



TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION

Reporting for 2018 Rebuilding Texas Libraries Grants

Submitting Requests for Funds

Presented by
Erica A. McCormick, TSLAC Grants Administrator



General funding information

- Funding
 - Federal funds (from IMLS)
 - Cannot be used to match other federal grants
 - Must all be used (or as close as you can)
 - Reimbursement



Allowable costs

- **Supplies/materials** — books, e-books, crafts, consumables, software*, etc.
- Contractual **services** (instructors, IT functions, printing, advertising, speakers, etc.)
- **Indirect costs**, overhead or finance & administration (F&A) costs as approved as part of the budget



Unallowable costs

- Any expenses incurred before August 28, 2017, and after January 31, 2018
- Building construction, renovation, or repair, including fixtures or services
- Food, beverages, or food delivery equipment or services
- Awards, honoraria, prizes, or gifts
- Promotional items



Unallowable costs *(cont'd)*

- Equipment or technology not specifically needed to carry out the goals of the grant
- Transportation/travel for participants or non-grant funded personnel
- Collection development purchases not targeted directly to the grant goals nor integral to the service program
- Handling fees



Unallowable costs *(cont'd)*

- Databases currently offered or similar to ones offered by TSLAC (i.e., TexShare)
- Advertising or public relations costs not directly related to promoting awareness of grant-funded activities
- Performers or presenters whose purpose is to entertain rather than to educate
- Other expenses as excluded in the guidelines or application



Subrecipient responsibilities

- Spend funds
- Keep active SAM registration (System for Award Management, sam.gov)
- Monitor subcontractors for eligibility to receive Federal funds
 - Not debarred, suspended, etc.
 - Should have a DUNS # and SAM registration



Grant management

- GMS functions/roles assigned
 - Financial reporting
 - Requests for funds and documentation
 - Certification submitted (signed) by whoever is authorized to bind the entity OR authorized proxy



PAYMENT PROCESS



RFF – Reimbursement

- Default payment method
- For actual expenditures during normal billing cycle
 - Payment date or projected payment date of expenditures should fall within the period covered by the RFF.



Requesting funds

- Single request for funds (RFF)
- Submitted in GMS (grants.tsl.texas.gov)
- Submitted by February 28, 2018
- SAM registration must be active



Requesting funds

- Must submit via GMS
 - Paid invoices
 - Receipts
 - General ledger
- RFFs not processed until supporting documentation received and all reports current



Requesting funds

- GMS roles
 - Must have correct role for task
 - Create/update/no submit RFF
 - Create/update/submit RFF
 - RFF Read only
 - “Submit” role – financial certification “signature”



RFF Financial Certification

- “Signature” – by authorized individual or proxy
 - All reports are true, complete, and accurate,
 - All the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award
- “Proxy” requires a letter from authorized individual authorizing a proxy.



RFF Financial 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).

—(Contract Section VII. D.)



RFF – Submission

- Gather all supporting documentation – paid invoices, receipts, time sheets, payroll registers, general ledgers, etc. included in the RFF.

Note: If only part of the total invoice or receipt is being reimbursed, circle/mark the items and amounts to be reimbursed.



Reporting in GMS

<https://grants.tsl.texas.gov>

Sign In

TSLAC GM

Username
emccormick

Password
.....

[Forgot password?](#)

Sign In



RFF in GMS

From **Home Page** in GMS, select "RFF."

Accounts	Contacts	Grants	Accounts	Contacts	Grants
NC Grants	Grant Review	RFF	NC Grants	Grant Review	RFF
Performance Re...	Final Report	Pre Award Asses...	Perform...	Final Rep...	Pre Awar...
Change Request	Budget Change ...	Documents	Change ...	Budget C...	Docume...

<https://grants.tsl.texas.gov>



RFF in GMS

Request For Funds

VIEWS

<input checked="" type="checkbox"/>	RFF Number	Grant	Grant Number	Total Request Amount	Status Reason	Date Paid	Created On
<input type="checkbox"/>	100002	Sammie needs a friend also	478-17000	\$5,000.00	Submitted		7/19/2016 12:09 PM



RFF in GMS

Request For Funds

Add RFF

Request For Funds

RFF Number

Grant

Grant Number

Grant Program

RFF Contact

Next Possible RFF Submit Date

Legal Entity



RFF in GMS

Record created successfully.

Request For Funds

RFF Number: 100026

Grant: 475-T1701 - Sammie says no

Grant Number: 475-T1701

Grant Program: Impact 3

RFF Contact:

Next Possible RFF Submit Date: 3/17/2017 10:57 AM

Legal Entity: City of Irving

Submit RFF: Yes No

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).

