TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION
2020 TSLAC Grants
Q & A Session
Presented by
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TSLAC Grants Administrator
October 16, 2019

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What we'll cover
Action items
Contracts
Calendar
Publicity
Performance measures
Financial reporting
Grant Management System (GMS)

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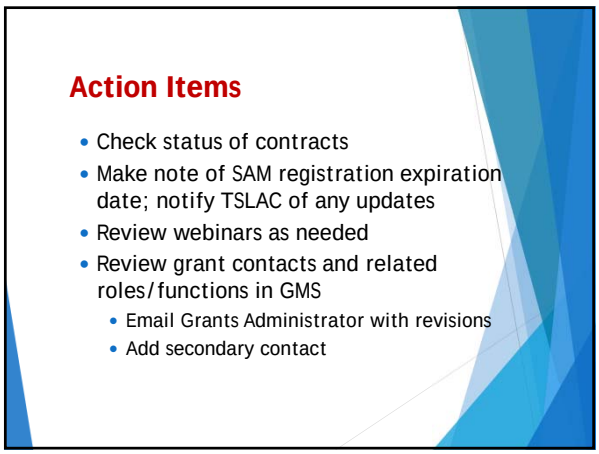
Action Items
Check status of contracts
Make note of SAM registration expiration date; notify TSLAC of any updates
Review webinars as needed
Review grant contacts and related roles/functions in GMS
Email Grants Administrator with revisions
Add secondary contact

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CONTRACTS

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Contract

- E-mailed to project manager and director
- Must be fully executed before TSLAC can reimburse you

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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.

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What do you do next?

- 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.*

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CALENDAR

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Funding period

- Grant period
  - State Fiscal Year 2020 (SFY 2020)
  - Activities: September 1, 2019-August 31, 2020
  - Spending: September 1, 2019-July 31, 2020
  - Funds must be expended or encumbered within the grant period; not before, not after

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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
September 7, 2020	Q4/P2, Final reports due
December 31, 2026	Retention period ends

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Training

- Mandatory
- Webinars
  - *Contract Overview (8/21/19)*
  - *Grant Communications (8/26/19)*
  - *Financial Management and Reporting (8/28/19)*
  - *Performance Measures (9/4/19)*
  - *Performance Reporting*

  Wednesday, November 20, 2019, 10:30-11:30 a.m.
- Recorded and archived on TSLAC website
  www.tsl.texas.gov/ld/workshops/webinars/archived.html

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Questions

- Is there a deadline by which all training needs to be completed?
  - Yes; December 1.
- I did not register for previous webinars. Where can I find the archived webinars?
  - In the Archived Webinars section of TSLAC website https://www.tsl.texas.gov/ld/workshops/webinars/archived
    - *Webinars before August 31, 2019* — **Past Webinars from September 1 2018 - August 31 2019**
    - *Webinars after August 31, 2019* — **Past Webinars from September 1 2019 - August 31 2020**

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PUBLICITY

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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.)
- Acknowledgment of TSLAC and IMLS
  - Logo usage
  - IMLS first, TSLAC if space allows
  - Include TSLAC grant number

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Publicity

Training webinar

- *Grant Communications (8/26/19)*
  - 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*

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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 to the Texas State Library and Archives Commission, Grant Number 1234567, 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)
- This project is made possible by a grant from the U.S. Institute of Museum and Library Services (Texas State Library and Archives Commission, Grant Number 1234567). (2020)

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PERFORMANCE

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Performance measures

- GOAL: Do what you said you would do
- Numbers and narratives
  - Tell what you did during the reporting period
  - Measurements customized for specific grant and provided by TSLAC (delivered by 10/31/19)
  - *Training webinar (archived) – 9/4/19*

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Performance reporting

- Numbers and narratives
  - Tell what you did during the reporting period
  - Measurements provided by TSLAC (out by 10/31)
  - Due on 7th of each reporting month in GMS
  - *Training webinar – Wednesday, November 20, 2019,10:30-11:30 a.m.*

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Performance reports

Reporting Frequency	Due
Quarterly	Q1 – December 7 Q2 – March 7 (narrative due) Q3 – June 7 Q4 – September 7 (narrative due)
Semi-annual	P1 – March 7 P2 - September 7 (narrative due)

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Action item

- Bookmark TSLAC **Grant Forms & Tools** page

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

- ▶Grant Performance Surveys
- ▶Common Forms and Tools

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Questions

Q: Are our activities and purchases locked in by what was submitted in the proposal?

A: No, but you must be cognizant of when a change request is needed.

- Scope and activities
- Product features and price
- Third party
- Spending more in a category than proposed (more than 10%)
- Spending in a previously unused category

- When are performance reports approved?
  - Reports are approved once all information has been verified and reported in TSLAC reports to LBB and/or IMLS. TSLAC will contact you if there is a problem.

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FINANCES

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Purchasing

- Spend it all.
- Follow your local purchasing procedures.
- Items costing over $5,000/unit require prior approval.
  - Contact TSLAC for processing

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RFF important dates

- RFFs can only be submitted once every 30 days.
- RFFs are due by end of month following payment period
  - Grants max award=$10,000 report quarterly
    - December (September-November)
    - March (December-February)
    - June (March-May)
    - September (June-August)
  - Grants max award > $10,000 report monthly

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Financial reporting

- Request for funds (RFF)
  - Submitted every 30 days or at least quarterly
- Financial status
  - Spend-down plans released in May 2020
- *Training webinar – 8/28/19*

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RFF important dates

- **May 31, 2020*** – last date to submit spending plan
- **June 1, 2020** – last date to request an advance
- **June 15, 2020** – last date to request a revision
- **July 31, 2020** – last date to obligate or encumber funds
- **August 1, 2020** – last date to request a reimbursement (final RFF)
- **September 15, 2020** – last date to liquidate or pay all obligations and encumbrances (advances)

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RFF – Submission

- What, how much, when paid, when received
- Gather all supporting documentation
  - paid invoices
  - receipts
  - time sheets
  - payroll registers
  - general ledgers

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Questions

- When is the first RFF due? October?
  - If you are on a monthly schedule, yes, you should submit your first RFF in October.
- When do I need a proxy letter?
  - If you will be the one submitting the RFFs, but that is not your usual job or you are not authorized to do so.
- What happens if I don't have all of the documentation needed?
  - TSLAC will not process any RFF without full documentation. Payment will be delayed.

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GRANT MANAGEMENT SYSTEM (GMS)

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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

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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*

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Questions

- Where do I find the contact import form?
  - TSLAC website — LSTA Grant Funding Opportunities https://www.tsl.texas.gov/ld/funding/index.html#apply
- GMS sometimes kicks me out if I've been in a while. Has that been fixed?
  - Yes. The maximum time limit for GMS is 3 hours from logging in.

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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

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