



FY2016

ILL Lending Reimbursement Program

By Sara Hayes

April 7, 2016



Program Goals

The goal of the ILL Lending Reimbursement Program is to support and encourage libraries in statewide resource sharing endeavors by reimbursing direct costs associated with participation.

The Texas State Library and Archives Commission (TSLAC) supports a statewide interlibrary loan program in order to assure Texans will have access to shared library resources to meet learning and informational needs.

The Interlibrary Loan Lending Reimbursement Program helps support Texas libraries with partial reimbursements for direct, out-of-pocket costs associated with participating in statewide resource sharing such as postage and shipping material costs.



Award Information

The reimbursements are sub awards (or pass through awards) of the Grants to States program from the Texas State Library and Archives Commission's federal funder, Institute of Museum and Library Services (IMLS).

- Federal Award Identification Number (FAIN): LS-00-15-0044-15
- Catalog of Federal Domestic Assistance (CFDA) Number: 45.310

Eligible participants will receive a reimbursement based on the number of lends they provide to other Texas libraries through the Navigator system. While we anticipate being able to reimburse libraries approximately \$5.79 per lend, this amount may vary based on the number of participants and available funding.



Program Information

Changes to the FY2016 program:

- TSLAC's Federal funder, IMLS, has given permission for the ILL Lending Reimbursement Program to grant fixed amount awards. This means the awards will be a formula based on the number of lends and available funding. Participating libraries will not be required to submit expenditure documentation or invoices/receipts in support of a reimbursement payment, although that documentation needs to be kept locally for audit purposes.
- The program will be managed online through TSLAC's new Grant Management System (GMS).
- Reminder: While dispersed after the end of SFY2016, the reimbursements do need to be applied to costs associated with resource sharing participation expended *during* SFY2016 (September 1, 2015-August 31, 2016).

Please discuss this program with your legal entity's accounting or grants management office so they are aware this is federal money and, if approved, to expect the payment after the end of the fiscal year.



Program Timeline

- **April 11, 2016:** Library directors will receive an email from Sara Hayes with a contact form to complete and return. This will give GMS permissions to appropriate staff.
- **April 15, 2016:** Contact forms due back to TSLAC
(please let us know if you have already completed a form)
- **April 25, 2016:** GMS invitations will be sent in an email based on information from the contact sheets, ILL Program open in portal
- **June 30, 2016:** Deadline to submit completed Award Agreement form in GMS, signed by an authorized legal entity signatory



Program Timeline

- **September 19, 2016:** TSLAC will notify libraries of award amounts and begin accepting Performance Certification forms
- **September 30, 2016:** Deadline to submit completed Performance Certification form, signed by Library Director
- **October - November 2016:** Reimbursements dispersed to legal entities



Program Eligibility

Texas Public Libraries:

- Live on the Navigator ILL System
- Complete 24 lends to Texas Navigator libraries during FY2016 (September 1, 2015 – August 31, 2016)
- Submit Grant Agreement Form and Participation Certification Form

Texas Academic Libraries:

- Have agreed to make collections available to request by Navigator libraries through the Texas Group Catalog
- Submit Grant Agreement Form and Participation Certification Form



Program Eligibility

Before receiving payment, the library's legal entity (city, county, library board, school) must have* :

- A DUNS® Number
- A current and active and System for Award Management (SAM) registration
- An Active Direct Deposit Account (payments are dispersed electronically**)
- Texas Identification Number

*We will contact libraries if we do not already have this information on file

**State Agencies will receive a payment via check/warrant



Application Process

Participation will require three steps:

1. Opt in to the program online through GMS
2. Access, complete, and submit a Grant Agreement Form for your library in the GMS portal
3. Access, complete, and submit a Participation Certification Form after TSLAC sends your library an award amount in mid-September



Required Forms

- Grant Agreement Forms must be signed by an individual authorized to enter into contract on behalf of the library's legal entity (unless written approval from the legal entity for the Library Director to sign has been provided):
 - City libraries: Mayor or City Manager
 - County libraries: County Judge
 - Non-Profit libraries: Library Board President
 - Academic libraries: School Dean or President
- Program Performance Certifications may be signed by Library Directors and will be available in mid-September.



