

2019 COMPETITIVE GRANT AWARDS
~ NEXT STEPS ~



August 3, 2018

Presented By
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Grants Administrator



Source: katie-colley-wikipedia.com. Accessed on July 13, 2018.

WHAT WE'LL COVER

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

POLLS

- Experience
 - # of grants
 - TSLAC grant experience
- Audience

RELATIONSHIP

Applicant + Award = Subrecipient
•Contact = Project/program manager

TSLAC = Grantor
•Contact = Grants Administrator
•Contact = Grants Accountant

TSLAC CONTACTS

Program issues, allowable costs, 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

Grant period

- State Fiscal Year 2019 (SFY 2019)
- September 1, 2018-July 31, 2019
- 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 2018 (FFY 2018)
- Federal Award #LS-00-18-0044-18
- 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 records DUNS #s & SAM expiration in GMS
- **FREE!**

Be good stewards and
SPEND IT ALL!





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)
 - *TXR-19001-Sammy needs a cell phone* (awarded)

GRANT NUMBERS

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

TXR-19001 TXR = UNIQUE GRANT PROGRAM IDENTIFIER

- TXR = TEXAS READS
- IMP = IMPACT
- SPP = SPECIAL PROJECTS
- COP = LIBRARY COOPERATION
- TXT = TEXTREASURES

TXR-**19**001 19 = STATE FISCAL YEAR IDENTIFIER

TXR-19**001** 001 = SEQUENTIAL ALPHANUMERICAL ORDER

TRAINING

❖ Mandatory

❖ Webinars

- *Contract Overview*
Wednesday, August 15, 2018, 10:30-12 p.m.
- *Communications*
Thursday, August 22, 2018, 1:30-2:30 p.m.
- *Financial Management and Reporting*
Wednesday, August 29, 2018, 1:30-3 p.m.
- *Performance Measures*
Wednesday, September 5, 2018, 1:30-2:30 p.m.
- *Performance Reporting*
Wednesday, November 14, 2018, 10:30-11:30 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 that groups files by type, year, topic or program

ADMINISTRATION — ROLES

- Roles/functions assigned (in-house)
 - Who is doing what
 - 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

❖ Tasks in GMS

- Directors/managers to review current contacts and roles (*Note: Staff other than those involved with grants will also be listed.*)
- To add staff, complete the contact import sheet (Excel) and return to TSLAC grants administrator
- To remove staff, e-mail names to TSLAC grants administrator
- To change project managers on grants, do so in directly in GMS.

ADMINISTRATION — ROLES

❖ Grant functions in GMS

- Create/update reports
- Create/update/NO submit RFF
- Create/update/submit RFF (*requires proxy*)
- Read only RFFs
- Read only ALL (*coming soon*)

AWARD LETTER

- Distributed via e-mail to library primary contact & project manager (ETA: August 17)
- 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 or designee (ETA: August 17)
- 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 – 10:30-12 p.m., Wednesday, August 15*

CONTRACT

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

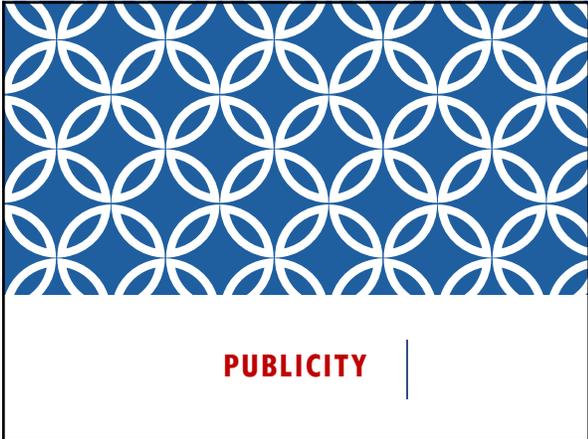
OTHER DOCUMENTS

- ❖ 2019 grant application + required documents
- ❖ Public Documents folder (GMS — grants.tsl.texas.gov)
 - 2019 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
 - Program evaluation forms/surveys
- TSLAC Grants Management System (GMS)
(<https://grants.tsl.texas.gov>)





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

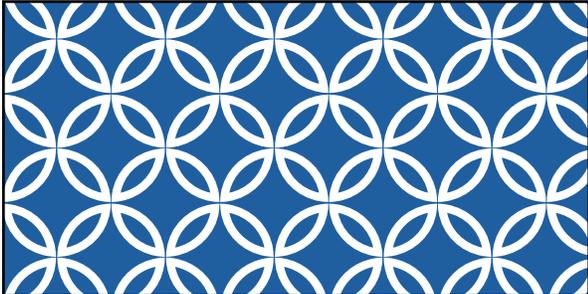
Training webinar

- *Grant Communications — 1:30-2:30 p.m., Wednesday, August 22, 2018*
- 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

Acknowledge 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. (2019)
- Funded by the U.S. Institute of Museum and Library Services through a grant to the Texas State Library and Archives Commission. (2019)
- This project is made possible by a grant from the U.S. Institute of Museum and Library Services. (2019)



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

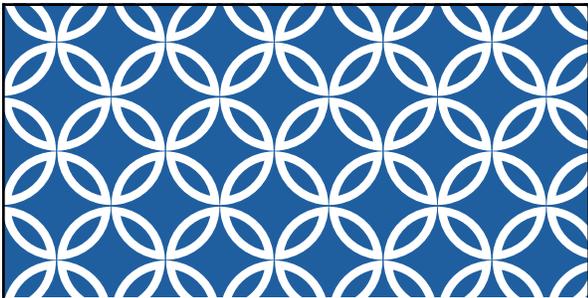
Grant	#s	Narratives
<ul style="list-style-type: none"> ▪ Special Projects ▪ Library Cooperation ▪ TexTreasures 	4x/year (Dec, Mar, June, Sept)	2x/year (Mar and Sept)
<ul style="list-style-type: none"> ▪ Texas Reads ▪ Impact 	2x/year (Mar and Sept)	1x/year (Sept)

- Training webinar –
 - 1:30-2:30 p.m., November 14, 2018

FINANCIAL REPORTING

- Request for funds (RFF)
 - Submitted every 30 days or at least quarterly
- Financial status
 - Spend-down plans released in May 2019
- Training webinar – 1:30-3 p.m., August 29, 2018





CALENDAR

TRAINING

❖ Mandatory

❖ Webinars

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TIMELINE

- August 2018** ■ Contracts issued
- September 1, 2018** ■ Projects begin
- October 1, 2018** ■ Contracts due
- December 7, 2018** ■ Q1 reports due
- March 7, 2019** ■ Q2/P1 reports due
- June 7, 2019** ■ Q3 reports due
- *July 31, 2019** ■ Spending ends
- *August 1, 2019** ■ Final RFF due
- August 31, 2019** ■ Activities end
- September 7, 2019** ■ Q4/P2 reports due
- *September 30, 2019** ■ Final documents due
- December 31, 2026** ■ Retention period ends



ACTION ITEMS

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

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