



TEXAS STATE LIBRARY  
AND  
ARCHIVES COMMISSION

# FY 2019 COMPETITIVE GRANTS Q & A

**Presented by**  
Erica A. McCormick, TSLAC Grants Administrator

October 17, 2018

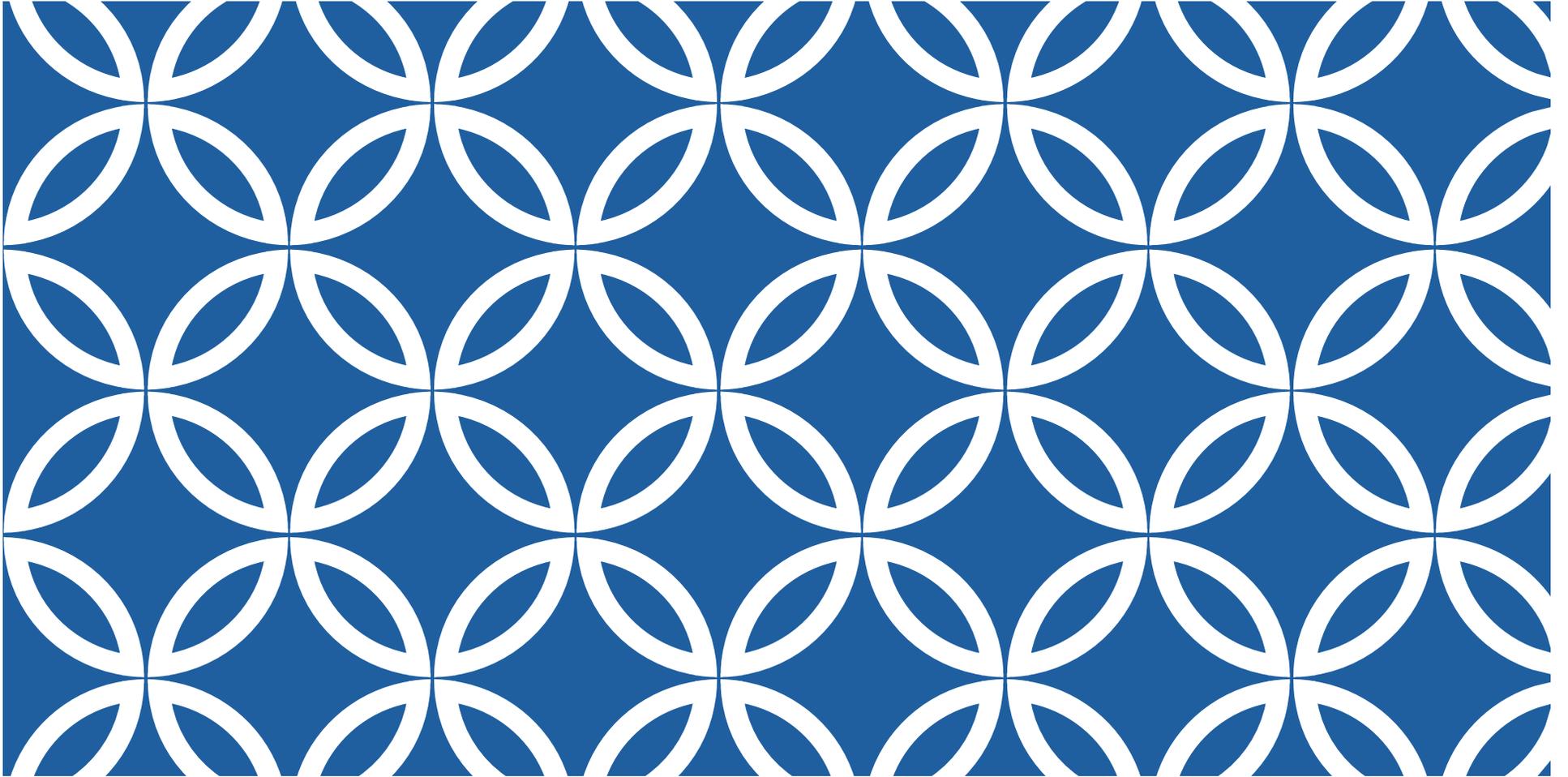
# WHAT WE'LL COVER

- Action items
- Contracts
- Calendar
- Publicity
- Performance measures
- Financial reporting
- Grant Management System (GMS)