Final Request For Funds

Date Submitted:



RFF in GMS

Request For Funds Details

Request For Funds Details Choose Action... Submit Add

RFF Detail ID	Invoice Number	Vendor Name	Payment Date	Budget Category	Amount Claimed	Comment	Status Reason	Created On
No records are available in this view								

Summary of RFF by Budget Category

Current Remaining Budget	Current Request	Remaining Balance
Salaries/Wages/Benefits	Salaries/Wages/Benefits Req	Available Salaries/Wages/Benefits
0.00	0.00	0.00
Consulting Fees	Consultant Fees Req	Available Consulting Fees
0.00	0.00	0.00



RFF in GMS

Total Cost	Total Request Amount	Available Total Budget
21020.00	0.00	21020.00

Payment Info

Date Paid	Payment ID



RFF in GMS

Request For Funds Details

Choose Action... Submit Add

RFF Detail ID	Invoice Number	Vendor Name	Payment Date	Budget Category	Amount Claimed	Comment	Status Reason	Created On
No records are available in this view								

Choose Action... Submit Add

Comment	Status Reason	Created On



RFF Details

Add

General

RFF Detail ID

Invoice Number

Vendor Name

Budget Category
Services
Salaries/Wages/Benefits
Consultant Fees
Travel
Supplies/Materials
Equipment
Direct Costs
Indirect Costs



RFF Details

Invoice Number

Vendor Name

Budget Category

Payment Date

Amount Claimed *

Comment



RFF Details

Request For Funds Details

Choose Action... Submit Add

RFF Detail ID	Invoice Number	Vendor Name	Payment Date	Budget Category	Amount Claimed	Comment	Status Reason	Created On
<input type="checkbox"/> 100003	ABC123	Books R Us	9/1/2016	Supplies/Materials	\$123.46	Board books	New	9/6/2016



RFF Details

100003 + Add Note ACTIONS Choose Action... Submit

General

RFF Detail ID

Invoice Number

Vendor Name

Budget Category

General

RFF Detail ID

Invoice Number

Vendor Name

Budget Category



RFF Details — Item Lists

Supplies/Materials

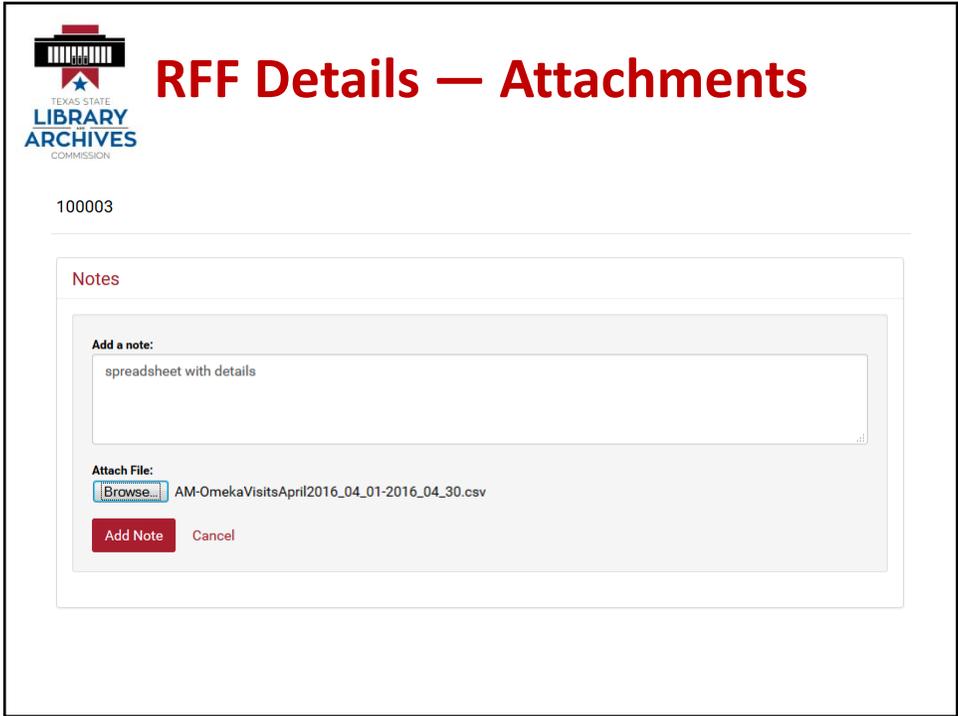
- Accessories - computer, camera/video
- Apps (tablets, mobile devices)
- Audio books/CDs
- Camera/video equipment
- Computers - Desktop/laptop
- Computers - Network
- Computers - Tablets, e-readers
- Consumables (paper, toner, etc.)
- DVDs
- E-books
- Electronics and robotics
- Furniture
- Manipulatives
- Mobile devices (iPods)
- Print materials (Books, documents)
- Printers/scanner
- Software
- Storage supplies (bins, backpacks, archival, etc.)
- Textiles (cloth, t-shirts, tablecloths)
- Tools



RFF Details — Item Lists

Services

- Promotion
- Computer services
- Databases
- Postage
- Printing
- Signage
- Software as a service (SaaS)
- Speaker fees
- Support - Computer
- Support - Web
- Training - patrons
- Training - staff
- Venue fees (room rental, etc.)



