

FY 2016 Competitive Grant Contract Checklist — Quarterly

Instructions

This checklist is provided as a tool to help with contract compliance for the *Special Projects, Library Cooperation, and TexTreasures* grants. There are three different checklists, each related to a different stage of the grant period: start-up, project period, and close-out.

- On each checklist, assign the tasks listed to grant project staff for completion at the appointed reporting time, if applicable. Write the assigned person's name in the **Responsibility** column. The responsible staff person will ensure that the grant requirement has been met. If the category is not applicable to your situation, write "N/A" in the **Responsibility** column.
- At each reporting deadline, verify that each of the tasks has been completed by the person assigned. The responsible person should **initial and date** the form next to the task assigned to indicate completion or compliance with that requirement.
- The person giving final approval of the checklist should **sign off** on each reporting period on the "Reviewed by" signature line provided.
- Section I is due to TSLAC by **November 1, 2015**. The checklists in Sections II and III are to be submitted together to TSLAC by **October 31, 2016**. Forms should be submitted to the Library Development and Networking Division, ATTN: 2016 Grants, via e-mail at ld@tsl.texas.gov or fax at 512.936.2306.
- Materials referenced in the checklist are available through the TSLAC website at: <http://www.tsl.texas.gov/ld/funding/OnlineGrantHandbook/index.html>.

Contract References

Section I.	Contracting Parties
Section II.	Term of Grant
Section III.	Statement of Services to be Performed
Section IV.	Grant Amounts and Disbursement Requirements
Section V.	Request for Fiscal and Programmatic Changes
Section VI.	Equipment and Property Requirements
Section VII.	Reporting Requirements
Section VIII.	General Terms and Conditions
Section IX.	Enforcement
Section X.	Contacts at TSLAC
Section XI.	Applicable and Governing Law
Section XII.	Grant Certifications
Section XIII.	Signatures

FY 2016 Competitive Grant Contract Checklist — Quarterly

Grantee: ABC Library Grant #: 100-16001

Section I. Grant Start-Up

Please verify that each of the tasks below has been completed, if applicable, within the **first two months** of the grant period. Have the person responsible for ensuring the completion of each task initial and date when the task is completed. For the Guidelines and Rules section, simply indicate who will be responsible for ensuring compliance. If the category is not applicable to your situation, write “N/A” in the **Responsibility** column. *Please return this form to TSLAC by **November 1, 2015**.*

Category	Description (Contract Reference)	Responsibility	Initial	Date
Contract Execution	Grantee submits at least two signed hard copies of grant contract to TSLAC.	Lucy Librarian	<i>LoL</i>	<i>9/1/15</i>
	Grantee receives at least one copy of the fully executed contract from TSLAC.	Lucy Librarian	<i>LoL</i>	<i>9/30/15</i>
Prior Approvals	Written Prior Approval requests submitted for approval of purchase of equipment or property costing more than \$5,000 per unit as listed in the Equipment /Property budget category. (VI-C)	N/A		
	Prior Approval received authorizing purchase of equipment costing more than \$5,000 per unit as listed in the Equipment /Property budget category. (VI-C)	N/A		
Certification	Grantee submits a statement certifying the governing entity's capitalization level with the signed contract. <i>For equipment/property purchases only.</i> (VI-E)	Betty Budget	<i>BB</i>	<i>9/1/15</i>
Procedures	Subrecipient develops or revises, as necessary, specific written documentation of current procedures. (VII-A)	Lucy Librarian Adam Administrator		
Guidelines and Rules <i>(Please indicate who will be responsible for ensuring compliance with the referenced documents during the project period. Please contact the Grants Administrator with any questions.)</i>	Grantee complies with the Grant Program Guidelines for SFY 2016. (VIII-A)	Lucy Librarian		
	Grantee complies with the applicable Rules for Administering the Grant Program as referenced in the Texas Administrative Code (TAC): 13 TAC §§ 2.310–2.312 (Library Cooperation) or 13 TAC §§ 2.410–2.412 (Special Projects) or 13 TAC §§ 2.510–2.512 (TexTreasuries); and 13 TAC §§ 2.110–2.119 (General Grant Guidelines). (VIII-B)	Adam Administrator		
	The Subrecipient will comply with the following rules and guidance as applicable (VIII-C): <ol style="list-style-type: none"> 1) Texas Uniform Grants Management Standards (UGMS) (comptroller.texas.gov/procurement/catrad/ugms.pdf) ; and 2) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Parts 200 and 3187 (Supercircular)) (www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards#h-4). 	Adam Administrator		

Reviewed by: Lucy Librarian Date: 9/15/15

FY 2016 Competitive Grant Contract Checklist — Quarterly

Grantee: ABC Library Grant #: 100-16001

Section II. Project period (September 1, 2015-August 31, 2016)

Please verify that each of the tasks below has been completed, if applicable, at the end of each reporting period. Have the person responsible for each task initial and date the applicable column when the task is completed. If the category is not applicable to your situation, write "N/A" in the Responsibility column. **Do not submit the form until the end of the full grant period or when all activities have been completed.**

Initial and date for applicable quarter.