# ACTION ITEMS

- Check status of contracts
- Make note of SAM registration expiration date; notify TSLAC of any updates
- Review webinars as needed
- Review grant contacts and related roles/functions in GMS
  - Email Grants Administrator with revisions





**CONTRACTS**



# CONTRACT

- ❖ Sections I-V – Who, when, what, how much
- ❖ Sections VI-VIII – Equipment, reporting, other requirements
- ❖ Sections IX-XIII – Housekeeping, governing statutes, signatures

# CONTRACT PROCESS

## Subrecipient

1. Print a copy for authorized person to sign.
2. Upload signed copy into grant file in GMS.
3. Notify TSLAC of upload.

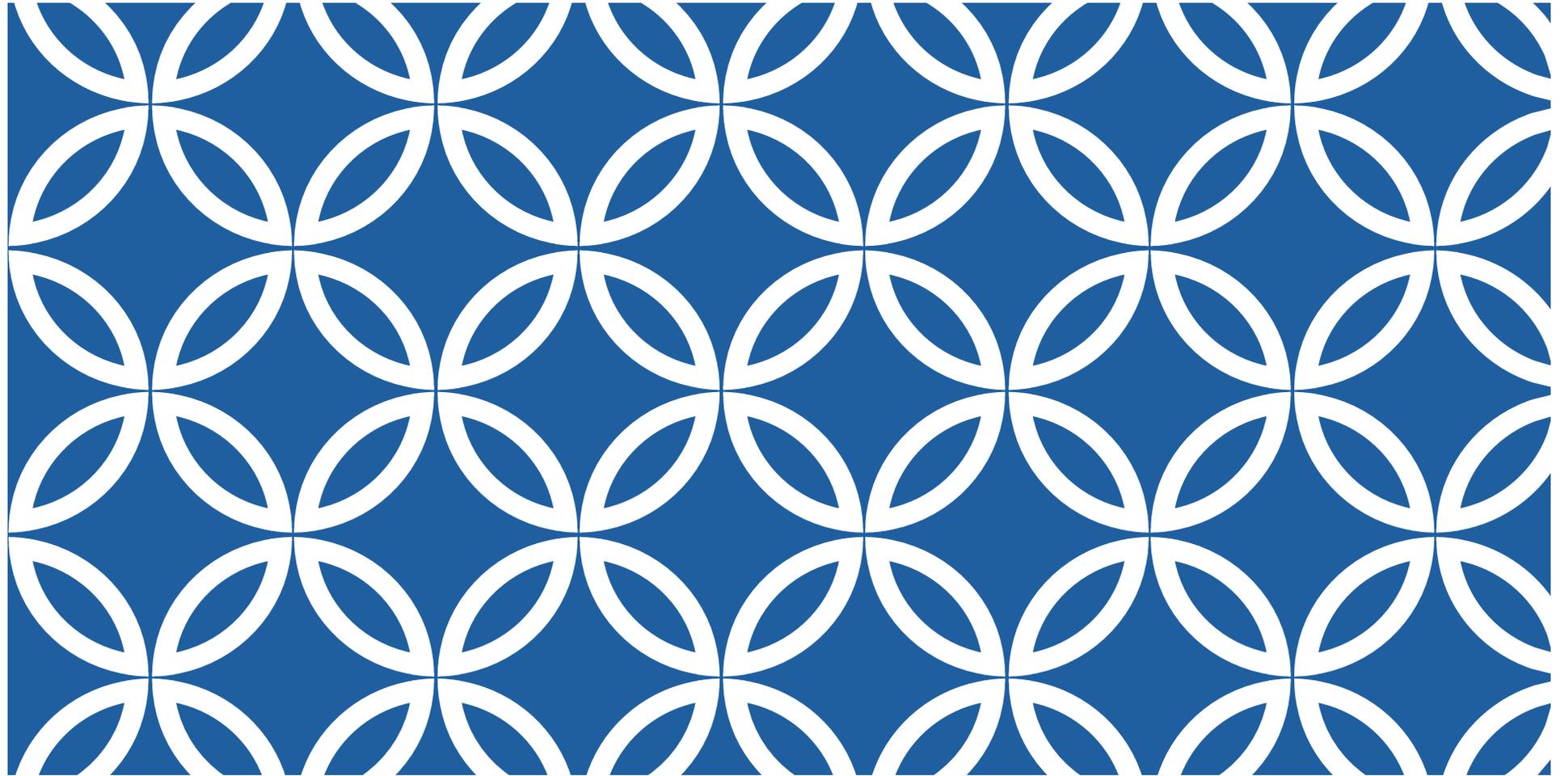
## TSLAC

1. Director and librarian will sign (fully executed).
2. Upload the copy to grant file in GMS.
3. Notify subrecipient when final copy is loaded.