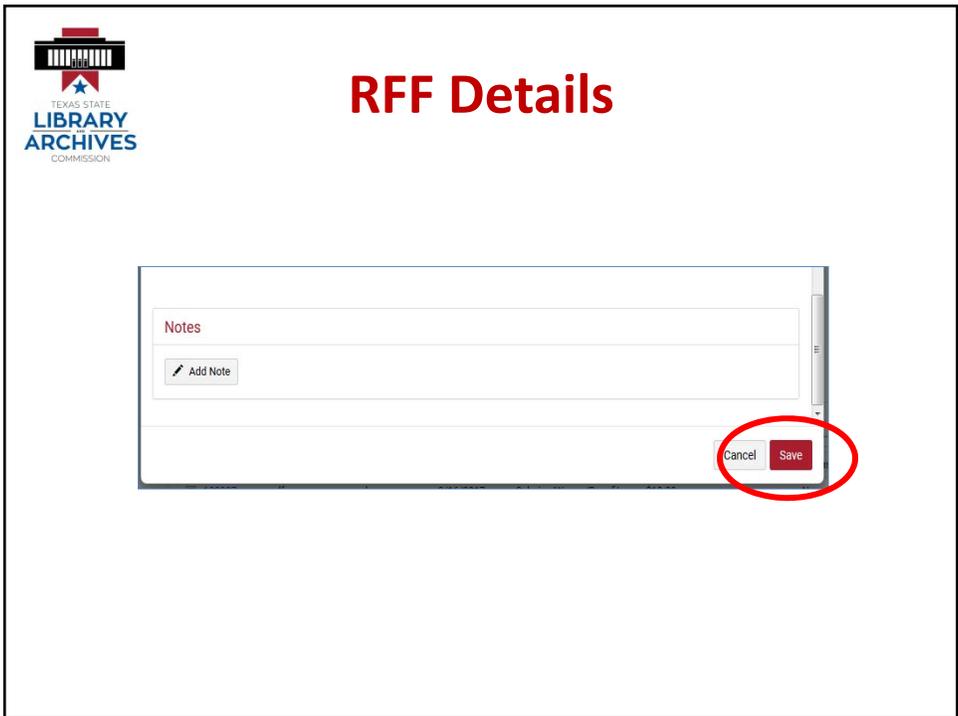
 **RFF Details — Attachments**

100003

Notes

Add a note:
spreadsheet with details

Attach File:
 AM-OmekaVisitsApril2016_04_01-2016_04_30.csv



 **RFF Details**

Notes



RFF Details

Request For Funds Details

RFF Detail ID	Invoice Number	Vendor Name	Payment Date	Budget Category	Amount Claimed	Comment	Status Reason	Created On
<input type="checkbox"/> 100003	ABC123	Books R Us	9/1/2016	Supplies/Materials	\$123.46	Board books	New	9/6/2016
<input type="checkbox"/> 100004	XYZ789	XYZ to Me	9/6/2016	Services	\$94.00		New	9/6/2016



RFF Summary

Summary of RFF by Budget Category

Current Remaining Budget	Current Request	Remaining Balance
Salaries/Wages/Benefits 0.00	Salaries/Wages/Benefits Req 0.00	Available Salaries/Wages/Benefits 0.00
Supplies/Material 15000.00	Supplies/Materials Req 123.46	Available Supplies/Materials 14876.54
Equipment 20.00	Equipment Req 0.00	Available Equipment 20.00
Services 6000.00	Services Req 94.00	Available Services 5906.00
Indirect Costs 0.00	Indirect Costs Req 0.00	Available Indirect Costs 0.00
Total Cost 21020.00	Total Request Amount 217.46	Available Total Budget 20802.54



RFF Financial certification

Submit RFF

Yes
 No

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).

