



**TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION**

FY 2017 Competitive Grants Contracts
Overview

Presented by
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What we will cover

- 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
- Next steps
- Questions



REFERENCE

Acronyms & abbreviations
Reference resources



Common acronyms & abbreviations

- FSR (Financial Status Report)
- GMS 2017 (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)
- UGMS (Uniform Grant Management Standards – Texas)



Reference resources

- 2017 Grant Program Guidelines
- Grants Management System (GMS 2017) (<https://grants.tsl.texas.gov>)
- Uniform Grant Management Standards (UGMS)
Texas Comptroller of Public Accounts
(comptroller.texas.gov/procurement/catrad/ugms.pdf)
- Uniform Guidance (2 CFR 200) (Supercircular)



Uniform Guidance — Supercircular

- Uniform Administrative Requirements, Cost Principles , and Audit Requirements for Federal Awards (2 CFR §§ 200 and 3187) (Supercircular) (www.federalregister.gov/a/2013-30465)



Other documents

- 2017 grant application + required documents
- Public Documents folder (GMS 2017)
 - 2017 grant program guidelines
 - Supercircular (2 CFR Part 200) (www.ecfr.gov)
 - Uniform Grant Management Standards (UGMS) Texas Comptroller of Public Accounts (comptroller.texas.gov/procurement/catrad/ugms.pdf)



AWARD LETTER



Award Letter

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



CONTRACT

Sections I-V – Who, when, what, how much
Sections VI-VIII – Equipment, reporting,
other requirements
Sections IX-XIII – Housekeeping, governing
statutes, signatures



Sections I-III – Who, when, and what

- Section I – Who
 - Grantor = TSLAC
 - Subrecipient = Applicant
- Section II – When
 - September 1, 2016–August 31, 2017 (SFY 2017)
- Section III – What
 - Services and program activities as outlined in the application
 - Contract includes application and subsequent contract revisions



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
 - Advance
 - Requires approval based on demonstrated need
 - Funds for estimated costs for next 30 days
- D. Requesting funds – GMS 2017



Section IV – How much

E. Deadline for requesting funds

- Supporting documentation required
- Final request – September 30, 2017

F. Deadlines for spending funds

- For obligating or encumbering funds – August 31, 2017
- For liquidating or paying those encumbrances – October 15, 2017

G. Interest and unexpended funds to be returned; unexpended funds report to TSLAC by 6/15/2017

H. Budget amounts



Section V – Contract Revisions

A. Fiscal changes (Budget Revision)

1. 10% threshold
2. Transferring to \$0 budget category
3. Program income
4. Item changes with significant price/feature differences

B. Program changes (Program Revision)

1. Third-party services
2. Change in scope or objective



Section VI – Equipment & Property

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.)*



Section VI – Equipment/property

- D. Equipment must be reported at the end of the grant year (by October 31, 2017) on the Equipment/Property Report available in GMS.
- E. Capitalization threshold letter required with contract if equipment to be purchased.
- F. Title vests with Subrecipient upon acquisition. Subrecipient must maintain per UGMS, Part III, Subpart C, Sec. 32.



Section VII – Reporting

- A. Procedures
- B. Performance reports
- C. Financial report certification
- D. Audit certification form
- E. Audit submission – Federal Audit Clearinghouse (FAC)
- F. Final payment



Section VII – Reporting

- Performance Report
 - Details your activities — program/item/attendance counts (LBB measures), etc.
- Quarterly (due December, March, June, and September)
 - Special Projects
 - Library Cooperation
 - TextTreasures
- Semi-annual (due March and September)
 - Texas Reads
 - Impact



Section VII – Reporting

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

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



Section VII – Reporting

- Deadlines (B)
 - Texas Reads and Impact

| Period | Performance Reports (A) | Financial Status Reports (FSR) |
|--------------|-------------------------|--------------------------------|
| 1 (Sept-Feb) | March 7 | Real-time |
| 2 (Mar-Aug) | September 7 | Real-time |

- TSLAC may withhold the final payment if all reports and forms are not received.



Section VII – Reporting

Deletions

- Contract checklists -
- Financial status reports (FSR)



Section VIII – General terms and conditions

- A-C. Follow the 2017 grant program guidelines, UGMS, and Supercircular
- D-E. Copyright
- F. Publicity – acknowledge IMLS and TSLAC and provide one set of all public relation materials to TSLAC at end of program year



Section VIII – General terms and conditions

- G. Nondiscrimination
- H. Audits
 - Desk audits – by TSLAC third party auditors
 - Review of performance and financial reporting documentation
- I. Trafficking
- J. Retention of grant documents – until Dec. 31, 2021
 - S.B. 20 (Section 441.1855) – State agency retention of contracts and related documents for 5 years



Section VIII – General terms and conditions

- K. Grant termination – 30 days notice
 - 1. Grant activities and reporting
 - 2. Funding
- L. Staffing – reporting, retention, equipment/supply disposition



Section IX – Enforcement

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



Section X – Contacts

- Program issues, revisions, reporting, and equipment
Erica McCormick, Grants Administrator
512-463-5527, emccormick@tsl.texas.gov
- Payments, requests for funds, and financial status
Arturo Villarreal, Grants Accountant
512-463-5472, grants.accounting@tsl.texas.gov
- Advance payments and financial issues
Rebecca Cannon, Accounting Manager
512-463-6626, rcannon@tsl.texas.gov



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 are 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 (UGMS)



Sections XIII – Signatures

- Subrecipient (designee authorized to enter into contracts)
 - Prints and signs a copy
 - Uploads signed copy to GMS 2017
- Grantor
 - Director and Librarian signs (fully executed)
 - TSLAC uploads final copy to GMS 2017





NEXT STEPS



Contract

- Distributed via e-mail (Date TBA)
- Due October 1
- Contract overview webinar archive - review
- Process
 1. Subrecipient will print a copy for authorized person to sign.
 2. Subrecipient will upload full copy into CRM.
 3. TSLAC director and librarian will sign (fully executed).
 4. TSLAC will upload the [FULLY EXECUTED] copy to grant file for all parties to access.
 5. TSLAC will notify subrecipient when final copy is loaded.



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.
- Store the final copy in your grant file.*



GRANTS CHECKLIST



2017 Grant Checklist

- Tracks completion of reporting activities
- 3 sections — Start-up, Project period, Close out
- No more forms
- Accomplished through tasks in GMS 2017





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