



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

**SPECIAL L LIBRARY DEMONSTRATION PROGRAM
GRANT AGREEMENT FORM**

State of Florida Department of Education
1901 E. Bay Street, Tallahassee, FL 32304

Project Name: _____
 Project Number: _____ Date: _____
 Library Name: _____
 Library Address: _____

The library and grantee agree to the attached LSTA Terms & Conditions and program guidelines and understand both will be signed after the end of FY 2016.

State: _____
 Title: _____
 Signature: _____ Date: _____

Program Number:
 1. The demonstration program is for FY 16 and will end in FY 2016.
 2. The demonstration program is for LSTA Title I and II.
 3. The demonstration program is for LSTA Title I and II.
 4. The demonstration program is for LSTA Title I and II.

Approved by the State of Florida Department of Education
 Approved by the Library Board/Board of Trustees: _____
 Approved by the Library Director: _____

Library Director: _____
 Date: _____

Library Director: _____
 Date: _____



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

Thumbnail of the Performance Certification Form showing fields for Library Name, Library/Postal Address, Library/State, Program Center, Dates, State Award Number, and other administrative details.



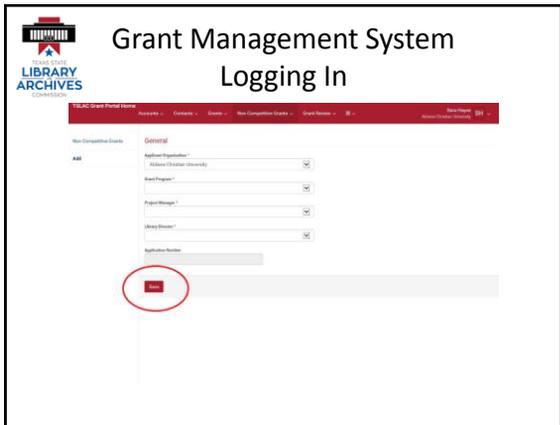
****Reminder****

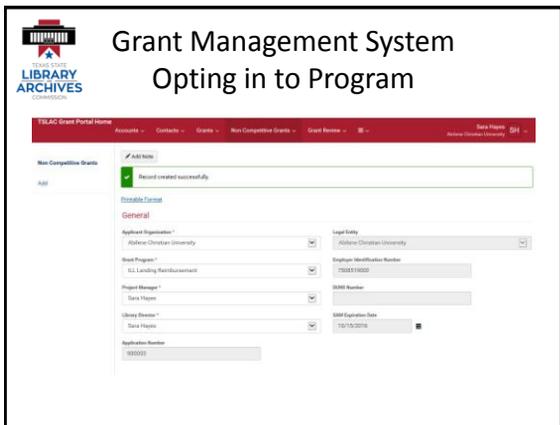
TSLAC recommends potential participants discuss this program with the accounting office of their legal entity due to the payments of federal funds arriving after the close of the state fiscal year ending August 31, 2016.

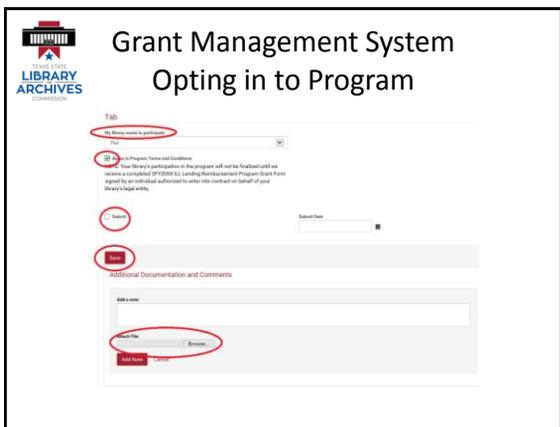
Grant Management System Logging In

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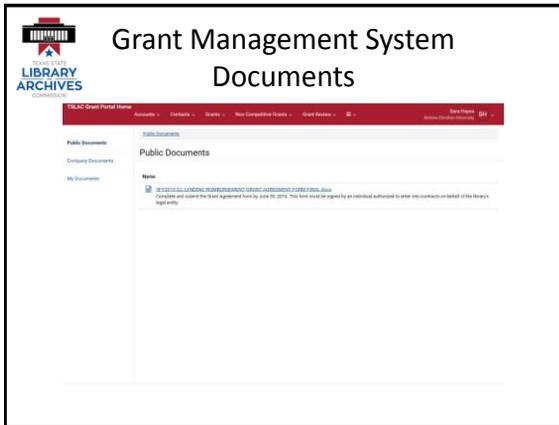
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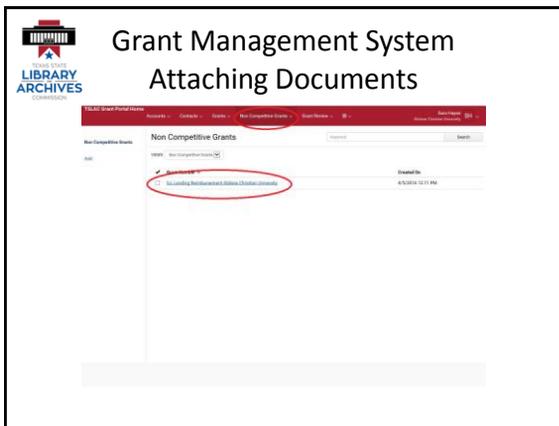














Questions?

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www.tsl.texas.gov/ld/ill2016
