 30, 2017, 1:30-3 p.m.
 - *Performance Measures*
Wednesday, September 6, 2017, 1:30-3 p.m.
 - *Performance Reporting*
Wednesday, November 15, 2017, 1:30-3 p.m.
- Recorded and archived on TSLAC website, www.tsl.texas.gov




Administration

- File location
 - Electronic (GMS – grants.tsl.texas.gov)
 - Hardcopies can be separated by function
 - Programming (Director or Program/Project Manager)
 - Administration (Business/Grants Office or Accounting)
- File names – create a naming convention



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 in GMS 2018
 - Directors/managers to review current contacts and roles
 - 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



Administration — Roles

- Functions in GMS 2018
 - *Create/update reports*
 - *Create/update/NO submit RFF*
 - *Create/update/submit RFF (requires proxy)*
 - *Read only RFFs*



Award Letter

- Distributed via e-mail to library primary contact & project manager (ETA: August 18)
- Lists funding specifics and basic award info
 - Grant number
 - Award date
 - Federal funding information
 - Funding amount and type
- Can be used for local approvals




Contract

- Distributed via e-mail to library primary contact & project manager (ETA: August 23)
- Target due date back to TSLAC: October 1
- Must be signed by authorized signatory (generally whoever signed application)
- Capitalization letter required with contract for equipment line item purchases
- *Contract overview webinar – 1:30-3:30 p.m., Wednesday, August 16*




Contract

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





Other documents


- 2018 grant application + required documents
- Public Documents folder (GMS — grants.tsl.texas.gov)
 - 2018 grant program guidelines
 - Supercircular (2 CFR Part 200) (www.ecfr.gov)
 - Uniform Grant Management Standards (UGMS) Texas Comptroller of Public Accounts (comptroller.texas.gov/purchasing/docs/ugms.pdf)



Other resources

- Provided by TSLAC
 - Logos (IMLS & TSLAC)
 - Sample press releases
 - Task lists
 - Program evaluation forms/surveys
- TSLAC Grants Management System (GMS) (<https://grants.tsl.texas.gov>)




PUBLICITY



Publicity

- 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

- Training
 - *Grant Communications webinar — 1:30-2:30 p.m., Wednesday, August 23, 2017*
 - 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. (2018)
 - Funded by the U.S. Institute of Museum and Library Services through a grant to the Texas State Library and Archives Commission. (2018)
 - This project is made possible by a grant from the U.S. Institute of Museum and Library Services. (2018)




REPORTING



Performance reporting


- Numbers and narratives
 - Tells what you did during the reporting period
 - Measurements provided by TSLAC
 - Due on 7th of each reporting month
- *Training webinar – 1:30-2:30 p.m., November 15, 2017*


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

 **Financial reporting**

- Request for funds (RFF)
 - Submitted every 30 days or at least quarterly
- Financial status
 - Spend-down plans released in June 2018
 - *Training webinar – 1-3:30 p.m., August 30, 2017*


 

 **CALENDAR**





Training

- **Mandatory**
- **Webinars**
 - *Contract Overview*
Wednesday, August 16, 2017, 1:30-3:30 p.m.
 - *Communications*
Thursday, August 23, 2017, 1:30-2:30 p.m.
 - *Financial Management and Reporting*
Wednesday, August 30, 2017, 1:30-3 p.m.
 - *Performance Measures*
Wednesday, September 6, 2017, 1:30-3 p.m.
 - *Performance Reporting*
Wednesday, November 15, 2017, 1:30-3 p.m.
- **Recorded and archived on TSLAC website, www.tsl.texas.gov**



Timeline

▪ August 2017	▪ Contracts issued
▪ September 1, 2017	▪ Projects begin
▪ October 1, 2017	▪ Contracts due
▪ December 2017	▪ Q1 reports due
▪ March 2018	▪ Q2/P1 reports due
▪ June 2018	▪ Q3 reports due
▪ August 31, 2018	▪ Projects end
▪ September 2018	▪ Q4/P2 reports due
▪ September 30, 2018	▪ Final RFF due
▪ October 31, 2018	▪ Final documents due
▪ December 31, 2021	▪ Retention period ends




TSLAC Contacts

Include your grant number in all communications on Subject line.

Program issues, budget/program revisions,
performance reports
Erica McCormick
Grants Administrator
grants@tsl.texas.gov
800.252.9386 or 512.463.5527

Requests for funds and payment information
Art Villarreal
Grants Accountant
grants.accounting@tsl.texas.gov
512.463.5472



Action Items

- Register for webinars
- Review grant contacts and related roles/functions in GMS 2018
 - Contact Grants Administrator with revisions
- Make note of SAM registration expiration date; notify TSLAC of any changes
- Review application/recommendation to make sure you have submitted all requested information



