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**Relationship**

- ▶ Applicant + Award = Recipient
  - ▶ Contact = Project/program manager
- ▶ TSLAC = Grantor
  - ▶ Contact = Grants Administrator
  - ▶ Contact = Grants Accountant

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**TSLAC Contacts**

Program issues, allowable costs, budget/program revisions, performance reports  
Erica McCormick  
Program Coordinator  
grants@tsl.texas.gov  
800.252.9386 or 512.463.5527

Requests for funds and payment information  
Jo Ann Ramirez  
Chief Accountant  
grants.accounting@tsl.texas.gov  
512.463.5473

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**Funding DETAILS**

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**Funding**

- ▶ Grant period
  - ▶ State Fiscal Years 2020-21 (SFY 2020-21)
  - ▶ Spending - March 1, 2020-July 31, 2021
  - ▶ Activities - March 1, 2020-August 31, 2021
  - ▶ Funds must be expended or encumbered within the grant period; not before, not after

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**Funding**

- ▶ State funds
  - ▶ Texas State Library & Archives Commission
  - ▶ State of Texas General Revenue Funds, per Rider 12. Library Services for Border Cities, Texas State Library and Archives Commission, House Bill 1, General Appropriations Act, 86<sup>th</sup> Legislature.
  - ▶ Funding period = State Fiscal Year 2020-21
  - ▶ Texas Uniform Grant Management Standards (UGMS)

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**Requests for Funds (RFF)**

- Reimbursement (default) or Advance
- Monthly based on activity
- Direct deposit or check
  - Requires DD form and TINS # (handouts)
- No RFFs processed without:
  - ▶ Fully executed contract
  - ▶ Supporting documentation
  - ▶ Timely performance reports

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**RFFs – Reimbursements**

- Default
- Payment based on actual expenses
- Required documentation showing “Paid” or zero (\$0) balance and payment date

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**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 1<sup>st</sup> of month to cover expenses to be paid in following month
  - ▶ Due by May 1 to cover June 1-30

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**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

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**Grant processing**

- Grant entered/attached in GMS\* to create record.
- Grant status changes to "Awarded."
- Grant number assigned.  
(Include in all communications with any TSLAC staff)
- Grant title changes to include grant number as a prefix.
  - *Sammy needs a cell phone* (Application)
  - *RGV-21001-Sammy needs a cell phone* (Awarded)

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**Conditions/Considerations**

- ▶ Must agree to conditions in order to receive funding
- ▶ Expanded Services Grants
  - ▶ Will be addressed with libraries separately
- ▶ New Services Grants
  - ▶ Will be addressed with the libraries jointly
  - ▶ Applicants agree to work with TSLAC consultants to develop plans for:
    - ▶ Collection Development and Maintenance (media types, acquisition and processing, ILS)
    - ▶ Accessibility (technology and facilities)
    - ▶ Staffing (positions and when hired, job descriptions)
    - ▶ Technology (selection, security and support)
  - ▶ Accreditation as a goal.
  - ▶ Plans must be submitted and approved before any purchases are made.

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**Training**

- ❖ Webinars
- ❖ Mandatory
- ❖ Recorded and archived on TSLAC website, [www.tsl.texas.gov](http://www.tsl.texas.gov) (Professional Development | Archived Webinars)
- ❖ Starting a public library  
[www.tsl.texas.gov/ldn/workshops/slm/startingapubliclibrary](http://www.tsl.texas.gov/ldn/workshops/slm/startingapubliclibrary)

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**Training**

- ❖ Webinars
  - ▶ *Contract Overview* **(NEW)**  
Wednesday, February 26, 2020, 1:30-3 p.m.
  - ▶ *Communications (archived)*  
Monday, August 26, 2019
  - ▶ *Financial Management and Reporting (archived)*  
Wednesday, August 28, 2019
  - ▶ *Performance Measures (archived)*  
Wednesday, September 4, 2019
  - ▶ *Performance Reporting (archived)*  
Wednesday, November 20, 2019

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**Administration**

- Grant Management System (GMS)  
<https://grants.tsl.texas.gov>
- Electronic or hardcopy
- File location
  - Electronic (GMS)
  - Hardcopies
    - Programming (Director or Program Manager)
    - Administration (Grants Office or Accounting)
- File names - create a naming convention to group files by type, year, topic or program

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**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

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**Administration – GMS roles**

- Roles/functions assigned (in-house)
  - Who is doing what
    - Performance reporting
      - Outputs and outcomes
      - Submitted by program manager
    - Financial reporting
      - Requests for funds and documentation
      - Certification submitted (signed) by whoever is authorized to bind the entity OR authorized proxy

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**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).

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**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.

