FY2017 ILL Lending Reimbursement Program

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April 25, 2017

Webinar

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Program Timeline

April 25, 2017: Access to the FY2017 ILL Lending Reimbursement Program and forms available in the GMS portal at grants.tsl.texas.gov.

June 30, 2017: Deadline to submit completed Grant Agreement/Application form in GMS, signed by authorized legal entity signatory

September 18-22, 2017: TSLAC will notify libraries of total FY2017 lends and begin accepting Performance Certification forms through the online GMS portal

September 30, 2017: Deadline to submit completed Performance Certification form in GMS, signed by Library Director

Mid-October 2017: Final reimbursement amounts calculated

November 2017: Reimbursement payments dispersed to legal entities (cities, counties, universities)

Program Overview

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

The goal of the Interlibrary Loan (ILL) Lending Reimbursement Program is to support and encourage libraries in the statewide resource sharing endeavors by reimbursing direct, out-of-pocket costs associated with participation. These may include shipping costs and supplies, courier contracts, and staff time.

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-00-16-0044-16

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 were able to reimburse libraries $7.07 per lend for FY2016, this amount may vary based on the number of participants and available funding.

Example: 100 lends * $7.07 per lend = $707.00 reimbursement!

Award Information

Remember:

- Awards are tied to lending activity during SFY2017, September 1, 2016 - August 31, 2017. The payments will be dispersed after the end of the fiscal year, in late October or early November 2017.

- **If your library participates in the program, please communicate to your legal entity's accounting department or grants accountant that federal money will be coming to the organization after the end of the fiscal year.**

Program Eligibility

Texas Public Libraries:

- Live on the Navigator ILL System
- Provide lends to Texas Navigator libraries during FY2017 (September 1, 2016– August 31, 2017)
- No minimum lends required
- 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, University) 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

*This information should auto fill on your signature sheet in GMS

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

Application Process

Prospective grantees will use the TSLAC Grant Management System (GMS) portal to access, print, and submit grant agreement applications.

grants.tsl.texas.gov

Library directors should have portal access and may add permissions for additional staff. Please see website for this process: www.tsl.texas.gov/ld/ill2017

For portal password resets, please contact Sara Hayes.

Application Process

1. Opt into 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

Libraries are NOT required to submit receipts, invoices, or timesheets

Required Forms

- <u>Grant Agreement Forms</u> 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

- <u>Program Performance Certifications</u> may be signed by Library Directors and will be available in mid-September.

  Libraries are **NOT required to submit receipts, invoices, or timesheets**

Application Review

- This grant is a non-competitive, fixed amount award.

- <u>Grant Agreement Forms</u> must be signed by an individual authorized to enter into contract on behalf of the library's **legal entity.**

- <u>Program Performance Certifications</u> may be signed by Library Directors and will be available in September.

- DUNS number and active SAM registration of legal entity

Overview of GMS

1. Log in to the GMS portal

2. Print out Program Guidelines and Terms & Conditions

3. Select Add NC Grant, complete boxes, and Save

4. Opt into program and Submit

5. Print out Grant Agreement signature page

6. Have form signed by authorized individual

7. Scan and attach the completed Grant Agreement form to your grant by selecting View Non Competitive Grants in the portal and attaching it in the Add Note field

Program Resources

Step-by-step instructions for GMS portal:

TSLAC website at:
https://www.tsl.texas.gov/ld/ill2017

Under "Documents" in GMS Portal:
2017 GMS Instructions for ILL Reimbursement Program.pdf

In addition to the program webpage above, program news and updates are sent to the ILL Navigator mailing list and posted to the Resource Sharing page at
https://www.tsl.texas.gov/texshare/newsletter/resourcesharingprojects/

Glossary

Sub Recipient: The library

Legal Entity:
- City or County government
- Non Profit Corporation
- Library District
- University

Authorized Signatory: an individual authorized to enter into contract on behalf of the library's legal entity (unless written approval from the legal entity for the 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

Questions?

- More information is available online at:

  www.tsl.texas.gov/ld/ill2017

- Contact Sara Hayes at:

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