2021 Competitive Grant Awards

~ Next Steps ~

August 5, 2020

Presented By
Bethany Wilson-*Grants Administrator*
Erica A. McCormick-*Program Coordinator*

1

2

What we'll cover

- Funding details
- Getting ready
- Publicity
- Reporting
- Calendar
- Action Items

3

Relationship

- Applicant + Award = Subrecipient
  - Contact = Project/program manager

- TSLAC = Grantor
  - Contact = Grants Administrator
  - Contact = Grants Accountant

4

TSLAC Contacts

Program issues, allowable costs, budget/program revisions, performance reports
Bethany Wilson
Grants Administrator
grants@tsl.texas.gov

Requests for funds and payment information
Art Villarreal
Grants Accountant
grants.accounting@tsl.texas.gov

5

Funding DETAILS

6

Funding

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

7

Funding

- Federal funds
  - Institute of Museum & Library Services (IMLS)
  - Funding year = Federal Fiscal Year 2020 (FFY 2020)
  - Federal Award #LS-246193-OLS-20
  - Catalog of Federal Domestic Assistance (CFDA)
    - #45.310 – LSTA Grants to States
  - Supercircular (2 CFR Part 200)
  - Texas Uniform Grant Management Standards (UGMS)

8

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
  - Supporting documentation
  - Timely performance reports

9

RFFs — Reimbursements

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

10

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

11

RFFs — Advances

❑ Notify TSLAC grants administrator and Accounting
❑ Accounting contact:

Rebecca Cannon
Manager, Accounting and Grants
Phone: 512-463-6626
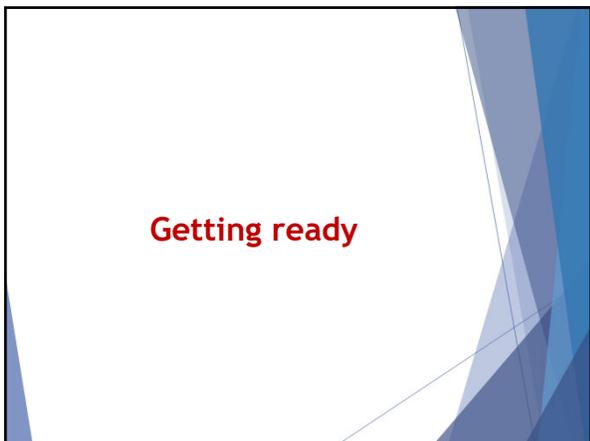E-mail: rcannon@tsl.texas.gov

12

Be good stewards and
SPEND IT ALL!

13

14

Getting ready

15

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-21001-Sammy needs a cell phone* (Awarded)

16

Grant numbers

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

  <u>TXR</u>-21001   TXR = UNIQUE GRANT PROGRAM
  - ▶ TXR = TEXAS READS
  - ▶ SPP = SPECIAL PROJECTS
  - ▶ COP = LIBRARY COOPERATION
  - ▶ TXT = TEXTREASURES

  TXR-<u>21</u>001   20 = STATE FISCAL YEAR
  TXR-21<u>001</u>   001 = SEQUENTIAL ORDER

17

Training

- ❖ Webinars
- ❖ Mandatory
- ❖ Recorded and archived on TSLAC website, www.tsl.texas.gov (Continuing Education| Archived Webinars)

18

Webinars

▶ *Communications*
Wednesday, August 12, 2020, 2:30-4pm

▶ *Contract Overview*
Monday, August 17, 2020, 2:30-4pm

▶ *Financial Management and Reporting*
Wednesday, September 2, 2020, 2:30-4pm

▶ *Performance Measures*
Wednesday, September 9, 2020, 2:30-4pm

▶ *Performance Reporting*
Wednesday, November 18, 2020, 2:30-4pm

19

Administration — Documents

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

20

Administration — Documents

- 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

21

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

22

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).

23

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.

24

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*

25

Award Letter

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

26

Contract

- Distributed via e-mail to library primary contact & project manager or designee (ETA: late August)
- Target due date back to TSLAC: October 1
- Must be signed by authorized signatory (generally whoever signed application)
- *Webinar — Contract Overview — Wednesday, August 19, 2:30-4:00 p.m.*

27

Contract

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

28

Other documents

- ❖ 2021 grant application + required documents
- ❖ Public Documents folder (GMS — grants.tsl.texas.gov)
  - 2021 grant program guidelines
  - Supercircular (2 CFR Part 200) (www.ecfr.gov)
  - Uniform Grant Management Standards (UGMS)

  (comptroller.texas.gov/purchasing/docs/ugms.pdf)

29

Other resources

- Provided by TSLAC
  - Logos (IMLS & TSLAC)
  - Sample press releases
  - Program evaluation forms/surveys
- TSLAC Grants Management System (GMS) (grants.tsl.texas.gov)

30

31

Publicity

32

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)

33

Publicity

Webinar

- *Grant Communications — Wednesday, August 12, 2:30-4 p.m.*
- 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*

34

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. (2021)
- 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). (2021)
- 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). (2021)

35

Reporting

36

Financial reporting

- Request for funds (RFF)
  - Submitted every 30 days or at least quarterly
- Financial status
  - Spend-down plans released in May 2021
- *Webinar – Financial Management & Reporting, September 2, 2:30-4 p.m.*

37

Performance reporting

► Numbers and narratives
- Tell what you did in the reporting period
- Measurements provided by TSLAC
- Detailed in contract

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

- *Webinars*
  - *Performance Measures —September 9*
  - *Performance Reporting — November 18*

38

39

Calendar

40

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41

Timeline

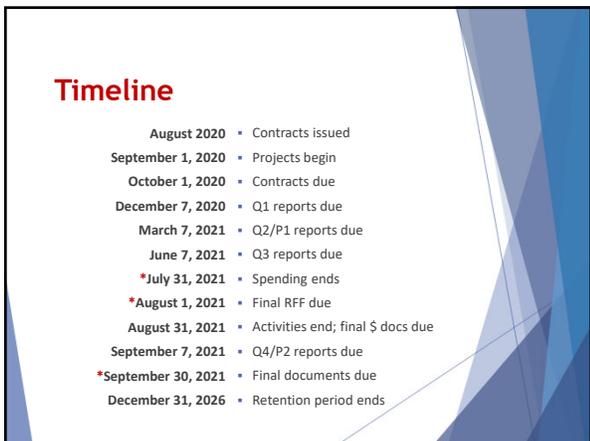|	
August 2020	▪ Contracts issued
September 1, 2020	▪ Projects begin
October 1, 2020	▪ Contracts due
December 7, 2020	▪ Q1 reports due
March 7, 2021	▪ Q2/P1 reports due
June 7, 2021	▪ Q3 reports due
*July 31, 2021	▪ Spending ends
*August 1, 2021	▪ Final RFF due
August 31, 2021	▪ Activities end; final $ docs due
September 7, 2021	▪ Q4/P2 reports due
*September 30, 2021	▪ Final documents due
December 31, 2026	▪ Retention period ends

42

43

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44

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