2020 Competitive Grant Awards

~ Next Steps ~
August 14, 2019

Presented By
Erica A. Mccormick
Grants Administrator
Congratulations
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 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-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-20001**

20 = STATE FISCAL YEAR

**TXR-20001**

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

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<tr>
<th></th>
<th>#s</th>
<th>Narratives</th>
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<td>2x/year</td>
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<td>(Dec, Mar, June, Sept)</td>
<td>(Mar and Sept)</td>
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<td>Semi-annual</td>
<td>2x/year</td>
<td>1x/year</td>
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<td>(Mar and Sept)</td>
<td>(Sept)</td>
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- **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
- **March 7, 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
TSLAC Contacts

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