


**TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION**


2018 Rebuilding Texas Libraries
Grant Awards
~ Next Steps ~

Presented by
Erica A. McCormick, Grants Administrator
Stacey Malek, Program Coordinator
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What we'll cover

- Grant overview
 - Reference
 - Grant Management System (GMS)
 - Award Letter
 - Contract
- Next steps



GRANT OVERVIEW



Acronyms & abbreviations

- GMS (TSLAC Grants Management System – grants.tsl.texas.gov)
- IMLS (Institute of Museum and Library Services)
- RFF (Request for Funds)
- TSLAC (Texas State Library & Archives Commission)
- UGMS (Uniform Grant Management Standards – Texas)




Reference resources

- 2018 Grant Program Guidelines
- Contract
- Grants Management System (GMS) (<https://grants.tsl.texas.gov>)
- Uniform Grant Management Standards (UGMS) Texas Comptroller of Public Accounts (<https://comptroller.texas.gov/purchasing/docs/ugms.pdf>)




Reference Resources

- Uniform Guidance
 - Uniform Administrative Requirements, Cost Principles , and Audit Requirements for Federal Awards (2 CFR §§ 200 and 3187) (Supercircular) (www.federalregister.gov/a/2013-30465)




Administration

- GMS – <https://grants.tsl.texas.gov>
- Access
 - Programming (Director and Program/Project Manager)
 - Administration (Business/Grants Office or Accounting)
 - Contact information spreadsheet (completed by Administration – director, superintendent, etc.)




Administration

- Functions in GMS 2018 (blue columns only)
 - *Create/update reports*
 - *Create/update/NO submit RFF*
 - *Create/update/submit RFF (may require proxy)*
 - *Read only RFFs*





Administration


- Access
 - Based on contact spreadsheet
 - return via e-mail to grants@tsl.texas.gov
 - Subject: **Rebuilding Texas Libraries CONTACTS**
 - Invitations to complete GMS registration sent via e-mail.
 - 7-day expiration
 - Set own user ID and password

 **Administration**


- GMS 2018
 - Directors/managers to review current contacts and roles
 - To add staff, submit updated form
 - To remove staff, e-mail names
 - To change project managers on grants, e-mail the change, including the grant #

Grants@tsl.texas.gov

 **Award Letter**

- Subrecipient Information
- Basic Award Information
 - Funding source and amounts
 - Grant period
 - General terms and conditions by reference
- TSLAC Contact Information




Award Letter

- Distributed via e-mail to library primary contact & project manager (ETA: November 9)
- Lists funding specifics and basic award info
 - Grant number
 - Award date
 - Federal funding information
 - Funding amount and type
- Can be used for local approvals




CONTRACT




Contract

- Distributed via e-mail to library primary contact & project manager (ETA: November 10)
- Target due date back to TSLAC: December 1
- Must be signed by authorized signatory (generally whoever signed application)




Contract

- Sections I-V – Who, when, what, how much
- Sections VI-VIII – Equipment, reporting, other requirements
- Sections IX-XIII – Housekeeping, governing statutes, signatures




Contract Process

- Subrecipient
 1. Print a copy for authorized person to sign.
 2. E-mail signed copy to grants@tsl.texas.gov.
- TSLAC
 1. Director and librarian will sign (fully executed).
 2. E-mail signed copy to subrecipient.
 3. Upload the copy to grant file in GMS.




Sections I-II – Who and when

- Section I. Contracting Parties
 - Grantor = TSLAC
 - Subrecipient = Applicant
- Section II. Term of Grant
 - August 28, 2017–January 31, 2018 (SFY 2018)
 - Funds must be expended or encumbered within the grant period; not before, not after




Section III – What

- Section III. Statement of Services to be Performed
 - Activities as outlined in the application and contract
 - Includes application and subsequent revisions




Section IV – How much & how

- Section IV. Grant Amounts and Disbursement Requirements
 - A. Maximum grant award, indirect costs
 - B. Source of funds
 - Institute of Museum & Library Services (IMLS)
 - Federal Fiscal Year 2016 (FFY 2016)
 - Federal Award #LS-00-16-0044-16
 - Catalog of Federal Domestic Assistance (CFDA) #45.310 –Grants to States
 - Federal Award Date: Feb 8, 2016




Section IV – How much & how

- C. How disbursed
 - Reimbursement
 - Direct deposit
- D. How requested
 - Request for funds (RFF) submitted online through GMS (<https://grants.tsl.texas.gov>)