# WHAT DO YOU DO NEXT?

- Contracts e-mailed August 17.
- Process the contract.
- Await the fully executed copy.
- Mark ALL contract dates on your calendar(s).
- Forward contract as necessary to business office.\*
- Store the final copy in your grant file.\*





**CALENDAR**



# FUNDING PERIOD

## Grant period

- State Fiscal Year 2019 (SFY 2019)
- Activities: September 1, 2018-August 31, 2019
- Spending: September 1, 2018-July 31, 2019
- Funds must be expended or encumbered within the grant period; not before, not after

# 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

# TRAINING

## ❖ Mandatory

## ❖ Webinars

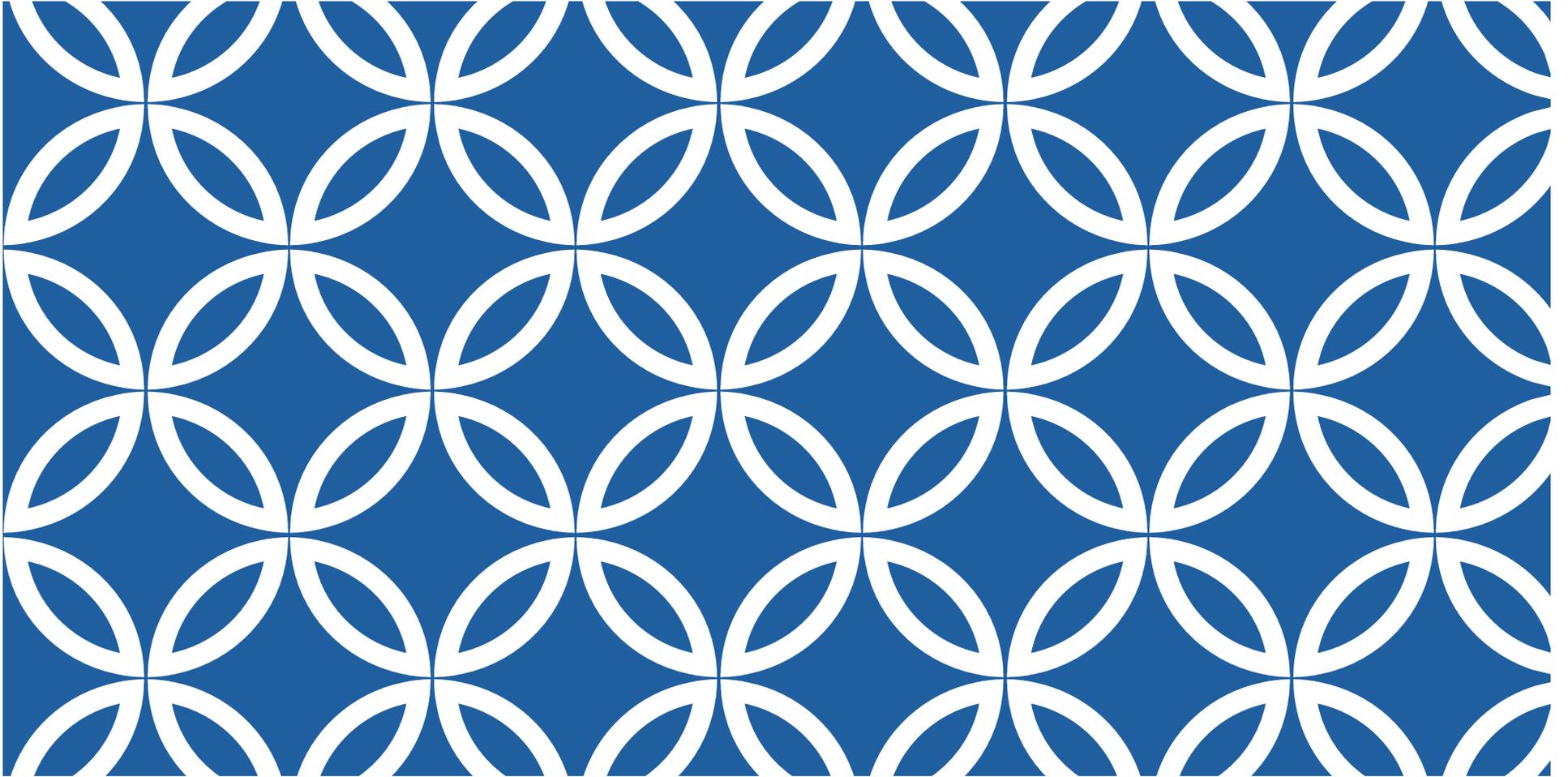
- *Contract Overview (8/15/18)*
- *Grant Communications (8/22/18)*
- *Financial Management and Reporting (8/29/18)*
- *Performance Measures (9/5/18)*
- *Performance Reporting*

