

★ Texas State Library and Archives Commission ★



FY 2015 Competitive Grants  
Contracts Overview

PRESENTED BY  
ERICA A. MCCORMICK, TSLAC GRANTS ADMINISTRATOR  
TAMRA LAVIN, TSLAC GRANTS ACCOUNTANT

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What we will cover

- Reference
- Contract
  - Sections I-V – Who, when, what, how much
  - Sections VI-VIII – Equipment, reporting, other requirements
  - Sections IX-XII – Housekeeping, governing statutes
- Grants checklist
- Next steps
- Questions

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Reference

ACRONYMS & ABBREVIATIONS  
REFERENCE RESOURCES

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### Common acronyms & abbreviations

- eCFR (electronic Code of Federal Regulations)
- FSR (Financial Status Report)
- GMS (TSLAC Grants Management System)
- IMLS (Institute of Museum and Library Services)
- LBB (Legislative Budget Board)
- OMB (Office of Management and Budget)
- RFF (Request for Funds)
- TSLAC (Texas State Library & Archives Commission)
- UGMS (Uniform Grant Management Standards – Texas)

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### Reference resources

- 2015 Grant Program Guidelines
- Grants Management System (GMS)  
(<https://gms.tsl.texas.gov>)
- GMS FAQs  
(<https://gms.tsl.texas.gov/help/faq.php>)
- Uniform Grant Management Standards (UGMS)  
Governor's Office of Budget and Planning  
(<http://governor.texas.gov/files/state-grants/UGMS062004.doc>)

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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, and what

- **Section I – Who**
  - Grantor = Texas State Library & Archives Commission
  - Grantee = Applicant
- **Section II – When**
  - September 1, 2014–August 31, 2015 (SFY 2015)
- **Section III – What**
  - Services and program activities as outlined in the application
  - Contract includes application and subsequent contract revisions

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### Section IV – How much

- A. Maximum grant award
- B. Federal or state funds
- C. Requesting funds – through the Grants Management System (GMS)
- D. How disbursed
  - Reimbursement (default) – request funds every 30 days/no less than once per quarter
  - Advance
    - Requires approval based on demonstrated need
    - Funds for estimated costs for next 30 days

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### Section IV – How much

- E. Deadline for requesting funds
  - Supporting documentation required to process RFFs
  - Final request for reimbursements – September 30, 2015
- F. Deadlines for spending funds
  - For obligating or encumbering funds – August 31, 2015
  - For liquidating or paying those encumbrances – October 15, 2015
- G. Interest to be returned to TSLAC if greater than \$100 (advances)
- H. Budget request

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**Section V – Contract Revisions**

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- **Fiscal changes (Budget Revision)**
  - 10% threshold
  - Transferring to S0 budget category
  - Item changes with significant price/feature differences
- **Program changes (Program Revision)**
  - Third-party services
  - Change in scope or objective

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**Section VI – Equipment/property**

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- A. Fiscal changes to 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. (Form forwarded as needed.)

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**Section VI – Equipment/property**

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- D. Equipment must be reported at the end of the grant year (by October 31, 2015) on the Equipment/Property Report available in GMS.
- E. Capitalization threshold letter must be submitted with contract if equipment is to be purchased.
- F. Title vests with grantee upon acquisition. Grantee must maintain per UGMS, Part III, Subpart C, Sec. 32. (p. 77)

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### Section VII – Reporting

- **Performance Report**
  - Details your activities – program/item/attendance counts (LBB measures), etc.
- **Financial Status Report**
  - Indicates how fast you are spending the funds
- **Quarterly (due December, March, June, and September)**
  - Special Projects
  - Library Cooperation
  - TexTreasures
- **Semi-annual (due March and September)**
  - Texas Reads
  - Impact

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### Section VII – Reporting

- **Deadlines (A & B)**
  - Special Projects, Library Cooperation, and TexTreasures

Quarter	Performance Reports (A)	Financial Status Reports (FSR) (B)
1 (Sept-Nov)	December 7	December 31
2 (Dec-Feb)	March 7	March 31
3 (March-May)	June 7	June 30
4 (June-Aug)	September 7	September 30

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### Section VII – Reporting

- **Deadlines (A & B)**
  - Texas Reads and Impact

Period	Performance Reports (A)	Financial Status Reports (FSR) (B)
1 (Sept-Feb)	March 7	March 31
2 (Mar-Aug)	September 7	September 30

- Final FSRs must be submitted by October 31, 2015, to report any funds received after August 31, 2015.

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### Section VII – Reporting

- B. Final FSRs – submitted by October 31, 2015, to report any funds received after August 31, 2015
- C. Grants checklist – due October 31, 2015
- D. Audit Certification Form – due October 31, 2015
- E. Single audits – Grantee must submit a copy of the management letter (Conduct of Audit) issued by an auditor with the audit reporting package.
- F. TSLAC may withhold the final payment if all reports and forms are not received.