Section IV – How much & how

- Disbursement requirements:
 - Fully executed contract
 - Supporting documentation
 - Performance report
 - Active SAM registration



Section IV – How much & how

- SAM registration
 - System for Award Management (SAM.gov)
 - Requires a DUNS # (assigned by Dun & Bradstreet)
 - Expires annually; Subrecipient responsible for SAM renewal
 - TSLAC tracks DUNS #s & SAM expiration in GMS
 - **FREE!**




Section IV – How much & how

E. Deadline for requesting funds

- Supporting documentation (receipts, paid invoices) required
- Single request by February 28, 2018

F. Deadlines for spending funds


- For obligating or encumbering funds – January 31, 2018
- For liquidating or paying those encumbrances – March 15, 2018



Section IV – How much & how


G. Budget amounts

- Supplies/Materials (books, computers, software, furniture)
- Services (temporary help, equipment rental/repair, workshop speakers, graphic design, advertising, etc.)
- Indirect Costs
- Total




Section V – Contract revisions

- Approval needed to submit change requests
- Submitted in GMS
- Conditions
 - A. Fiscal changes (budget revision)
 1. 10% threshold
 2. Transferring to \$0 budget category
 3. Program income
 4. Item changes with significant price/feature differences
 - B. Program changes (program revision)
 1. Third-party services
 2. Change in scope or objective




Section VI – Equipment & Property

- A. Fiscal changes to line item require a budget revision. (10% rule)
- B. Certain items purchased need to be maintained on inventory if cost is between \$500 and \$1,000.
- C. Approval needed before purchasing equipment costing more than \$5,000/unit. (Initiated by TSLAC)*


 **Section VI – Equipment & Property**

- D. Capitalization threshold letter required with contract if equipment to be purchased.
- E. Title vests with Subrecipient upon acquisition. Subrecipient must maintain per UGMS, Part III, Subpart C, Sec. 32.

 **Section VII — Reporting**


- A. Procedures
 - Must be in place to adequately manage the grant program and funds



Section VII – Reporting

B. Performance report – submitted in GMS by February 15, 2018


- Output measures
 - a) # materials provided (unique)
 - b) # persons provided project-sponsored services, # circulations attributed to program (if applicable), and # sessions presented (non-unique)
 - c) # librarians trained or assisted (non-unique)



Section VII – Reporting

Output measures

- Unique vs. non-unique
 - Unique = each item counted only once (i.e., acquisitions)
 - Non-unique = individual items/persons counted multiple times (i.e., circulation, class attendance)



Section VII – Reporting

a) Number of materials provided

of items added to a library collection or provided through programs funded by TSLAC grant (unique count)

- Apps (tablets, iPads)
- Books/e-books
- DVDs, CDs, other A/V materials
- Workshop materials
- *Computers – list in description, but do not include in the count



Section VII – Reporting

- b) Number of persons provided project-sponsored services
- # of persons served as a result of the project (*non-unique count*)
 - Program attendees (classes, showings, displays)
 - Hardware or software usage
 - Circulation of items purchased
 - Reference questions




Section VII – Reporting

- c) Number of librarians trained or assisted
- # of librarians, library staff, volunteers, and others who receive training or assistance to help improve library services (*non-unique count*)
 - Training – classroom instruction, webinars, online tutorials (instructional)
 - Documentation = sign-in sheets, electronic logs, registration/attendance logs, head counts




Section VII – Reporting

- Documentation
 - Must be auditable –
 - Communication logs/directories (cell phone, phone, e-mail)
 - Sign-in sheets
 - Head counts (two people counting)
 - Catalog records
 - Invoices or shipping manifest
 - Must be explained
 - Method of measurement
 - Justification of measurement



Section VII – Reporting

- Documentation
 - Date
 - Event name
 - Location
 - Description
 - Audience
 - Count
 - Name, title of person responsible for count
 - Sign off (initials, date)




Section VII – Reporting

B. Performance report

- Outcomes (narrative)
 - Project activities – What did you do?
 - Best practices – What advice do you have for others?
 - Anecdotal info – Stories or comments received from those affected, program participants, or staff related to the project

Webinars


- *Rebuilding Texas Libraries Performance Reporting in GMS, TBD*
- *2018 TSLAC Grant Performance Reporting in GMS (optional), November 15, 2017, 1:30-3 p.m.*