Wednesday, November 14, 2018, 10:30-11:30 a.m.

## ❖ Recorded and archived on TSLAC website

[www.tsl.texas.gov/Id/workshops/webinars/archived.html](http://www.tsl.texas.gov/Id/workshops/webinars/archived.html)





**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 webinar

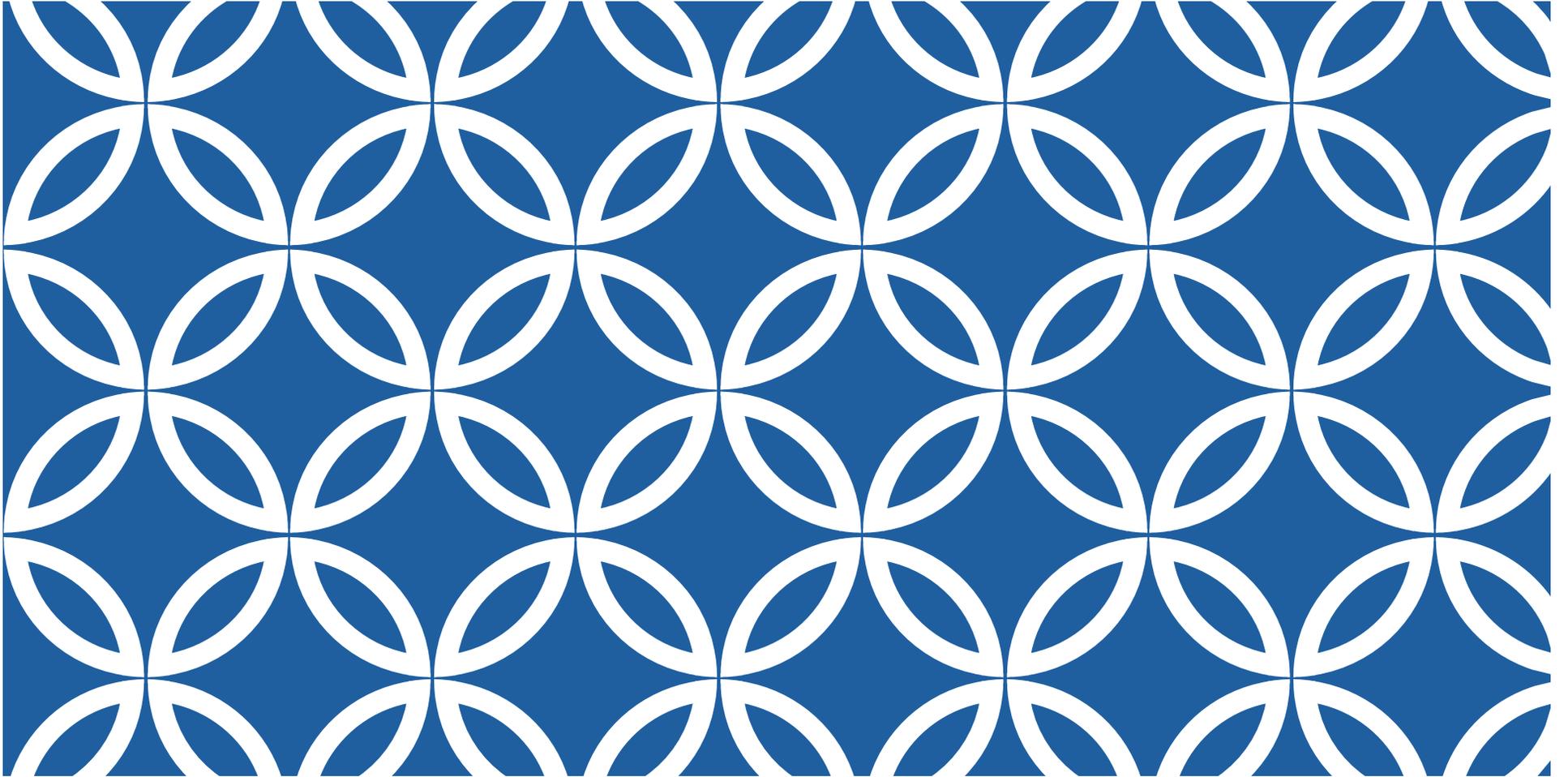
- *Grant Communications (8/22/18)*
- [www.tsl.texas.gov/ld/workshops/webinars/archived.html](http://www.tsl.texas.gov/ld/workshops/webinars/archived.html)
- TSLAC archived webinars  
<https://onlinetraining.tsl.texas.gov/course/index.php?categoryid=32>
- *Writing Good Press Releases and Working with 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)





