

# NEXT STEPS

## Managing your FY23 TSLAC Grant

August 24, 2022

Presented By

Bethany Wilson-*Grants Administrator*

Dominic Gonzales-*Grants Coordinator*

Erica A. McCormick-*Program Coordinator*

Congratulations

The word "Congratulations" is written in a vibrant red, cursive script. Each letter has a thick white outline and a soft, light blue drop shadow, giving it a 3D, sticker-like appearance. The text is centered and surrounded by several colorful starburst or firework-like patterns in shades of blue, yellow, green, and red. The background is primarily white, with a decorative border on the right side consisting of overlapping geometric shapes in various shades of blue and red.

# What we'll cover

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

# 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

Bethany Wilson  
Grants Administrator  
[grants@tsl.texas.gov](mailto:grants@tsl.texas.gov)

Dominic Gonzales  
Grants Coordinator  
[grants@tsl.texas.gov](mailto:grants@tsl.texas.gov)

Requests for funds and payment information

Art Villarreal  
Grants Accountant  
[grants.accounting@tsl.texas.gov](mailto:grants.accounting@tsl.texas.gov)

# Funding DETAILS

# Funding

- ▶ Grant period
  - ▶ State Fiscal Year 2023 (SFY 2023)
  - ▶ Spending - September 1, 2022-July 31, 2023
  - ▶ Activities - September 1, 2022-August 31, 2023
  - ▶ 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 2022 (FFY 2022)
  - ▶ Federal Award #LS-252486-OLS-22
  - ▶ Catalog of Federal Domestic Assistance (CFDA)
    - #45.310 - LSTA Grants to States
  - ▶ Supercircular (2 CFR Part 200)
  - ▶ Texas Grant Management Standards (TxGMS)



# 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

# 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 1<sup>st</sup> of month to cover expenses to be paid in following month
  - ▶ Due by October 1 to cover November 1-30

