


TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION


**TSLAC Grant Management Series:
Contract Overview**



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Agenda

- Reference
- Award letter
- Contract
 - Sections I-V: Who, when, what, how much
 - Sections VI-VIII: Equipment, reporting, other requirements
 - Sections IX-XII: Housekeeping, governing statutes



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REFERENCE



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Acronyms & abbreviations

- GMS (TSLAC Grants Management System – grants.tsl.texas.gov)
- IMLS (Institute of Museum and Library Services)
- LBB (Legislative Budget Board)
- RFF (Request for Funds)
- TSLAC (Texas State Library & Archives Commission)
- TxGMS (Texas Grant Management Standards)



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Reference resources

- Grant application
- Grant Program Guidelines (NOFO)
- Grants Management System (GMS)
 - <https://grants.tsl.texas.gov>
- Texas Grant Management Standards (TxGMS)
 - Texas Comptroller of Public Accounts
 - <https://comptroller.texas.gov/purchasing/grant-management/>
- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR §§ 200 and 3187) (Supercircular)
 - www.federalregister.gov/a/2013-30465 (www.gsa.gov)



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AWARD LETTER



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Award Letter

- Subrecipient Information
- Basic Award Information
 - Funding source and amounts
 - Grant period
 - General terms and conditions by reference
- TSLAC Contact Information



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Official Award Notification for Competitive Grants State Fiscal Year 2021

Subrecipient Information
 Governing Authority, Library
 Address:
 DUNS No.
 SNAF File Code
 Project Manager []
 Library Director:

Basic Award Information	
Awarding Agency	Texas State Library & Archives Commission
Grant Program	Competitive – Special Projects 2020 (SSA)
State Award Date	August 3, 2020
Grant Number	SGG-20008
Grant Period Start Date	September 1, 2020
Grant Period End Date	August 31, 2022
Source of Funds	Federal – Institute of Museum and Library Services (IMLS)
CFDA No. & Name	4C.510 – Grants to States
Federal Award Identification Number of ARI	13-248219-010-20
Federal Award Date	February 4, 2020
Amount of Federal Funds Obligated by ARI	\$ 21,124.00
Actual	\$ 21,124.00
Total Amount of Federal Funds Obligated	\$ 21,124.00
Total Amount of Award	\$ 21,124.00
Indirect Cost Rate	0.000
Funding Type	Reimbursement

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CONTRACT



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Contract


- Sections I-V: Who, When, What, How Much
- Sections VI-VIII: Equipment, Reporting, Other Requirements
- Sections IX-XIII: Housekeeping, Governing Statutes, Signatures



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Sections I-III: Who, When, What


- Section I — Who
 - Grantor = TSLAC
 - Subrecipient = Applicant
- Section II — When
 - Lists when your contract begins and ends
- Section III — What
 - Services and program activities as outlined in the application
 - Includes application and subsequent contract revisions



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Section IV: How Much

- A. Maximum grant award, indirect costs
- B. Source of funds
- C. How disbursed
 - Reimbursement (default)
 - request funds every 30 days/no less than once per quarter for actual allowable expenses
 - Advance
 - ✓ Requires approval based on demonstrated need
 - ✓ Funds for estimated allowable expenses for next 30 days
- D. Requesting funds – GMS



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Section IV: How Much

- E. RFF supporting documentation
 - Required (invoices, payment info, etc.)
- F. Deadlines for spending funds
 - Obligating/Encumbering Funds
 - May 31: ILS, SPP, TXT
 - July 1: TXR
 - Final Request for Funds
 - July 15: ILS, SPP, TXT
 - Sept 15: TXR
- G. Spend Down Plans
 - Mar 31: ILS, SPP, TXT
 - May 31: TXR
- H. Returned funds
- I. Grant Budget



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Section V: Contract Revisions

- Submitted by change requests in GMS
- Require TSLAC approval to submit
 - Fiscal changes (budget change request)
 - 10% threshold
 - Transferring to \$0 budget category
 - Program income
 - Item changes with significant price/feature differences
 - Program changes (program change request)
 - Third-party services
 - Change in scope or objective



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Section VI: Equipment & Property

