



Texas State Library Interlibrary Loan Lending Reimbursement Program

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ILL Lending Reimbursement Program

- Funded by the State Library with LSTA funds
- Help offset out of pocket costs associated with participating in statewide interlibrary loan
- Based on the number of lends a library provides to Texas public libraries through Navigator
- Dispersed annually, usually in early December
- This year all funds will be dispersed electronically



Electronic Funds Transfer

- Application for Texas Identification Number (TIN)
- Direct Deposit Authorization (DD)
- Advanced Payment Notification
<https://fmx.cpa.state.tx.us/fm/payment/apn.php>



Required Forms

The reimbursements, as sub awards, require:

- Audit Certification Form
- LSTA Terms and Conditions form
- DUNS number
- System for Award Management (SAM) registration

The sub awards have a FAIN (Federal Award Identification Number) and CFDA (Catalog of Federal Domestic Assistance) number associated with them.



Not Required

- Statistics
- Invoice for the payment
- Documentation of past or future expenditures related to participation in the ILL program



Legal Entities

- County
- City
- Board



Audit Certification form

- Reports if your entity is required to have a single audit
- Financial office of the legal entity should complete and sign this form
- Audit information relating to 2014
- If the audit information is not yet available, there is space to enter when that information is expected to be available
- Federal Audit Clearinghouse (FAC)
<https://harvester.census.gov/facweb/>



LSTA Terms and Conditions form

- Library Services and Technology Act (LSTA)
- Signatory must be legally authorized to enter into contract on behalf of the legal entity
- Include a DUNS number
- Include a System for Award Management (SAM) registration expiration

DUNS Number

- Assigned by Dun & Bradstreet as a unique identifier for business entities
- Required by the federal government in order to receive federal awards and sub awards
- There is no cost to obtain a DUNS number
- If your legal entity does not have a DUNS number, one can be obtained in one business day at:
<http://fedgov.dnb.com/webform>



DUNS Number

System for Award Management (SAM)

- Registration in SAM is required for grantees and sub recipients of federal money
- There is no cost to register an entity in SAM
- Use the “Search Records” function at www.sam.gov to search by DUNS number or entity name to locate an expiration date
- It should take 7-10 business days to complete a new registration, begin the process at www.sam.gov

System for Award Management (SAM)

Forms and FAQs

Available on the
Texas State Library and Archives Commission
web site at:

<https://www.tsl.texas.gov/ldn/ill-reimbursement>



Administrative Details

- Signed forms are due by October 31, 2014
- Email forms to shayes@tsl.texas.gov
- Fax forms to 512-936-2306
- Contact us by email if your library requires an adjusted deadline
- Contact us by email if you choose to decline the reimbursement payment



Payment Dispersal

- Emails with final payment amounts and the dispersal date will be sent from the Texas State Library in late November/early December
- Register for Advanced Payment Notification with the Texas Comptroller of Public Accounts:

<http://www.window.state.tx.us/directdep/paynotify.html>



Questions?

- Questions about reimbursement amounts:
Sara Hayes at shayes@tsl.texas.gov
- Questions about required forms:
Stacey Malek at smalek@tsl.texas.gov
- 1-800-252-9386


