2020 Competitive Grant Awards

~ Next Steps ~

August 14, 2019

Presented By
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Grants Administrator

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 DETAILS

Funding

- Grant period
  - State Fiscal Year 2020 (SFY 2020)
  - Spending - September 1, 2019-July 31, 2020
  - Activities - September 1, 2019-August 31, 2020
  - 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 2019 (FFY 2019)
  - Federal Award #LS-00-19-0044-19
  - Catalog of Federal Domestic Assistance (CFDA)

    #45.310 – LSTA Grants to States
  - Supercircular (2 CFR Part 200)

Funding

▶ State funds

  ▶ Texas State Library & Archives Commission

  ▶ Funding year = State Fiscal Year 2020

  ▶ Texas Uniform Grant Management Standards (UGMS)

Funding Requirement

► 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!**

Requests for Funds (RFF)

❑ Reimbursement (default) or Advance

❑ Quarterly or monthly based on maximum grant award and grant type

❑ Direct deposit or check

❑ No RFFs processed without:

▶ Fully executed contract

▶ Active SAM registration

▶ Supporting documentation

▶ Timely performance reports

RFFs — Reimbursements

- Default
- Payment based on actual expenses
- Required documentation showing "Paid" and payment date

RFFs — 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

RFFs — Advances

❑ Notify TSLAC grants administrator and Accounting

❑ Accounting contact

Rebecca Cannon

Manager, Accounting and Grants

Phone: 512-463-6626

E-mail: rcannon@tsl.texas.gov

Be good stewards and
SPEND IT ALL!

Getting ready

Grant processing

- Grant number assigned.

  (Include in <u>all</u> 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-20001-Sammy needs a cell phone* (Awarded)

Grant numbers

- 3 parts
  - ▶ UNIQUE GRANT PROGRAM IDENTIFIER
  - ▶ STATE FISCAL YEAR IDENTIFIER
  - ▶ SEQUENTIAL ORDER (ALPHA-BASED)

TXR-20001   TXR = UNIQUE GRANT PROGRAM
  - ▶ TXR = TEXAS READS
  - ▶ SPP = SPECIAL PROJECTS
  - ▶ COP = LIBRARY COOPERATION
  - ▶ TXT = TEXTREASURES

TXR-**20**001   20 = STATE FISCAL YEAR

TXR-20**001**   001 = SEQUENTIAL ORDER

Training

- ❖ Webinars

- ❖ Mandatory

- ❖ Recorded and archived on TSLAC website, www.tsl.texas.gov (Professional Development | Archived Webinars)

Training

❖ Webinars
- ▶ *Contract Overview*
    Wednesday, August 21, 2019, 2:00-3:30 p.m.
- ▶ *Communications*
    Monday, August 26, 2019, 2:00-3:00 p.m.
- ▶ *Financial Management and Reporting*
    Wednesday, August 28, 2019, 10:30-11:30 a.m.
- ▶ *Performance Measures*
    Wednesday, September 4, 2019, 1:30-3:00 p.m.
- ▶ *Performance Reporting*
    Wednesday, November 20, 2019, 10:30-11:30 a.m.

Administration

- Binder or files
- Electronic or hardcopy
- File location
  - Electronic (GMS – grants.tsl.texas.gov)
  - Hardcopies
    - 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

- Types of documents
  - Grant guidelines
  - Proposal (application)
  - Contract
  - Webinar/training handouts or notes
  - Communications (e-mails, calls, mail)
  - Financial documentation
  - Performance documentation
  - Marketing and promotional pieces

Administration — GMS 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 — GMS 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 — GMS 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 directly in GMS.

Administration — GMS roles

❖ Grant functions in GMS

- ▪ *Create/update reports*
- ▪ *Create/update/NO submit RFF*
- ▪ *Create/update/submit RFF (may require proxy) – required to submit budget change requests*
- ▪ *Read only RFFs*
- ▪ *Read only ALL*

Award Letter

- Distributed via e-mail to library primary contact & project manager (ETA: August 21)

- Lists funding specifics and basic award info
  - Grant number
  - Award date
  - Funding source
  - Award amount and type

- Can be used for local approvals

Contract

- Distributed via e-mail to library primary contact & project manager or designee (ETA: August 21)

- Target due date back to TSLAC: October 1

- Must be signed by authorized signatory (generally whoever signed application)

- *Webinar - Contract Overview – 2-3:30 p.m., Wednesday, August 21*

Contract

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

Other documents

- ❖ 2020 grant application + required documents
- ❖ Public Documents folder (GMS — grants.tsl.texas.gov)
  - 2020 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) (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

Webinar

- *Grant Communications — 2-3 p.m., Monday, August 26*

- TSLAC archived webinars *(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 U.S. Institute of Museum and Library Services, Grant Number 1234567, to the Texas State Library and Archives Commission under the provisions of the Library Services and Technology Act. (2020)

▶ Funded by the U.S. Institute of Museum and Library Services through a grant to the Texas State Library and Archives Commission (Grant Number 1234567). (2020)

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Reporting

Financial reporting

- Request for funds (RFF)
  - Submitted every 30 days or at least quarterly

- Financial status
  - Spend-down plans released in May 2020

- *Webinar – August 28, 1:30-3 p.m.*

Performance reporting

▶ Numbers and narratives

- Tell what you did during the reporting period
- Measurements provided by TSLAC
- Detailed in contract

	#s	Narratives
Quarterly	4x/year (Dec, Mar, June, Sept)	2x/year (Mar and Sept)
Semi-annual	2x/year (Mar and Sept)	1x/year (Sept)

- *Webinars –*
  - *Measures —September 4*
  - *Reporting — November 20*

Calendar

Training

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Timeline

August 2019	▪ Contracts issued
September 1, 2019	▪ Projects begin
October 1, 2019	▪ Contracts due
December 7, 2019	▪ Q1 reports due
March7, 2020	▪ Q2/P1 reports due
June 7, 2020	▪ Q3 reports due
***July 31, 2020**	▪ Spending ends
***August 1, 2020**	▪ Final RFF due
August 31, 2020	▪ Activities end; final $ docs due
September 7, 2020	▪ Q4/P2 reports due
***September 30, 2020**	▪ Final documents due
December 31, 2026	▪ Retention period ends

Action Items

- Register for webinars
- Review grant contacts and related roles/functions in GMS
- 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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