2020 Intro to Grants Management
Financial Management and Reporting

August 29, 2019

Presented by
Erica A. McCormick, TSLAC Grants Administrator
Arturo Villarreal, TSLAC Grants Accountant
What we will cover

- General funding information
- Financial management
- Payment process
  - The flow
  - Requests for Funds (RFFs)
- Change requests
- Next steps and last things
Funding Information
General funding information

- Federal or State
- If federal funds (Federal pass-through), cannot be used to match other federal grants
- Reimbursement by default
- Can be reduced, but not increased
  - By May 31, 2020 - notify TSLAC if you will not spend all of your funds
Allowable costs

- **Salaries/wages/benefits** — Subrecipient staff
- **Travel** — specific to carry out the grant-funded project (program personnel NOT participants)
- **Equipment** or other approved capital expenses = capitalization level or > $5,000/unit
- **Supplies/materials** — books, e-books, crafts, consumables, software*, etc.
Allowable costs

- Contractual services (contractors, instructors, IT functions, printing, advertising, speakers, etc.)
- Consultant fees (travel, accommodation, support services)
- Indirect costs, overhead or finance & administration (F&A) costs as approved as part of the budget
Unallowable costs

- Any expenses incurred before September 1, 2019, and after August 31, 2020*
- Building construction, renovation, or repair, including fixtures or services
- Food, beverages, or food delivery equipment or services
- Awards, honoraria, prizes, or gifts
- Promotional items
Unallowable costs (cont’d)

- Equipment or technology not specifically needed to carry out the goals of the grant
- Transportation/travel for participants or non-grant funded personnel
- Collection development purchases not targeted directly to the grant goals nor integral to the service program
- Handling fees
Unallowable costs (cont’d)

- Databases currently offered or similar to ones offered by TSLAC (i.e., TexShare)
- Advertising or public relations costs not directly related to promoting awareness of grant-funded activities
- Performers or presenters whose purpose is to entertain rather than to educate
- Other expenses as excluded in the guidelines or application
Subrecipient monitoring

- Subrecipient’s responsibility to monitor subcontractors for eligibility to receive Federal funds
  - Not debarred, suspended, excluded or disqualified, etc. (Contract paragraph XII. F.)
  - Should have a DUNS # and active SAM registration or signed certification
  - Services > $25,000 (not Equipment)
Financial management
Financial management

- Tracking tool (Excel, Quicken, QuickBooks, other accounting software or system)
- Financial management system
- Internal controls
- Conflicts of interest
- Criminal disclosures
- Procurement standards and processes
Financial documentation

- Documentation (in one place)
  - Contract & revisions
  - Application
  - Procedures
  - Rules and regulations (Supercircular, UGMS)
- Expenditures
  - Paid invoices
  - Receipts
  - Timesheets (paper or electronic)
  - Payroll
  - General ledger
RFF Financial authorization

- “Signature” - by authorized individual or proxy
  - All reports are true, complete, and accurate
  - All the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award

- “Proxy” requires a letter from authorized individual authorizing a proxy.
RFF Financial Certification

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. 

— (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

— (Contract Section VII. D.)
Proxy letter

- Delivered to Erica McCormick, TSLAC grants administrator
- On letterhead via e-mail:
  
  I hereby authorize, Andrea Administrator, Assistant City Manager, to sign the required financial certifications on behalf of name of Legal Entity for its 2020 Texas Reads sub-award.

  Sincerely,

  City Manager [or County Judge, Superintendent, etc.]
  Your City [County, etc.]

- Grants can be combined in one letter
Financial reporting in GMS

- Requests for funds and documentation
- GMS roles
  - Create/update/no submit RFF
  - Create/update/submit RFF
  - RFF Read only
    - ("Submit" role = financial certification "signature")
- Certification submitted (signed) by whoever is authorized to bind the entity OR authorized proxy
Financial status reporting

Spend-down plan

- Distributed in May 2020
- Summarizes spending as reported in RFFs to date
- Asks subrecipients to estimate expenditures for remaining budget period.
- Due May 31, 2020, or other specified date
Payment process

The flow

Requesting funds
The flow

Grantee submits RFF and documentation

Grants Accountant reviews RFF.

Correct?

Yes

Grants Accountant assigns encumbrance.

Grants Administrator reviews RFF.

Correct?

Yes

Grants Accountant submits for processing.

Grants Administrator approves RFF.

No

Grants Accountant rejects RFF for Grantee to correct and resubmit.