Required Forms

Grant Agreement Form

- Program information
- Library Systems and Technology Act (LSTA)
Terms and Conditions

Must be signed by an individual authorized to enter into contract on behalf of your library's legal entity.



Required Forms

Grant Agreement Form

**SFY2016 ILL LENDING REIMBURSEMENT PROGRAM
GRANT AGREEMENT FORM**

Grant Sub-Recipient Information
Library Name and Address: _____

Program Contact at Library: _____
Phone number: _____ Email: _____
Library Director: _____
Library's Legal Entity: _____

The library and legal entity agree to the attached LSTA Terms & Conditions and program guidelines and understand funds will be dispersed after the end of SFY2016.

Name, Title, and Signature of an individual authorized to enter into contact on behalf of your library's legal entity
(County Judge, Mayor, City Manager, Library Board President, Academic Dean or President)

Name: _____
Title: _____
Signature: _____ Date: _____

Program Deadlines:

- Grant Agreement forms due to TSLAC on or before June 30, 2016
- Performance Certification forms due to TSLAC on or before September 30, 2016

Upload completed form to the Grant Management System at grants.tsl.texas.gov

QUESTIONS?

Contact Sara Hayes, ILL Program Coordinator, at shayes@tsl.texas.gov or 512-463-5406

SFY2016 ILL LENDING REIMBURSEMENT PROGRAM
FAIN: LS-00-15-0044-15 CFDA NUMBER: 45.310



Required Forms

Performance Certification Form

To be completed and signed after receiving your award amount from TSLAC mid-September

Signed by Library Director



Required Forms

Performance Certification Form



TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION

**SFY2016 ILL LENDING REIMBURSEMENT PROGRAM
PERFORMANCE CERTIFICATION FORM**

Library Name: _____

Library Physical Address: _____

Library Legal Entity: _____

Program Contact: _____

Phone: _____ Email: _____

Grant Award Number (provided by TSLAC): _____

Number of Lends (provided by TSLAC): _____

Award Amount (provided by TSLAC): _____

I certify to the best of my knowledge the library participated in statewide resource sharing through interlibrary loan to the extent documented above during State FY2016, September 1, 2015-August 31, 2016.

Library Director: _____

Library Director Signature: _____

Date: _____

Questions? Please contact Sara Hayes at shayes@tsl.texas.gov or 512-463-5406



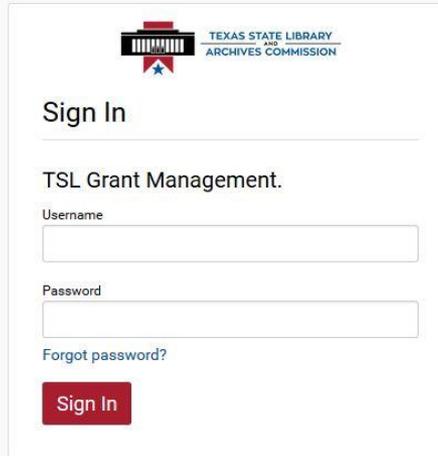
****Reminder****

TSLAC recommends potential participants discuss this program with the accounting office of their legal entity due to the payments of federal funds arriving after the close of the state fiscal year ending August 31, 2016.



Grant Management System

Logging In

A screenshot of the login page for the TSL Grant Management system. The page is white with a light gray background. At the top left is the Texas State Library and Archives Commission logo. Below the logo is the text "Sign In". Underneath that is "TSL Grant Management.". There are two input fields: "Username" and "Password". Below the password field is a link for "Forgot password?". At the bottom is a red "Sign In" button.

 TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION

Sign In

TSL Grant Management.

Username

Password

[Forgot password?](#)

2.3.0.1



Grant Management System Logging In

TSLAC Grant Portal Home

Accounts ▾ Contacts ▾ Grants ▾ Non Competitive Grants ▾ Grant Review ▾ ≡ ▾

Sara Hayes
Abilene Christian University SH ▾

Accounts	Contacts	Grants
Non Co...	Grant Re...	Request ...
Grant Pe...	Grant Fin...	Grant Ch...
Grant Bu...	Docume...	