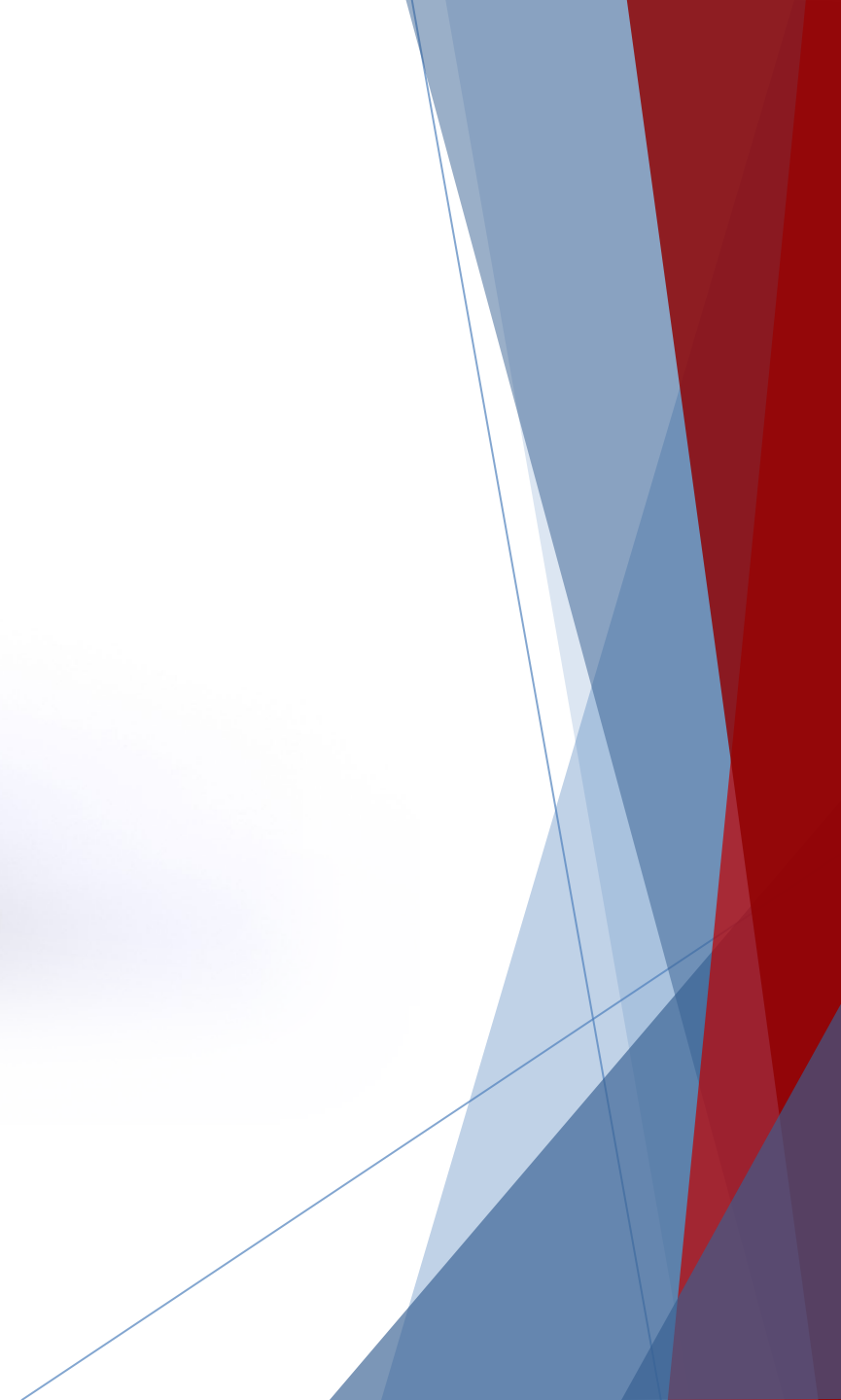
# RFFs – Advances

- ❑ Notify TSLAC grants administrator and Accounting
- ❑ Accounting contact:

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

The background features abstract geometric shapes in shades of blue and red. On the right side, there are overlapping triangles and polygons in various tones of blue and red, creating a dynamic, layered effect. The rest of the background is plain white.

Be good stewards and  
**SPEND IT ALL!**



**Getting ready**

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# 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-23001-Sammy needs a cell phone* (Awarded)



# Grant numbers

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

TXR-23001

TXR = UNIQUE GRANT PROGRAM

- ▶ TXR = TEXAS READS
- ▶ SPP = SPECIAL PROJECTS
- ▶ COP = LIBRARY COOPERATION
- ▶ TXT = TEXTREASURES

TXR-23001

23 = STATE FISCAL YEAR

TXR-23001

001 = SEQUENTIAL ORDER

# Training

- ❖ Webinars
- ❖ Mandatory
- ❖ Asynchronous
- ❖ Directions for registration forthcoming
- ❖ Must complete ALL training webinars by December 31, 2022
- ❖ Email completion certificate to Grants Administrator

# Webinars

- ▶ *Communications*
- ▶ *Contract Overview*
- ▶ *Financial Management and Reporting*
- ▶ *Performance Measures*
- ▶ *Performance Reporting*

# Administration – Documents

- Binder or files
- Electronic or hardcopy
- File location
  - Electronic (GMS - [grants.tsl.texas.gov](http://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

# 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

# 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

# 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: 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

# Contract

- Distributed via e-mail to library primary contact & project manager or designee (ETA: late August)
- Target due date back to TSLAC: October 1 (soft deadline)
- Must be signed by authorized signatory (generally whoever signed application)
- Training Webinar: Contract Overview

# Contract

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

# Other documents

- ❖ 2023 grant application + required documents
- ❖ Public Documents folder (GMS – grants.tsl.texas.gov)
  - 2023 grant program guidelines
  - Supercircular (2 CFR Part 200) (www.ecfr.gov)
  - Texas Grant Management Standards (TxGMS) (<https://comptroller.texas.gov/purchasing/docs/grant-management-reader.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](http://grants.tsl.texas.gov))



# Publicity

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# Publicity

## ▶ Training Webinar: Communications

- 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*

# 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)

# 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. (2023)
- ▶ 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). (2023)
- ▶ 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). (2023)

# Reporting

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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 2023
- Training Webinar
  - Financial Management & Reporting

# 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)

- Training Webinars
  - Performance Measures
  - Performance Reporting



# Calendar



# Timeline

- August 2022** ■ Contracts issued
- September 1, 2022** ■ Projects begin
- October 1, 2022** ■ Contracts due
- December 7, 2022** ■ Q1 reports due
- March 7, 2023** ■ Q2/P1 reports due
- June 7, 2023** ■ Q3 reports due
- \*July 31, 2023** ■ Spending ends
- \*August 1, 2023** ■ Final RFF due
- August 31, 2023** ■ Activities end; final \$ docs due
- September 7, 2023** ■ Q4/P2 reports due
- December 31, 2026** ■ Retention period ends



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512-463-5527  
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Requests for funds and payment information

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Grants Accountant  
512-463-5472  
[grants.accounting@tsl.texas.gov](mailto:grants.accounting@tsl.texas.gov)



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