Grants Administrator rejects RFF for Grantee to correct and resubmit.
The flow (continued)

TSLAC requests funds from IMLS. (weekly)

IMLS forwards funds to TSLAC. (Up to 15 working days from TSLAC submission to IMLS)

TSLAC processes grantee payments. (Direct deposit or check mailed within 2 days of receipt)*

Grantee receives funds

Information on direct deposit can be found at https://www.tsl.texas.gov/sites/default/files/public/tslac/admin/DirectDepositFormandInstructions.pdf. You can also contact Art Villarreal, TSLAC Grants Accountant, grants.accounting@tsl.texas.gov.
Requesting funds

- Request for Funds (RFF) submitted in GMS (grants.tsl.texas.gov)
- Submitted for required period even if total requested is $0*
- Submitted at any time
  - No more than once every 30 days (TSLAC preference for grants totaling $10,001 or more)
  - No less than once each quarter ($0 and grants totaling $10,000 or less)
- Not processed until all documentation is submitted and all reports current.
RFF - Reimbursement

- Default payment method
- For actual expenditures during normal billing cycle
  - Payment date or projected payment date of expenditures should fall within the period covered by the RFF.
RFF - Advances

- Require approval and documentation* to demonstrate financial hardship
- Limited to what you will spend in the 30 days following receipt of funds
- Defaults to “reimbursement” if excessive balances are kept
- Must be submitted by 1st of month to cover expenses to be paid in following month
  - Ex. Due by October 1 to cover November 1-30
RFF important dates

- Only be submitted once every 30 days.
- Due by end of month following payment period
  - Grants less than $10,000 report quarterly
    - December (September-November)
    - March (December-February)
    - June (March-May)
    - September (June-August)
  - Grants greater than $10,000 report monthly
RFF important dates

- **May 31, 2020** - last date to submit spending plan
- **June 15, 2020** - last date to request a revision
- **July 1, 2020** - last date to request an advance
- **July 31, 2020** - last date to obligate or encumber funds
- **August 1, 2020** - last date to request a reimbursement (final RFF)
- **September 15, 2020** - last date to liquidate or pay all obligations and encumbrances (advances)
RFF - Submission

Gather all supporting documentation

- paid invoices
- receipts
- time sheets
- payroll registers
- general ledgers

*Note:* If only part of the invoice or receipt is being reimbursed, circle/mark the items and amounts to be reimbursed.
RFF in GMS (p3, Submitting RFFs)

From Home Page in GMS, select “RFF.”
RFF in GMS

<table>
<thead>
<tr>
<th>Number</th>
<th>Grant Description</th>
<th>Grant Number</th>
<th>Total Request Amount</th>
<th>Status Reason</th>
<th>Date Paid</th>
<th>Created On</th>
</tr>
</thead>
<tbody>
<tr>
<td>100015</td>
<td>Aint no stopping us now</td>
<td>478-18TSTT</td>
<td>$0.00</td>
<td>New</td>
<td>8/28/2018 12:41 PM</td>
<td></td>
</tr>
<tr>
<td>100039</td>
<td>Rebuilding Texas Libraries - Harvey</td>
<td>ERG-1800T</td>
<td>$1,234.56</td>
<td>Paid Complete</td>
<td>7/18/2018</td>
<td>5/11/2018 1:29 PM</td>
</tr>
</tbody>
</table>

Request For Funds

Add New RFF
RFF in GMS
RFF in GMS

<table>
<thead>
<tr>
<th>RFF Number</th>
<th>Grant</th>
<th>Grant Number</th>
<th>Total Request Amount</th>
<th>Status Reason</th>
<th>Date Paid</th>
<th>Created On</th>
</tr>
</thead>
<tbody>
<tr>
<td>100002</td>
<td>Sammle needs a friend also</td>
<td>478-17000</td>
<td>$5,000.00</td>
<td>Submitted</td>
<td>7/19/2016 12:09 PM</td>
<td></td>
</tr>
</tbody>
</table>
RFF in GMS

- RFF sections
  - Request for Funds* header
  - Request for Funds Details*
  - Summary of RFF by Budget Category
  - Payment Info
RFF in GMS

Request For Funds

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFF Number</td>
<td>1000028</td>
</tr>
<tr>
<td>Grant Number</td>
<td>475-T1701 - Sammic says no</td>
</tr>
<tr>
<td>Grant Program</td>
<td>impact 3</td>
</tr>
<tr>
<td>RFF Contact</td>
<td></td>
</tr>
<tr>
<td>Next Possible RFF Submit Date</td>
<td>3/17/2017 10:57 AM</td>
</tr>
<tr>
<td>Legal Entity</td>
<td>City of Irving</td>
</tr>
</tbody>
</table>

Submit RFF
- Yes
- No

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Final Request For Funds
- Date Submitted: 3/17/2017 10:57 AM
## RFF in GMS

### Request For Funds Details

<table>
<thead>
<tr>
<th>RFF Detail ID</th>
<th>Invoice Number</th>
<th>Vendor Name</th>
<th>Payment Date</th>
<th>Budget Category</th>
<th>Amount Claimed</th>
<th>Comment</th>
<th>Status Reason</th>
<th>Created On</th>
</tr>
</thead>
</table>

No records are available in this view.

