

FY 2015 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 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 compliance with that requirement.
- The person giving final approval of the checklist should **sign off** each reporting period on the "Reviewed by" signature line provided.
- Section I is due to TSLAC by **November 1, 2014**. The checklists in Sections II and III are to be submitted together to TSLAC by **October 31, 2015**.
- Materials referenced in the checklist are available through the TSLAC website at: <http://www.tsl.state.tx.us/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

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Grantee: ABC Library Grant #: 100-15001

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, 2014**.*

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>9/1/14</i>
	Grantee receives at least one copy of the fully executed contract from TSLAC.	Lucy Librarian	<i>LoL</i>	<i>9/30/14</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>9/1/14</i>
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 2015. (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 (TexTreasures); and 13 TAC §§ 2.110–2.119 (General Grant Guidelines). (VIII-B)	Lucy Librarian		
	The Grantee will comply with the following rules and guidance as applicable from the Texas Uniform Grants Management Standards (UGMS) (www.governor.state.tx.us/files/state-grants/UGMS062004.doc), Code of Federal Regulations (CFR) (www.ecfr.gov), and federal Office of Management and Budget (OMB) grants circulars (www.whitehouse.gov/omb/grants_circulars.htm): (1) Cost Principles for State and Local Governments and Other Affected Entities (UGMS, Section II; adapted from OMB Circular A-87 (2 CFR 225)) or Cost Principles for Educational Institutions (2 CFR 220 (OMB Circular A-21)) or Cost Principles for Non-Profit Organizations (2 CFR 230(OMB Circular A-122)); (2) State Uniform Administrative Requirements for Grants and Cooperative Agreements (UGMS, Section III; adapted from OMB Circulars A-102) or Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (2 CFR 215 (OMB Circular A-110)); and (3) State of Texas Single Audit Circular (UGMS, Section IV; adapted from OMB Circular A-133). (VIII-C)	Adam Administrator		

Reviewed by: Lucy Librarian Date: 10/31/14

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Grantee: ABC Library Grant #: 100-15001

Section II. Project period (September 1, 2014-August 31, 2015)

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
Performance Reports	Grantee submits the quarterly Performance Report to TSLAC by due date.(VII-A)	Ruth Reference	RR 12/6/14			
Financial Status Reports (FSR)	Grantee submits the quarterly FSR to TSLAC by due date. (VII-B)	Betty Budget	BB 12/15/14			
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-C)	Betty Budget	BB 10/1/14			
Fiscal Changes	Grantee submits any fiscal changes to the approved budget via GMS by July 15, 2015 . (V-A)	Betty Budget	N/A			
Programmatic Changes	Grantee submits any programmatic changes to approved application via GMS by July 15, 2015 . (V-B)	Lucy Librarian	N/A			
Equipment Inventory	Grantee complies with UGMS Part III, Subpart C, Sec. 32 (d)(3) 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 12/1/14			
	Grantee maintains records on all equipment/property with acquisition costs above the governing entity's capitalization level. (VI-E)	Tim Techy	TT 12/1/14			
	Grantee follows UGMS Subpart C, Sec. 32 (e) for disposal of equipment/property. (VI-F)	Tim Techy	N/A			
Audits	For single audits, Grantee submits a copy of the management letter (Conduct of Audit) issued by an auditor with the audit reporting package. Refer to UGMS Part IV, Subpart B, Sec.235 (c) for further requirements and deadlines. (VII-E)	Adam Administrator	N/A			
Acknowledgment	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-E)	Lucy Librarian	LoL 10/1/14			

Quarters — Q1 (9/1/14-11/30/14); due 12/31/2014; **Q2** (12/1/14-2/28/15); due 3/31/2015; **Q3** (3/1/15-5/31/15); due: 6/30/2015; **Q4** (6/1/15-8/31/15); due 9/30/2015

Q1 reviewed by: Lucy Librarian Date 12/28/14

Q2 reviewed by: _____ Date _____

Q3 reviewed by: _____ Date _____

Q4 reviewed by: _____ Date _____

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Grantee: ABC Library Grant #: 100-15001

Section III: FY 2015 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, 2015**.*

Category	Description (Contract Reference)	Responsibility	Initial	Date
Unexpended Funds & Interest	All encumbrances are liquidated or paid no later than October 15, 2015 . (IV-F)			
	All unexpended funds are returned to TSLAC with the Final FSR no later than October 31, 2015 . (IV-G)			
	Interest earned in excess of \$100 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, 2015 , 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) Do <u>not</u> submit to TSLAC.			
Financial Status Report (FSR)	Grantee submits Final FSR once all grant funds had been expended and reimbursed, no later than October 31, 2015 . (VII-B)			
Checklist	Grantee submits all sections of the Grant Contract Checklist no later than October 31, 2015 . (VII-C)			
Audits	Grantee submits an audit certification form and any relevant documents no later than October 31, 2015 . (VII-D)			
Records Retention	Grantee maintains all records relating to this grant award through December 31, 2021 . (VIII-G)			

Reviewed by: _____ Date: _____