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### Section VIII – General terms and conditions

- A-C. Follow the 2015 grant program guidelines, UGMS, CFR, and OMB Circulars
- D. Copyright
- E. Publicity – acknowledge TSLAC and IMLS and provide one set of all public relation materials to TSLAC at end of program
  - Informational material – press releases, newspaper articles, brochures, displays, web sites, collection items, bookmarks, book plates, etc.
  - Events – programs, public events, media events

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### Section VIII – General terms and conditions

- F. Audits
  - Desk audits – by TSLAC third party auditors
    - ✦ Sample of grantees chosen mid-year
    - ✦ Review of performance and financial reporting documentation
  - Audit findings
    - ✦ No surprises
  - Audit responses
    - ✦ Auditors inform TSLAC about findings
    - ✦ TSLAC provides response as needed to auditor

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**Section VIII – General terms and conditions**

- **G. Retention of grant documents – until Dec. 31, 2021**
- **H. Grant termination – 30 days notice**
  - Grant activities and reporting
  - Funding
  - Staffing – reporting, retention, equipment/supply disposition

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**Section IX – Enforcement**

- A. Noncompliance remedies**
  - Withhold payment temporarily
  - Disallow activity or action
  - Grant termination
  - Withhold further awards
- B. Hearings and appeals**
- C. Suspension and termination**
- D. Debarment and suspension**

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**Section X – Contacts**

- **Program issues, revisions, reporting (GMS roles, basic functionality), and equipment reports**  
Erica McCormick, Grants Administrator  
512-463-5527, emccormick@tsl.texas.gov
- **Advance payments and financial issues**  
Rebecca Cannon, Accounting Manager  
512-463-6626, rcannon@tsl.texas.gov
- **Payments, Requests for Funds, FSRs**  
Tamra Lavin, Grants Accountant  
512-463-5472, tlavin@tsl.texas.gov
- **GMS issues – GMS Help**

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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. No promises or gifts
  - C. No funds used for lobbying
  - D. CIPA form ([www.tsl.texas.gov/ld/consulting/tech/cipa.html#main-content](http://www.tsl.texas.gov/ld/consulting/tech/cipa.html#main-content))
  - E. Legally able to participate in grant (accreditation)
  - F. Additional e-rate and CIPA compliance
  - G. Copyright compliance (copies, digitization)

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### Sections XII – Certifications

- H. Assurances
  - Nepotism
  - Public information – Project information available to the public
  - Open meetings
  - Reporting child abuse
  - Nondiscrimination
  - Labor standards
  - Political activity
  - EPA compliance of facilities
  - Smoking prohibition
  - Tax laws
  - Grant program guidelines
  - HIV/AIDS work place guidelines

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### Sections XIII – Signatures

- Grantee (designee authorized to enter into contracts)
  - Prints and signs 2 hard copies\*
  - Mails copies to TSLAC Grants Accountant
- Grantor
  - Assistant State Librarian signs both copies (fully executed)
  - TSLAC mails copy (or copies) back to Grantee to file

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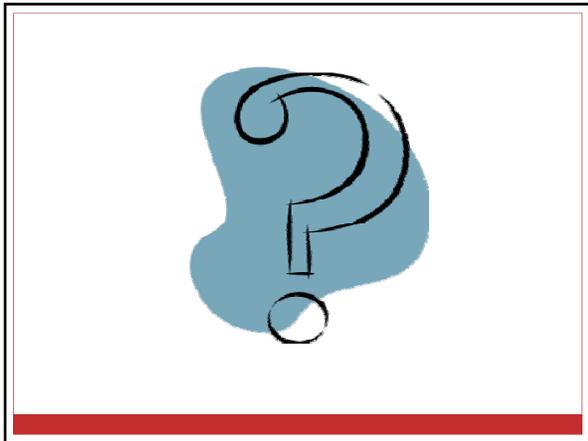
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### What do you do next?

- **Await the fully executed copy.**
  - Assistant State Librarian and TSLAC Chief Financial Officer sign copies.
  - Staff mail signed copy (or copies) back to you.
- **Mark ALL contract dates on your calendar(s).**
- **Make additional copies as necessary.**
- **File the final copy in your grant file.**
  - Label it – “TSLAC 2015 Impact\* Grant – Contract”
  - Set aside a file drawer or other storage container

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### Grants checklist

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### 2015 Grant Checklist

- **Tracks completion of reporting activities**
- **3 sections — Start-up, Project period, Close out**
- **Tracked by reporting periods**
  - Outlines the responsible party for each task
  - Indicates who completed the task and when
  - Indicates who verified the completion
- **Submission deadlines**
  - Start up — November 1, 2014
  - Project period and Closeout — October 31, 2015

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**Contacts**

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**PROGRAM ISSUES, REVISIONS, REPORTING, GMS  
REGISTRATION/ROLES**  
Erica McCormick, Grants Administrator  
800-252-9386 or 512-463-5527, emccormick@tsl.texas.gov

**ADVANCE PAYMENTS AND FINANCIAL ISSUES**  
Rebecca Cannon, Accounting Manager  
512-463-6626, rcannon@tsl.texas.gov

**PAYMENTS, REQUESTS FOR FUNDS, FSRS**  
Tamra Lavin, Grants Accountant  
512-463-5472, tlavin@tsl.texas.gov

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