### Summary of RFF by Budget Category

<table>
<thead>
<tr>
<th>Category</th>
<th>Current Remaining Budget</th>
<th>Current Request</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries/Wages/Benefits</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Consulting Fees</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total</td>
<td>21020.00</td>
<td>0.00</td>
<td>21020.00</td>
</tr>
</tbody>
</table>

### Payment Info

<table>
<thead>
<tr>
<th>Date Paid</th>
<th>Payment ID</th>
</tr>
</thead>
</table>
RFF in GMS

Request For Funds Details

<table>
<thead>
<tr>
<th>RFF Detail ID</th>
<th>Invoice Number</th>
<th>Vendor Name</th>
<th>Payment Date</th>
<th>Budget Category</th>
<th>Amount Claimed</th>
<th>Comment</th>
<th>Status Reason</th>
<th>Created On</th>
</tr>
</thead>
</table>

No records are available in this view
RFF Detail Records (*p7, Submitting RFFs*)

- Describe what was purchased
  - What (type of item)
  - When
  - From where/whom
  - How many
  - Cost
  - When paid
- Even on $0-balance RFF
RFF Details

Add

General

RFF Detail ID

Invoice Number

Vendor Name

Budget Category

- Services
- Salaries/Wages/Benefits
- Consultant Fees
- Travel
- Supplies/Materials
- Equipment

Cancel  Save
RFF Details

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>ABC123</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name</td>
<td>Books R Us</td>
</tr>
<tr>
<td>Budget Category</td>
<td>Supplies/Materials</td>
</tr>
<tr>
<td>Payment Date</td>
<td>9/1/2016</td>
</tr>
<tr>
<td>Amount Claimed</td>
<td>123.46</td>
</tr>
<tr>
<td>Comment</td>
<td>Board books</td>
</tr>
</tbody>
</table>
## RFF Details

### Request For Funds Details

<table>
<thead>
<tr>
<th>RFF Detail ID</th>
<th>Invoice Number</th>
<th>Vendor Name</th>
<th>Payment Date</th>
<th>Budget Category</th>
<th>Amount Claimed</th>
<th>Comment</th>
<th>Status Reason</th>
<th>Created On</th>
</tr>
</thead>
</table>
RFF Details

Add

General

RFF Detail ID

Invoice Number

Vendor Name

Budget Category

Services

100003

General

RFF Detail ID

100003

Invoice Number

ABC123

Vendor Name

Books R Us

Budget Category

Supplies/Materials

Add Note

Choose Action...

Submit
RFF Details — Item Lists

Supplies/Materials
- Accessories - computer, camera/video
- Apps (tablets, mobile devices)
- Audio books/CDs
- Camera/video equipment
- Computers - Desktop/laptop
- Computers - Network
- Computers - Tablets, e-readers
- Consumables (paper, toner, etc.)
- DVDs

- E-books
- Electronics and robotics
- Furniture
- Manipulatives
- Mobile devices (iPods)
- Print materials (Books, documents)
- Printers/scanner
- Software
- Storage supplies (bins, backpacks, archival, etc.)
- Textiles (cloth, t-shirts, tablecloths)
- Tools
RFF Details — Item Lists

Services
- Promotion
- Computer services
- Databases
- Postage
- Printing
- Signage
- Software as a service (SaaS)
- Speaker fees
- Support - Computer
- Support - Web
- Training - patrons
- Training - staff
- Venue fees (room rental, etc.)
RFF Details — Attachments

100003

Notes

Add a note:

spreadsheet with details

Attach File:

[Browse] AM-OmekaVisitsApril2016_04_01-2016_04_30.csv

Add Note  Cancel
RFF Details
# RFF Details

## Request For Funds Details

<table>
<thead>
<tr>
<th>RFF Detail ID</th>
<th>Invoice Number</th>
<th>Vendor Name</th>
<th>Payment Date</th>
<th>Budget Category</th>
<th>Amount Claimed</th>
<th>Comment</th>
<th>Status Reason</th>
<th>Created On</th>
</tr>
</thead>
<tbody>
<tr>
<td>100004</td>
<td>XYZ789</td>
<td>XYZ to Me</td>
<td>9/6/2016</td>
<td>Services</td>
<td>$94.00</td>
<td>New</td>
<td>New</td>
<td>9/6/2016</td>
</tr>
</tbody>
</table>
Zero-expenditure RFFs