- A. Fiscal changes to Equipment line item require a budget revision. (10% rule)
- B. Certain items purchased need to be maintained on inventory if cost is between \$500 and \$1,000+.
- C. Approval needed before purchasing equipment costing more than \$5,000/unit. (Initiated by TSLAC)*
- D. Title vests with Subrecipient upon acquisition. Subrecipient must maintain per TxGMS



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Section VII: Reporting

- A. Written procedures
- B. Performance reports – due on 30th of reporting month

	#s & Narratives
Quarterly	4x/year (Oct, Jan, Apr, July)
Semi-annual	2x/year (Mar and Sept)
Other	See contract



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Section VII: Reporting

- C. Financial report certification(RFF submission)
- D. Audit certification form submission
 - Form sent by TSLAC
 - Due to TSLAC by December 31, 2024
- E. Audit submission – Federal Audit Clearinghouse (FAC)
- F. Final payment withholding



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Section VIII: General Terms and Conditions

- A-C. Follow the current grant program guidelines, TxGMS, and Supercircular
- D. Copyright – collateral & data
- E. Publicity – acknowledge IMLS and TSLAC and provide one set of all public relations materials to TSLAC by the end of grant year



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Section VIII: General Terms and Conditions

- F. Non-discrimination
- G. Audits (by funders and other governing authorities)
- H. Human trafficking
- I. Retention of grant documents – until Jan. 29, 2032, at a minimum
 - Texas Gov't Code, §441.1855 – State agency retention of contracts and related documents



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Section VIII: General Terms and Conditions

- J. Grant termination – 30 days notice
 1. Grant activities and reporting
 2. Funding
- K. Changes to key personnel
- L. Loss of staff in relation to reporting, retention, equipment/supply disposition
- M. Waiver of state immunity
- N. Dispute resolution



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Section IX: Enforcement


- A. Remedies for noncompliance
 1. Withhold payment temporarily
 2. Disallow activity or action
 3. Terminate grant
 4. Withhold further awards
 5. Other remedies
- B. Hearings and appeals
- C. Suspension and termination
- D. Debarment and suspension



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Section X: Contacts


- Program issues, revisions, reporting, and equipment
Grants Team
grants@tsl.texas.gov
- Payments, requests for funds, and financial status
Arturo Villarreal, Grants Accountant
grants.accounting@tsl.texas.gov
- Advance payments and financial issues
Rebecca Cannon, Accounting Manager
rcannon@tsl.texas.gov



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Sections XI-XII: Law and Certifications

- Section XI – Texas law
- Section XII – Certifications
 - A. Activities are within scope of organization and rules
 - B. All costs will be used as intended in grant
 - C. Indirect costs not used as direct costs
 - D. No funds used for lobbying or influence
 - E. CIPA
 - F. Exclusions, disqualification, indictments
 - G. Copyright compliance (copies, digitization)
 - H. State assurances (TxGMS)
 - I. Drug-free workplace requirements



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Sections XI-XII: Law and Certifications

- Section XII – Certifications
 - J. Abide by all legal requirements
 - K. Cybersecurity training
 - L. Fraud, bribery, gratuity
 - M. Protection for charities/private foundations
 - N. Contracting w/head of a state agency
 - O. Permission to apply
 - P. No lobbying expenditures
 - Q. Impropriety and conflict-of-interest



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Sections XIII: Signatures

- Subrecipient (designee authorized to enter into contracts) signs
- Grants Administrator, Division Director, and Chief Fiscal Officer, State Librarian signs
- Fully executed



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Contract

- Distributed via e-mail to director and project manager (ETA: June or August)
- Due August 1 or October 1 (soft deadline)
- Contract overview webinar – review



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Contract Process

Subrecipient

1. Have authorized signatory sign contract.
2. Upload signed copy into grant file in GMS.
3. Notify TSLAC of upload.

TSLAC

1. TSLAC staff will sign (fully executed).
2. Upload the copy to grant file in GMS.
3. Notify subrecipient when final copy is uploaded.



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What do you do next?

- Await the award letter.
- Await the contract.
- Process the contract.
- Await the fully executed copy.
- Mark ALL contract dates on your calendar(s).
- Forward contract as necessary to business office, etc.
- Store the final copy in your grant file.



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QUESTIONS?

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