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**Administration – GMS roles**

- ❖ Grant functions in GMS
  - Create/update/submit grant
  - 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

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**Administration – GMS account**

1. Director or city manager completes Contact Import form (New libraries - New Library form also)
2. Returns form to TSLAC
3. TSLAC inputs roles and contact info
4. TSLAC sends account invitation via e-mail
5. Registered contacts await system e-mail to complete individual registrations
6. Users follow link to GMS to set up user name and password

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**Award Letter**

- Distributed via e-mail to library primary contact & project manager (ETA: March 3)
- Lists funding specifics and basic award info
  - Grant number
  - Award date
  - Funding source
  - Award amount and type
- Can be used for local approvals

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**Contract**

- Distributed via e-mail to library primary contact & project manager or designee (ETA: by March 6\*)
- Target due date back to TSLAC: April 15
- Must be signed by authorized signatory (generally whoever signed application)
- *Webinar - Contract Overview - 1:30-3 p.m., Wednesday, February 26*

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**Contract**

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

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**Other documents**

- ❖ 2020 grant application + required documents
- ❖ Public Documents folder (GMS – grants.tsl.texas.gov)
  - Grant program guidelines
  - Uniform Grant Management Standards (UGMS) ([comptroller.texas.gov/purchasing/docs/ugms.pdf](http://comptroller.texas.gov/purchasing/docs/ugms.pdf))

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**Other resources**

- Logos
- Sample press releases
- Program evaluation forms/surveys as needed
- TSLAC Grants Management System (GMS) ([grants.tsl.texas.gov](http://grants.tsl.texas.gov))

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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.)
- Logo usage (TSLAC)

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**Publicity**

Webinar

- *Grant Communications (8/26/19)*
- TSLAC archived webinars  
([onlinetraining.tsl.texas.gov/course/index.php?categoryid=32](http://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 TSLAC in all grant-related publicity/communication

- ▶ This project is made possible by a grant from the Texas State Library and Archives Commission (Grant # 123-4567). (2021)
- ▶ Funded by a grant from to the Texas State Library and Archives Commission (Grant # 123-4567). (2021)

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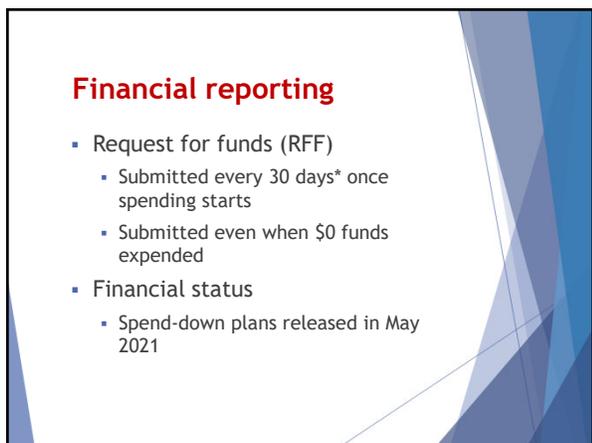
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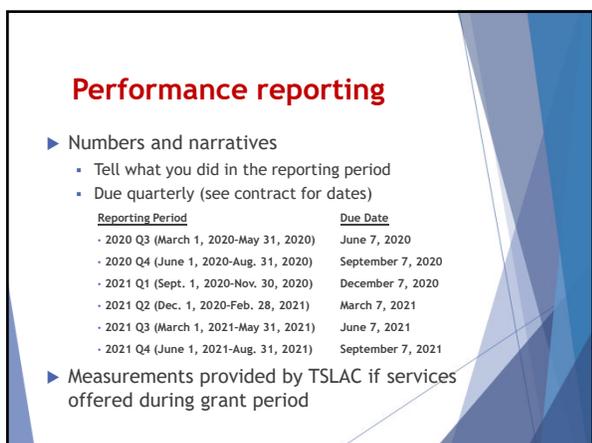
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**Training**

- ▶ Deadline for webinar review: March 31
- ▶ Follow-up webinar, April

**New Libraries**

- ▶ Library planning series
  - ▶ 2-4 webinars
  - ▶ Dates TBD

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**Timeline**

March 2020	• Contracts issued
March 1, 2020	• Projects begin
April 1, 2020	• Contracts due
June 7, 2020	• First performance report due (2020 Q3)
August 2020-June 2021	• Quarterly performance reports due
June 15, 2021	• Final budget change request due
*July 31, 2021	• Spending ends
*August 1, 2021	• Final RFF due
August 31, 2021	• Activities end; final \$ docs due
September 7, 2021	• Final performance report due
December 31, 2024	• Retention period ends

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### Action Items

- Register for contract overview webinar.
- View archived webinars as directed by 3/31.
- Review the “Starting a public library” resources **(New libraries only)**
- Complete and/or review grant contacts and related roles/functions for GMS access.

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### TSLAC Contacts

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