Final Request For Funds

Date Submitted



RFF — Submitted

Request For Funds

RFF Number: 100003	<input checked="" type="checkbox"/> Final Request For Funds
Grant: Too many dogs, not enough cats	Date Submitted: 9/7/2016 9:25 AM
Next Possible RFF Submit Date:	
Legal Entity:	



RFF — To be submitted

Request For Funds

RFF Number
100004

Grant
Too many dogs, not enough cats

Next Possible RFF Submit Date
10/7/2016 9:25 AM

Legal Entity



RFF Notes

- **Due February 28, 2018**
- **Last date to obligate funds: January 31, 2018**
- Purchase orders are not acceptable.
- If not all items on a receipt/invoice submitted for payment will be reimbursed, please mark the items to be reimbursed.
- Descriptions for the **Supplies/Materials** and **Equipment** categories should include the quantity and type of item. *See Item Lists.*
- Descriptions for the **Services** category should include the type of service.



RFF Notes

- Documentation may be batched
 - Submitted as one file for up to 15 invoices;
 - » Included in first RFF Detail record
 - » Indicate in description that all invoices are in the single file
 - Can be batched by vendor and payment date for multiple invoices to a single vendor
 - » Included in first RFF Detail record for vendor



GMS input process

1. Add new record.
2. Save.
3. Input information.
4. Save.
5. Check “submit” box.
6. Save.



CHANGE REQUESTS



Change Requests

- MUST GET PERMISSION TO SUBMIT
- Fiscal changes (Section V. A. of contract)
 - 10% threshold of funding award
 - Transferring to \$0 budget category
 - Item changes with significant price/feature differences
 - Change in purpose
- Program changes
 - Adding 3rd party services
 - Changing scope or objectives



Change Requests

From **Home Page** in GMS 2018, select "Budget Change Request."

Accounts	Contacts	Grants	Accounts	Contacts	Grants
NC Grants	Grant Review	RFF	NC Grants	Grant Re...	RFF
Performance Re...	Final Report	Pre Award Asses...	Perform...	Final Rep...	Pre Awar...
Change Request	Budget Change ...	Documents	Change	Budget C...	Docume...



Change Requests

Grant Budget Change Requests

[Add Budget Change Request](#)

Grant Budget Change Requests

VIEWS Grant Budget Change Requests

Request ID ↓	Grant	Sub Recipient
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Change Requests

General

Sub Recipient * I want to decrease my awarded budget

Texas Lutheran University

Grant *

Too many dogs, not enough cats

Change Request Contact *



Change Requests

Sections

- General
- Details
 - Reason for the change request (high level)
- Budget Details
 - Current Budget
 - Proposed Budget
 - Change Reason



Change Requests

General

Sub Recipient * Request ID

Grant * I want to decrease my awarded budget

Change Request Contact *



Change Requests

Details

Change Reason

Budget Details

Current Budget <input type="text" value="Current Budget"/>	Proposed Budget <input type="text" value="Proposed Budget"/>	Change Reason <input type="text" value="Change Reason"/>
Salaries/Wages/Benefits <input type="text" value="0.00"/>	Proposed Salaries/Wages/Benefits <input type="text" value="0.00"/>	Salaries/Wages/Benefits Reason <input type="text"/>



Reallocation

Budget Details

Current Budget <input type="text" value="Current Budget"/>	Proposed Budget <input type="text" value="Proposed Budget"/>	Change Reason <input type="text" value="Change Reason"/>
Current Supplies/Materials <input type="text" value="15000.00"/>	Proposed Supplies/Materials <input type="text" value="10000.00"/>	Supplies/Materials Reason <input type="text" value="Supplies didn't cost as much as quoted."/>
Current Equipment <input type="text" value="20.00"/>	Proposed Equipment <input type="text" value="5020.00"/>	Equipment Reason <input type="text" value="Because of discounts, can now by equipment that will help us reach more people faster. Quoted price: 4999"/>
Current Services <input type="text" value="6000.00"/>	Proposed Services <input type="text" value="6000.00"/>	Services Reason <input type="text" value=""/>



Reallocation

Reallocating funds — To be Allocated=\$0.00

Current Total Budget <input type="text" value="21020.00"/>	Proposed Total Budget <input type="text" value="21020.00"/>	To Be Allocated <input type="text" value="0.00"/>
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Change Requests

Current Total Budget	Proposed Total Budget	To Be Allocated
21020.00	0.00	21020.00

Submit Change Request

Grant Budget Change Requests

IEWS: Grant Budget Change Requests

Request ID	Grant	Sub Recipient	Change Request Contact	Submit Date	Status Reason	Created On
<input type="checkbox"/> 10002	Too many dogs, not enough cats	Texas Lutheran University	Martha Rinn	9/7/2016	Returned	9/7/2016 9:41 AM



Contacts

Program issues, budget/program revisions, performance reports

Erica McCormick
 Grants Administrator
 emccormick@tsl.texas.gov
 800.252.9386 or 512.463.5527

Requests for funds and payments

Arturo Villarreal
 Grants Accountant
 grants.accounting@tsl.texas.gov
 512.463.5472