Welcome to the Texas State Library and Archives Commission Grant Portal. We provide funding for innovation and services to help libraries meet the information and learning needs of Texans statewide. We looking forward to collaborating with you to spark that innovation and provide those services in your community. The Library Development & Networking Division TSLAC

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Grant Management System

Logging In

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Non Competitive Grants

Keyword Search

VIEWS Non Competitive Grants ▾

✓ Grant Number ↑ Created On

No records are available in this view

Add



Grant Management System

Logging In

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Accounts ▾ Contacts ▾ Grants ▾ Non Competitive Grants ▾ Grant Review ▾ ≡ ▾

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Non Competitive Grants

Add

General

Applicant Organization *
Abilene Christian University ▾

Grant Program *
▾

Project Manager *
▾

Library Director *
▾

Application Number
▾

Save



Grant Management System

Opting in to Program

TSLAC Grant Portal Home

Accounts ▾ Contacts ▾ Grants ▾ Non Competitive Grants ▾ Grant Review ▾ ≡ ▾

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Non Competitive Grants

Add

Add Note

Record created successfully.

[Printable Format](#)

General

Applicant Organization * Abilene Christian University ▾	Legal Entity Abilene Christian University ▾
Grant Program * ILL Lending Reimbursement ▾	Employer Identification Number 7508519000
Project Manager * Sara Hayes ▾	DUNS Number
Library Director * Sara Hayes ▾	SAM Expiration Date 10/15/2016
Application Number 900003	



Grant Management System

Opting in to Program

Tab

My library wants to participate

Yes



Agree to Program Terms and Conditions

NOTE: Your library's participation in the program will not be finalized until we receive a completed SFY20XX ILL Lending Reimbursement Program Grant Form signed by an individual authorized to enter into contract on behalf of your library's legal entity.

Submit

Submit Date



Save

Additional Documentation and Comments

Add a note:

Attach File:

 Browse...

Add Note

Cancel



Grant Management System Documents

TSLAC Grant Portal Home

Accounts ▾ Contacts ▾ Grants ▾ Non Competitive Grants ▾ Grant Review ▾ ≡ ▾

Sara Hayes **SH** ▾
Abilene Christian University

Accounts	Contacts	Grants
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Grant Management System Documents

TSLAC Grant Portal Home

Accounts ▾ Contacts ▾ Grants ▾ Non Competitive Grants ▾ Grant Review ▾ ☰ ▾

Sara Hayes SH ▾
Abilene Christian University

[Public Documents](#)

Public Documents

Public Documents

Company Documents

My Documents

Name

 [SFY2016 ILL LENDING REIMBURSEMENT GRANT AGREEMENT FORM FINAL.docx](#)
Complete and submit the Grant Agreement form by June 30, 2016. This form must be signed by an individual authorized to enter into contracts on behalf of the library's legal entity.



Grant Management System

Attaching Documents

TSLAC Grant Portal Home

Accounts ▾ Contacts ▾ Grants ▾ **Non Competitive Grants ▾** Grant Review ▾ ☰ ▾

Sara Hayes SH ▾
Abilene Christian University

Non Competitive Grants

Keyword Search

VIEW: Non Competitive Grants ▾

Add

<input checked="" type="checkbox"/>	Grant Number ▾	Created On
<input type="checkbox"/>	ILL Lending Reimbursement Abilene Christian University	4/5/2016 12:11 PM



Grant Management System

Attaching Documents

Tab

My library wants to participate:

Submit Submit Date:
📅

Additional Documentation and Comments

Add a note:

Attach File:

Add note Cancel



Grant Management System

Attaching Documents

Tab

My library wants to participate:

Submit Submit Date:
📅

Additional Documentation and Comments

Note created by Sara Hayes on 4/6/2016 11:10:37 AM

Attachments: [SFY2016 ILL LENDING REIMBURSEMENT GRANT AGREEMENT FORM FINAL.docx](#)



What Now?

1. Respond to Sara's email by April 15th:
 - I have already submitted a contact sheet

OR

- Reply to email with contact sheet attached

2. Look for GMS invitation email

3. Log into GMS and begin participation process beginning April 25, 2016



Questions?

Sara Hayes

shayes@tsl.texas.gov

512-463-5406

www.tsl.texas.gov/ld/ill2016