Category	Description (Contract Reference)	Responsibility	Q1	Q2	Q3	Q4
Requests for Funds (RFF)	Grantee uses the TSLAC RFF form to request payments through the Grant Management System (GMS) no more than once per month, and no less than once per quarter. (IV-D)	Ruth Reference	<i>RR 12/6/15</i>			
Performance Reports	Grantee submits the quarterly Performance Report to TSLAC by due date. (VII-B)	Betty Budget	<i>BB 12/15/15</i>			
Financial Status Reports (FSR)	Grantee submits the quarterly Financial Status Report (FSR) to TSLAC via GMS by due date. (VII-C)	Betty Budget	<i>BB 10/1/15</i>			
Fiscal Changes	Grantee submits any fiscal changes to the approved budget via GMS by July 15, 2016 . (V-A)	Betty Budget	N/A			
Programmatic Changes	Grantee submits any programmatic changes to approved application via GMS by July 15, 2016 . (V-B)	Lucy Librarian	N/A			
Equipment Inventory	Grantee complies with UGMS requiring certain items of equipment to be maintained on inventory if the item's cost is between \$500 and \$1000. (VI-B)	Tim Techy	TT 12/1/15			
	Grantee maintains records on all equipment/property with acquisition costs above the governing entity's capitalization level. (VI-E)	Tim Techy	TT 12/1/15			
	Grantee follows UGMS for disposal of equipment/property. (VI-F)	Tim Techy	N/A			
Acknowledgment	All publicity relating to the grant award includes acknowledgment of the Institute of Museum and Library Science and the Texas State Library and Archives Commission. (VIII-F)	Lucy Librarian	<i>LoL 10/1/15</i>			

Quarters — Q1 (9/1/15-11/30/15); due 12/31/15; **Q2** (12/1/15-2/29/16); due 3/31/16; **Q3** (3/1/16-5/31/16); due: 6/30/16; **Q4** (6/1/16-8/31/16); due 9/30/16

Q1 reviewed by: Lucy Librarian Date 12/28/15 Q2 reviewed by: _____ Date _____

Q3 reviewed by: _____ Date _____ Q4 reviewed by: _____ Date _____

FY 2016 Competitive Grant Contract Checklist — Quarterly

Grantee: ABC Library Grant #: 100-16001

Section III: FY 2016 Grant Close-Out

Please verify that each of the tasks below has been completed, if applicable, at the end of the grant period. Have the person responsible for each task initial and date when the task is completed. If the category is not applicable to your situation, write “N/A” in the **Responsibility** column. *Submit Sections II and III to TSLAC by **October 31, 2016**.*

Category	Description (Contract Reference)	Responsibility	Initial	Date
Unexpended Funds & Interest	All encumbrances are liquidated or paid no later than October 15, 2016 . (IV-F)			
	All unexpended funds are returned to TSLAC with the Final FSR no later than October 31, 2016 . (IV-G)			
	Interest earned in excess of \$500 is returned to TSLAC. (IV-G)			
Acknowledgment	All publicity and marketing materials created during the year relating to the grant program have been gathered and submitted to TSLAC. (VIII-F)			
Inventory	The Equipment/Property Report is submitted in GMS by October 31, 2016 , for all equipment/property purchased with grant funds during the year as listed in the Equipment/Property budget category. (VI-D)			
	A biennial property inventory has been conducted; and the equipment property records have been reconciled with the physical inventory of equipment/property every two years. (VI-F) <i>Do not submit to TSLAC.</i>			
Financial Status Report (FSR)	Grantee submits Final FSR once all grant funds had been expended and reimbursed, no later than October 31, 2016 . (VII-C)			
Checklist	Grantee submits all sections of the Grant Contract Checklist no later than October 31, 2016 . (VII-C)			
Audits	Grantee submits an audit certification form and any relevant documents no later than December 31, 2016 . (VII-F)			
Records Retention	Grantee maintains all records relating to this grant award through December 31, 2021 . (VIII-H)			

Reviewed by: _____ Date: _____