



FY2018 ILL Lending Reimbursement Program

Presented by Sara Hayes
April 12, 2018



Webinar

- Program overview
- Award Information
- Program Eligibility
- Application Process
- Application Review
- Award Administration: GMS portal
- Questions?



Program Timeline

April 19, 2018

Access to the FY2018 ILL Lending Reimbursement Program and forms will be available in the GMS portal at grants.tsl.texas.gov a week from today.

I will be out of the office until Tuesday, April 17
Recordings and responses to questions will be posted to our website on that date.



Program Timeline

July 13, 2018: Deadline to submit completed Grant Agreement/Application form in GMS, signed by authorized legal entity signatory

September 17-21, 2018: TSLAC will notify libraries of total FY2018 lends and begin accepting Performance Certification forms through the online GMS portal

September 28, 2018: Deadline to submit completed Performance Certification form in GMS, signed by Library Director

Mid-October 2018: Final reimbursement amounts calculated

November 2018: Reimbursement payments dispersed to legal entities (cities, counties, universities)

December 31, 2018: Single Audit Certification Form due to TSLAC



Program Overview

Participation is completely optional!

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-00-17-0044-17
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 \$5.99 per lend for FY2017, this amount may vary from year-to-year based on the number of participants and available funding.

Example: 100 lends * \$5.99 per lend = \$599.00 reimbursement!



Award Information

Remember:

- Awards are tied to lending activity during SFY2018, September 1, 2017 - August 31, 2018. The payments will be dispersed after the end of the fiscal year, in late October or early November 2018.
- 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 SFY2018 (September 1, 2017- August 31, 2018)
- No minimum lends required
- Submit
 - Application Certification Form - July 13, 2018
 - Participation Certification Form - September 28, 2018

Texas Academic Libraries:

- Have agreed to make collections available to request by Navigator libraries through the Texas Group Catalog
- Submit Application Certification 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 Application Certification signature form.

grants.tsl.texas.gov

Library directors should have portal access and may add permissions for additional staff. Please see website for this process: <https://www.tsl.texas.gov/ld/il2018>

For portal password resets, please contact Sara Hayes



Application Process

1. Opt into the program online through GMS
2. Access, print, complete, and submit an **Application Certification Signature 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

- **Application Certification 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 Certification Forms** may be signed by Library Directors and will be available in mid-September, due September 28th.
- **Single Audit Certification Form** signed by financial officer of legal entity and available in early December 2018, due by December 31, 2018.

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



Application Review

- This grant is a non-competitive, fixed amount award.
- Application Certification Forms must be signed by an individual authorized to enter into contract on behalf of the library's **legal entity**.
- Program Performance Certifications may be signed by Library Directors and will be available in September.
- DUNS number and active SAM registration of legal entity



Documentation and Records

The Subrecipient agrees to main all financial and programmatic records, supporting documents, statistical records, and other records relating to this grant award for three years after the last State Program Report for the Texas LSTA 5-Year Plan 2013-2017, is submitted on December 31, 2018. The Subrecipient will maintain their records through **December 31, 2021**.

What should be kept by libraries?
 Documentation of costs related to interlibrary loan:
 Receipts, invoices, time sheets, mail machine reports.



Audit of Participants

In order to support this program as a fixed amount award, a random selection of FY2017 participants will be contacted directly to provide documentation of costs related to interlibrary loan activity eligible for the reimbursement they received.

Sara Hayes will be contacting the selected libraries directly regarding this process.



Overview of GMS

1. Log in to the [GMS](#) portal
2. Print out Program Guidelines and Terms & Conditions in Documents
3. Select Add New NC Grants from NC Grants, complete boxes, and **Save**
4. Opt into program and **Submit**
5. Print out **Application Certification (Signature) Form**
6. Have form signed by an authorized individual
7. Scan and attach the completed Grant Agreement form to your grant application by selecting **View Non Competitive Grants** in the portal and attaching the form in the Add Note field and clicking Add Note



Program Resources

TSLAC website at:

<https://www.tsl.texas.gov/ld/ill2018>

Texas Resource Sharing page:

<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

GMS: Grant Management System. Online portal where libraries opt in to the program and submit signed forms and notes.



Questions?

- More information is available online at:
<https://www.tsl.texas.gov/ld/ill2018>
- Contact Sara Hayes at:
shayes@tsl.texas.gov
512-463-5406
