FY2019 ILL Lending Reimbursement Program

Presented by Sara Hayes

May 2, 2019

Webinar

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- Updates and Timeline
- Award Information
- Program Eligibility
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- Questions?

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.

Glossary

Sub Recipient: Your 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.

Step-by-step Instructions

Participants will need:

- Grant Management System access
  - Username and Password
- Knowledge of staff authorized to enter into contract on behalf of your library's legal entity: City Manager, County Judge, or Board President
- TSLAC contact information:

  Sara Hayes shayes@tsl.texas.gov

Updates

FY2019: $9.00 per lend

Eligible lends between
September 1, 2018-July 31, 2019

Program Timeline

May 7, 2019

Access to the FY2019 ILL Lending Reimbursement Program and forms will be available in the GMS portal at grants.tsl.texas.gov on Tuesday, May 7, 2019.

I will be out of the office until Monday, May 6th
Recordings and responses to questions will be posted to our website on that date.

Program Timeline

May 7, 2019: FY2019 Program opens in the online Grant Management System (GMS).

June 27, 2019: Deadline to submit completed Grant Agreement/Application form in GMS, signed by authorized legal entity signatory

August 16, 2019: TSLAC will notify libraries of total FY2019 award amounts and begin accepting Performance Certification forms through the online GMS portal

August 30, 2019: Deadline to submit completed Performance Certification form in GMS, signed by Library Director

September 2019: Reimbursement payments dispersed to legal entities (cities, counties, universities)

December 31, 2019: Single Audit Certification Form due to TSLAC

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-00-18-0044-18

Catalog of Federal Domestic Assistance (CFDA) Number: 45.310

Eligible participants will receive a **$9.00** reimbursement based on the number of lends they provide to other Texas libraries through the Navigator system between September and July.

Example: 100 lends * $9.00 per lend = $900.00 reimbursement!

Award Information

Remember:

• Awards are tied to lending activity during SFY2019, September 1, 2018 – July 31, 2019. The payments will be dispersed after the end of the fiscal year, in September 2019.

• **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 SFY2019 (September 1, 2018– July 31, 2019)
- No minimum lends required
- Submit in Grant Management System:
  - Application Certification Form – June 27, 2019
  - Participation Certification Form – August 30, 2019

Texas Academic Libraries:

- Have agreed to make collections available to request by Navigator libraries through the Texas Group Catalog
- Submit in Grant Management System:
  - Application Certification Form – June 27, 2019
  - Participation Certification Form – August 30, 2019

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*
  - https://www.grants.gov/web/grants/applicants/organization-registration.html
- 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

Required Forms

- <u>Application Certification 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 Certification Forms</u> may be signed by Library Directors and will be available in mid-August, due August 31, 2019.

- <u>Single Audit Certification Form</u> signed by financial officer of legal entity and available in early December 2019, due by December 31, 2019.

  Libraries are NOT required to submit receipts, invoices, or timesheets but need to maintain those records locally
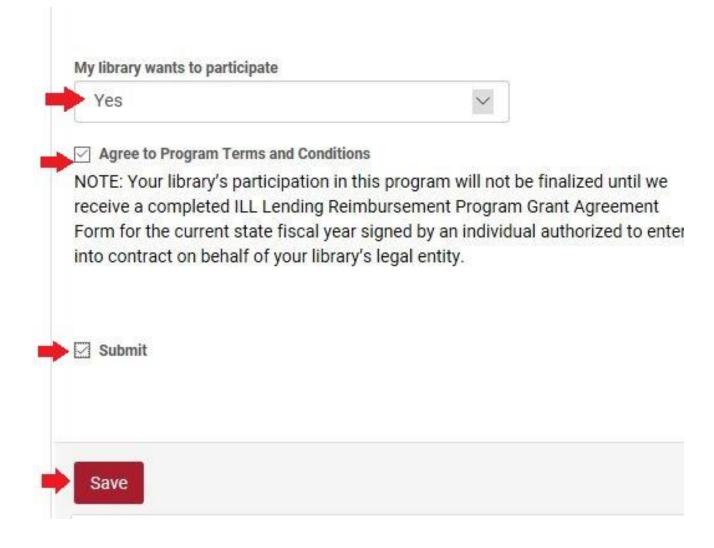
Application Review

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

- <u>Application Certification 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 (City, County, Non-profit)

Application Process

My library wants to participate

→ Yes ⌄

→ ☑ Agree to Program Terms and Conditions

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

→ ☑ Submit

→ Save

Overview of GMS

1. Log in to the [GMS](#) portal

2. Print out Program Guidelines and Terms & Conditions under "Documents" for the signatory from your legal entity to read and review

3. Select "Add New NC Grants" from NC Grants, complete boxes, and **Save**

4. Opt into program and **Save:**
   1. My library wants to participate : YES
   2. Agree to Program Terms and Conditions: CHECK BOX
   3. Submit: CHECK BOX

5. Print out **Application Certification (Signature) Form**

6. Have form signed by an authorized individual from your legal entity

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 and Save

Documentation and Records

The Subrecipient (library) 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 2018-20122, is submitted on December 31, 2023. The Subrecipient will maintain their records through December 31, 2026.

What should be kept by libraries?

- Award letter from TSLAC
- Documentation of costs related to interlibrary loan: shipping receipts, invoices, time sheets, mail machine reports.

Program Resources

TSLAC website at:

> https://www.tsl.texas.gov/ld/ill2019

Grant Management System under "Documents" in folder "2019 ILL Lending Reimbursement Program":

> grants.tsl.texas.gov

Questions?

Contact Sara Hayes at:

shayes@tsl.texas.gov

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