# **PERFORMANCE REPORTING**



# PERFORMANCE MEASURES

## Numbers and narratives

- Tell what you did during the reporting period
- Measurements customized for specific grant and provided by TSLAC
- *Training webinar (archived) – 9/5/18*

# PERFORMANCE REPORTING

## Numbers and narratives

- Tell what you did during the reporting period
- Measurements provided by TSLAC
- Due on 7<sup>th</sup> of each reporting month in GMS

Grant	#s	Narratives
<ul style="list-style-type: none"><li>• Special Projects</li><li>• Library Cooperation</li><li>• TexTreasures</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)

*Training webinar – November 14, 2018, 10:30-11:30 a.m.*

# PERFORMANCE REPORTS

Grant	Due
<ul style="list-style-type: none"><li>• <b>Special Projects</b></li><li>• <b>Library Cooperation</b></li><li>• <b>TexTreasures</b></li></ul>	Q1 – December 7 Q2 – March 7 (narrative due) Q3 – June 7 Q4 – September 7 (narrative due)
<ul style="list-style-type: none"><li>• <b>Texas Reads</b></li><li>• <b>Impact</b></li></ul>	P1 – March 7 P2 - September 7 (narrative due)

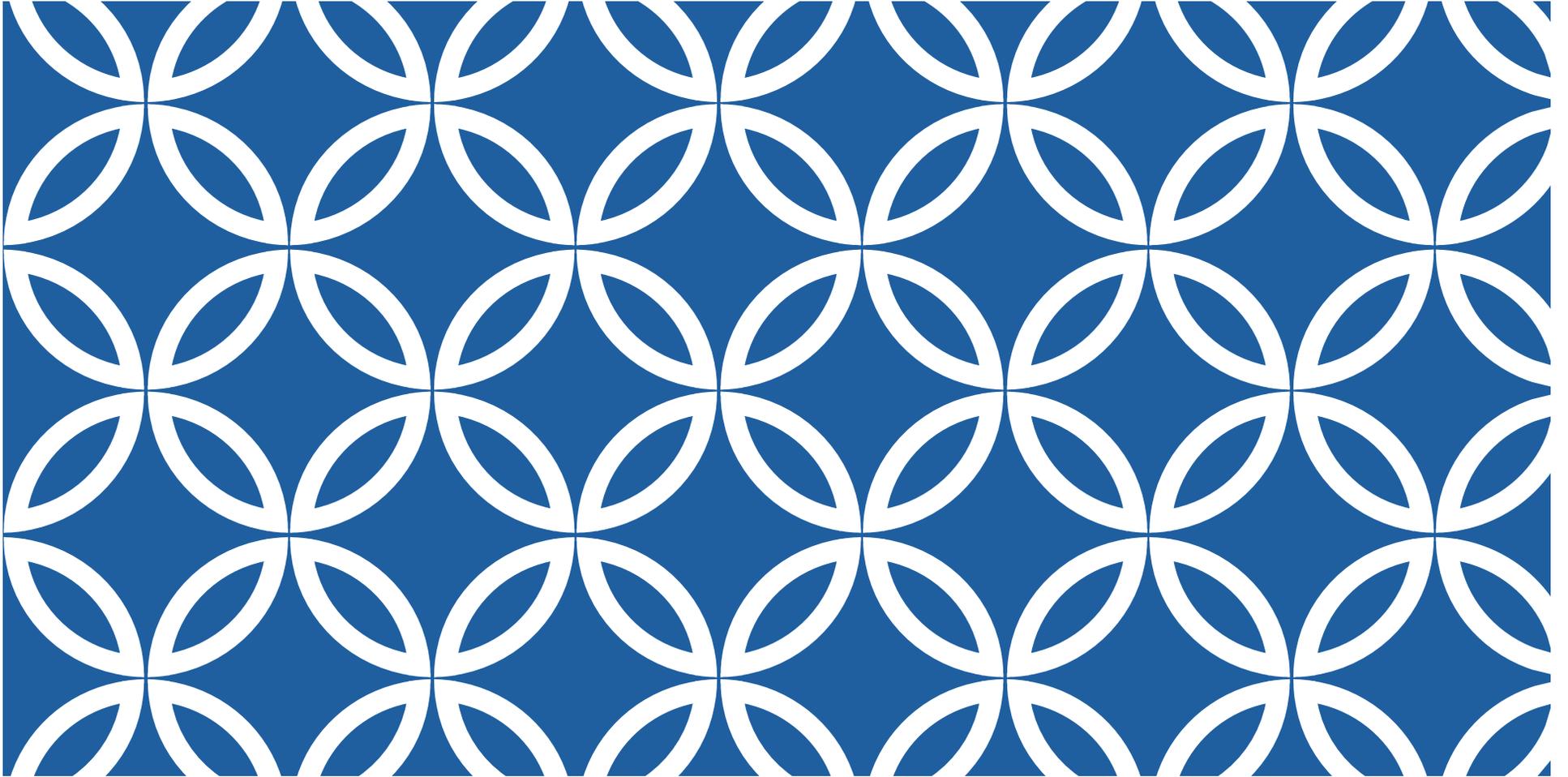
# ACTION ITEM

- ❖ Bookmark TSLAC Grant Forms & Tools page

<https://www.tsl.texas.gov/agency/forms/grantforms>

- Grant Performance Surveys
- Common Forms and Tools





# **FINANCIAL REPORTING**



# RFF IMPORTANT DATES

- ❖ RFFs can only be submitted once every 30 days.
- ❖ RFFs are due by end of month following payment period
  - Grants up to \$10,000 report quarterly
    - December (September-November)
    - March (December-February)
    - June (March-May)
    - September (June-August)
  - Grants greater than \$10,000 report monthly

# 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 – 8/29/18*

# RFF IMPORTANT DATES

- ❑ **May 15, 2019\*** – last date to submit spending plan
- ❑ **June 1, 2019** – last date to request an advance
- ❑ **June 15, 2019** – last date to request a revision
- ❑ **July 31, 2019** – last date to obligate or encumber funds
- ❑ **August 1, 2019** – last date to request a reimbursement (final RFF)
- ❑ **September 15, 2019** – last date to liquidate or pay all obligations and encumbrances (advances)

