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**Relationship**

- ▶ Applicant + Award = Subrecipient
  - ▶ 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  
Bethany Wilson  
Grants Administrator  
grants@tsl.texas.gov

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

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**Funding DETAILS**

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**Funding**

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

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**Funding**

- ▶ Federal funds
  - ▶ Institute of Museum & Library Services (IMLS)
  - ▶ Funding year = Federal Fiscal Year 2020 (FFY 2020)
  - ▶ Federal Award #LS-00-246561-OLS-20
  - ▶ Catalog of Federal Domestic Assistance (CFDA) #: #45.310 - LSTA Grants to States
- ▶ Guidance
  - ▶ Supercircular (2 CFR Part 200)
  - ▶ Texas Uniform Grant Management Standards (UGMS)

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**Requests for Funds (RFF)**

- Reimbursement (default) or Advance
- Quarterly for TSLAC CARES (first RFF due: October 1)
- Direct deposit or check
- 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” and payment date
  - Invoices
  - Check stubs
  - NO purchase orders

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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 October 1 to cover November 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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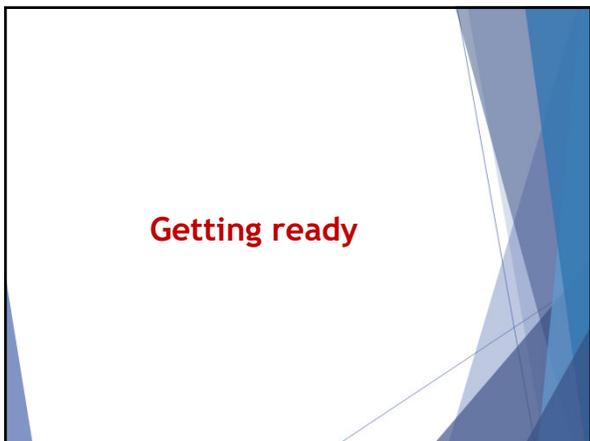
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**Grant processing**

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

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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)

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**Training**

- ❖ Webinars
  - ❖ *Contract Overview*
  - ❖ *Communications*
  - ❖ *Financial Management and Reporting*
  - ❖ *Performance Measures*
  - ❖ *Performance Reporting*

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**Administration**

- 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

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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 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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**Award Letter**

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

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**Contract**

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

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**Other documents**

- ❖ CARES grant application + required documents
- ❖ Public Documents folder (GMS – grants.tsl.texas.gov)
  - Grant program guidelines
  - Supercircular (2 CFR Part 200) (www.ecfr.gov)
  - Texas Uniform Grant Management Standards (UGMS) (comptroller.texas.gov/purchasing/docs/ugms.pdf)

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**Other resources**

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

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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, 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)

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### Reporting

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### 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

- *Webinars* -
  - Measures – TBA
  - Reporting – TBA

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### Timeline

- August 2020 ▫ Contracts issued
- April 21, 2020 ▫ Projects begin
- October 1, 2020 ▫ Contracts & first RFF due
- December 7, 2020 ▫ Q1 reports due
- March 7, 2021 ▫ Q2 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 & final reports due
- December 31, 2026 ▫ Retention period ends

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### Action Items

- Register for webinars
- Review grant contacts and related roles/functions in GMS
- Review application/recommendation to make sure you have submitted all requested information\*

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**TSLAC Contacts**

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**Bethany Wilson**  
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grants.accounting@tsl.texas.gov  
512.463.5472

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