Section VII – Reporting


C. Financial report 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).

 **Section VII – Reporting**


- D. Audit certification form due December 31, 2018 (provided by TSLAC)
- E. Audit submission – Federal Audit Clearinghouse (FAC)
- F. Payment withholding

 **Section VIII – General terms and conditions**

A-C. Guidance/reference documents

- 2018 grant program guidelines
- Supercircular (2 CFR Part 200)
(www.ecfr.gov)
- Uniform Grant Management Standards (UGMS)
Texas Comptroller of Public Accounts
(<https://comptroller.texas.gov/purchasing/docs/ugms.pdf>)




Section VIII – General terms and conditions

D-E. Copyright – collateral & data


F. Publicity – acknowledge IMLS and TSLAC and provide one set of all public relations materials to TSLAC at end of grant year

- Announcing the grant/program
- Collateral – Web sites, reports, publications, finding aids, brochures, signage, etc.
- Logo usage (TSLAC and IMLS)



Section VIII – General terms and conditions

- Acknowledgment of IMLS and/or TSLAC in all grant-related publicity/communication
 - This project is made possible by a grant from the **Institute of Museum and Library Services** to the Texas State Library and Archives Commission under the provisions of the Library Services and Technology Act. (2018)
 - Funded by the U.S. Institute of Museum and Library Services through a grant to the Texas State Library and Archives Commission. (2018)
 - This project is made possible by a grant from the U.S. Institute of Museum and Library Services. (2018)



Section VIII – General terms and conditions

G. Nondiscrimination

H. Audits
Desk audits – by TSLAC third party auditors

I. Trafficking

J. Retention of grant documents – until Dec. 31, 2021

- S.B. 20 (Section 441.1855) – State agency retention of contracts and related documents



Section VIII – General terms and conditions

- K. Grant termination – 30 days notice
 - 1. Grant activities and reporting
 - 2. Funding
- L. Staffing – reporting, retention, equipment/supply disposition




Section IX – Enforcement

- A. Remedies for noncompliance
 - 1. Withhold payment temporarily
 - 2. Disallow activity or action
 - 3. Terminate grant
 - 4. Withhold further awards
 - 5. Other remedies
- B. Hearings and appeals
- C. Suspension and termination
- D. Debarment and suspension




Section X – Contacts



- Program issues, revisions, reporting, and equipment
Erica McCormick, Grants Administrator
800.252.9386, emccormick@tsl.texas.gov
- Payments, requests for funds, and financial status
Arturo Villarreal, Grants Accountant
512-463-5472, grants.accounting@tsl.texas.gov
- Other financial issues
Rebecca Cannon, Accounting Manager
512-463-6626, rcannon@tsl.texas.gov


 **Sections XI-XII – Law and certifications**

- Section XI – Texas law
- Section XII – Certifications
 - A. Activities are within scope of organization and rules
 - B. All costs will be used as intended in grant
 - C. Indirect costs not used as direct costs
 - D. No funds used for lobbying or influence
 - E. CIPA
 - F. Exclusions, disqualification, indictments
 - G. Copyright compliance (copies, digitization)
 - H. State assurances (UGMS)


 **Sections XIII – Signatures**

- Subrecipient (designee authorized to enter into contracts)
 - County judge
 - City manager
 - District superintendent
 - President
 - Board president
- Grantor
 - Director and Librarian




NEXT STEPS




Timeline

▪ August 28, 2017	▪ Projects begin
▪ November 6, 2017	▪ Grants awarded
▪ November 10, 2017	▪ Contracts issued (ETA)
▪ December 1, 2017	▪ Contracts due
▪ January 31, 2018	▪ Project/spending ends
▪ February 15, 2018	▪ Performance report due
▪ February 28, 2018	▪ Request for Funds due
▪ December 31, 2021	▪ Retention period ends



What do you do next?

- Identify staff roles for grant functions — programming, financials, reporting.
- Complete the contact info spreadsheet for GMS access.
- Start your programming and/or purchasing.
- Await the award letter and contract.
- Process the contract and return to TSLAC.
- Await the fully executed copy from TSLAC.
- Mark ALL contract dates on your calendar(s).



Training

- Mandatory
- Today's webinar – 11/8/17
- RTL reporting webinar — TBD
 - Announcement to be sent with GMS access information
- Optional webinar – 11/15/17
- All recorded webinars archived on TSLAC website, www.tsl.texas.gov.



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