



**TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION**

**FY 2018 Competitive Grants Contracts
Overview**

Presented by
Erica A. McCormick, TSLAC Grants Administrator
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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



Acronyms & abbreviations

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



Reference resources

- 2018 Grant Program Guidelines
- Grants Management System (GMS) (<https://grants.tsl.texas.gov>)
- Uniform Grant Management Standards (UGMS) Texas Comptroller of Public Accounts (<https://comptroller.texas.gov/purchasing/docs/ugms.pdf>)
- Uniform Guidance (2 CFR 200) (Supercircular)



Uniform Guidance

- 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

- 2018 grant application + required documents
- Public Documents folder (GMS 2018)
 - 2018 grant program guidelines
 - Supercircular (2 CFR Part 200)
(www.ecfr.gov)
 - Uniform Grant Management Standards (UGMS)
Texas Comptroller of Public Accounts
(<https://comptroller.texas.gov/purchasing/docs/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



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, 2017–August 31, 2018 (SFY 2018)
- 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



Section IV – How much

- E. Deadline for requesting funds
 - Supporting documentation required
 - Final request – September 30, 2018
- F. Deadlines for spending funds
 - For obligating or encumbering funds – August 31, 2018
 - For liquidating or paying those encumbrances – October 15, 2018
- G. Interest and unexpended funds to be returned; unexpended funds report to TSLAC by 6/15/2018
- H. Budget amounts



Section V – Contract Revisions

- Submitted through change requests in GMS
 - 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. (Initiated by TSLAC)*



Section VI – Equipment/property

- D. Capitalization threshold letter required with contract if equipment to be purchased.
- E. 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 withholding



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 TextTreasures

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 VIII – General terms and conditions

A-C. Follow the 2018 grant program guidelines, UGMS, and Supercircular

D-E. Copyright – collateral & data

F. Publicity – acknowledge IMLS and TSLAC and provide one set of all public relations materials to TSLAC at end of grant 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



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. Terminate grant
 - 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 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)
- Grantor
 - Director and Librarian
 - Chief fiscal officer
 - Division director
 - Grants administrator



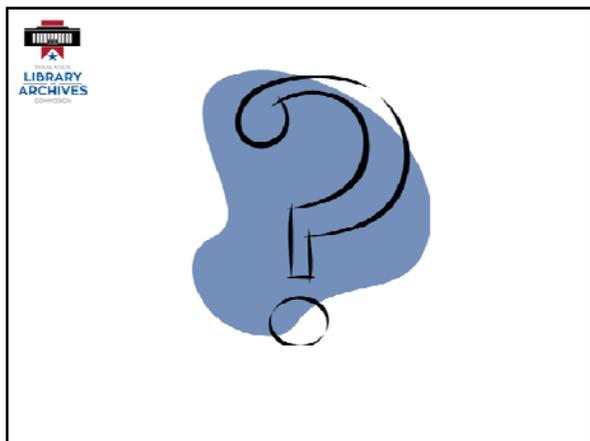
Contract

- Distributed via e-mail to director and project manager (Date TBA)
- Due October 1
- Contract overview webinar – review

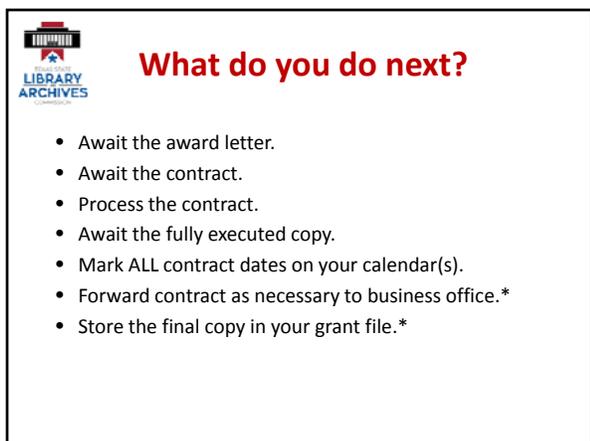


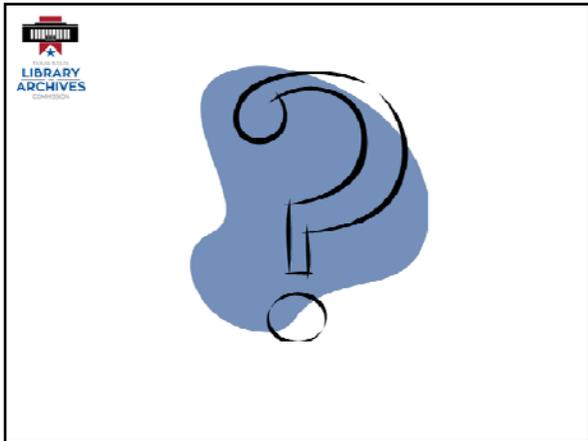
Contract Process

- Subrecipient
 1. Print a copy for authorized person to sign.
 2. Upload signed copy into grant file in GMS.
 3. Notify TSLAC of upload.
- TSLAC
 1. Director and librarian will sign (fully executed).
 2. Upload the copy to grant file in GMS.
 3. Notify subrecipient when final copy is loaded.









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