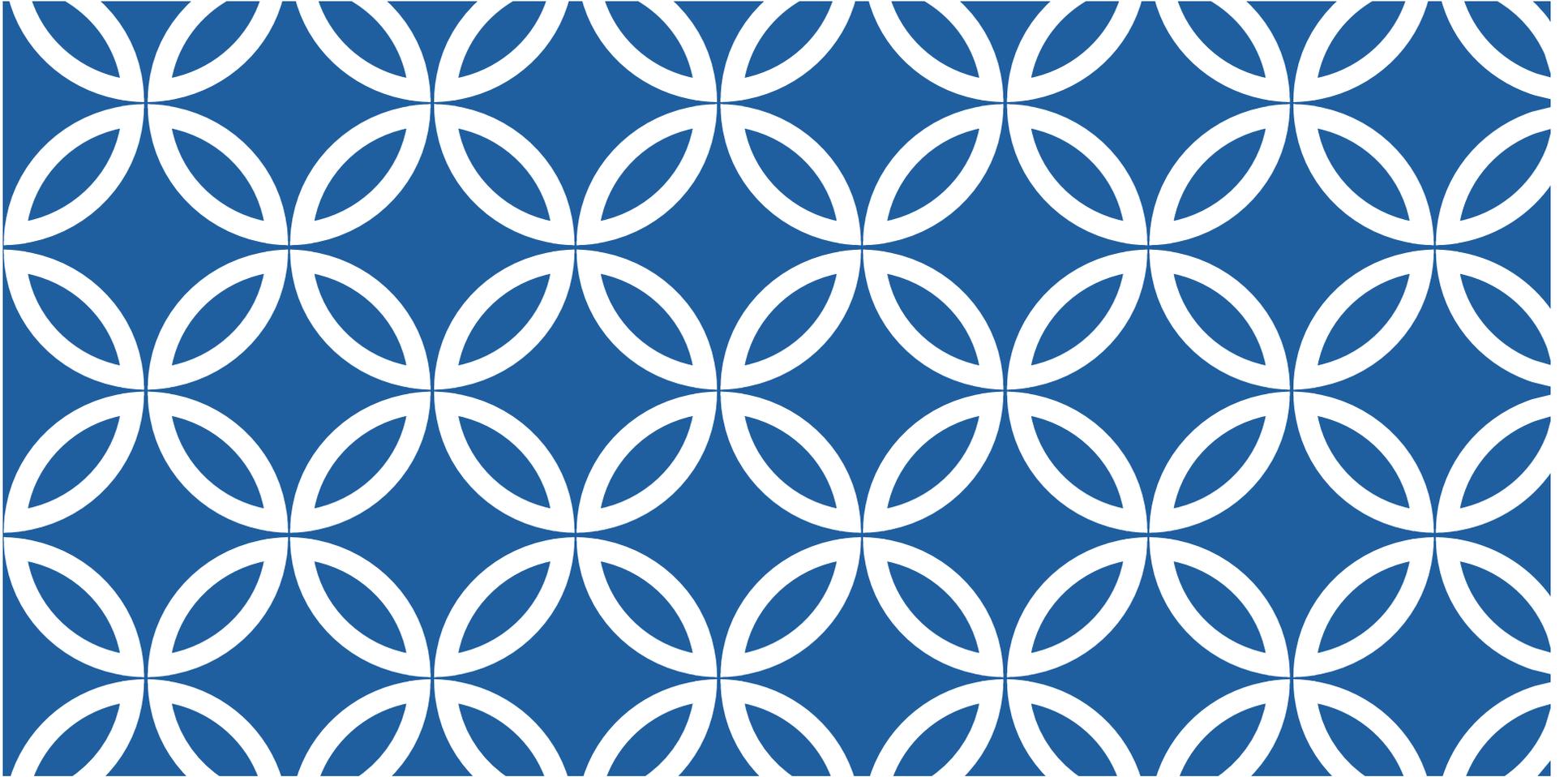
# RFF – SUBMISSION

Gather all supporting documentation

- paid invoices
- receipts
- time sheets
- payroll registers
- general ledgers

*Note:* If only part of the invoice or receipt is being reimbursed, circle/mark the items and amounts to be reimbursed.





# **GRANT MANAGEMENT SYSTEM | (GMS)**

# GMS

- TSLAC Grants Management System (GMS) (<https://grants.tsl.texas.gov>)
  - Grant applications
  - Performance reports
  - Requests for funds (RFFs)
  - Change requests (budget and program)
  - FINAL report

# ADMINISTRATION — ROLES

## ❖ Grant functions in GMS

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



# TSLAC CONTACTS

Program issues, allowable costs, budget/program revisions,  
performance reports

**Erica McCormick**

Grants Administrator

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

512.463.5472