- Submitted for each required period
- Require one (1) RFF detail record
- Use Budget Category in which you have funds
- Amount Claimed: $0.00
- Description: “No funds expended yet. Funds to be spent starting [month year].”
## RFF Summary

### Summary of RFF by Budget Category

<table>
<thead>
<tr>
<th>Category</th>
<th>Current Remaining Budget</th>
<th>Current Request</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries/Wages/Benefits</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Supplies/Material</td>
<td>15000.00</td>
<td>123.46</td>
<td>14876.54</td>
</tr>
<tr>
<td>Equipment</td>
<td>20.00</td>
<td>0.00</td>
<td>20.00</td>
</tr>
<tr>
<td>Services</td>
<td>6000.00</td>
<td>94.00</td>
<td>5906.00</td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total</td>
<td>21020.00</td>
<td>217.46</td>
<td>20802.54</td>
</tr>
</tbody>
</table>
Submit RFF
- Yes
- No

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Final Request For Funds

Date Submitted

-
RFF — Submitted

Request For Funds

RFF Number:
100003

Grant:
Too many dogs, not enough cats

Next Possible RFF Submit Date:

Legal Entity:

Final Request For Funds

Date Submitted:
9/7/2016 9:25 AM
RFF — To be submitted

Request For Funds

RFF Number
100004

Grant
Too many dogs, not enough cats

Next Possible RFF Submit Date
10/7/2016 9:25 AM

Legal Entity
RFF Notes

- Purchase orders are not acceptable, except in payment advances.
- RFFs can only be submitted once every 30 days. The next possible RFF submission date appears in each RFF.
- If not all items on a receipt/invoice submitted for payment will be reimbursed, please mark the items to be reimbursed.
RFF Notes

Documentation can be batched

- Submit as one file (<8MB)
- Scan in order of RFF Detail records
- Include in first RFF Detail record
- Indicate in description that all invoices are in the single file
- Batch by month or quarter as requested
- Can be batched by vendor for multiple invoices to a single vendor
RFF Notes

- Descriptions for the Supplies/Materials and Equipment categories should include the type of item and quantity. See Item Lists.

- Descriptions for the Services category should include the type of service. See Item Lists.
GMS Tips

► You can only enter data in the white boxes. Grayed out boxes cannot be edited.

► You **CANNOT** delete records created in GMS. Be sure you really need to create the record.

► You **CANNOT** delete any documents uploaded into GMS. Be sure you have the correct files before you upload.

► If you have created multiple RFFs in error, please let us know so that we may deactivate the records.

► If you have created multiple RFF Detail records in error, just zero them out.
GMS Tips

- Depending on your browser, you may or may not see your current balance in the left-hand column. Please ignore. This has no bearing on the calculations, etc. of the RFF.

- Be patient. Do NOT continue to hit the **Save** button if the system is working. Doing so will cause records to "disappear."

- If you discover that your RFF has "disappeared," let us know immediately so that we can rectify the situation. Do NOT create another RFF.
Change Requests
Change Requests

- **Fiscal changes (Section V. A. of contract)**
  - 10% threshold of funding award
  - Transferring to $0 budget category
  - Item changes with significant price/feature differences
  - Change in purpose

- **Program changes**
  - Adding 3rd party services
  - Changing scope or objectives
Change Requests

- **MUST GET PERMISSION TO SUBMIT**
- Can have multiple revisions per grant
- Can decrease total grant funds, but **NOT increase**
Change Requests

From Home Page in GMS 2020, select “Budget Change Request.”

Account$$NC Grants
Performance Re... Final Report
Change Request Budget Change ...
Grants

Account$$NC Grants
Performance Re... Final Report
Change Request Budget C...
Contacts
Grant Review
Documents

Contact$$Grant Review
Pre Award Assess...
RFF

Contacts$$Grant Re...
Pre Award Assess...
Documents
**Grant Budget Change Requests**

<table>
<thead>
<tr>
<th>Request ID</th>
<th>Grant</th>
<th>Sub Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>10060</td>
<td>478-18TST - Ain't no stopping us now</td>
<td>Texas State Library &amp; Archives Commission</td>
</tr>
<tr>
<td>10050</td>
<td>478-18TST - Ain't no stopping us now</td>
<td>Texas State Library &amp; Archives Commission</td>
</tr>
<tr>
<td>10049</td>
<td>478-18TST - Ain't no stopping us now</td>
<td>Texas State Library &amp; Archives Commission</td>
</tr>
</tbody>
</table>

**Add New Budget Change Request**
Change Requests

General

Sub Recipient *
Texas State Library & Archives Commission

Grant *
478-18TST - Ain't no stopping us now

Grant Number
478-18TST

Grant Program
Special Projects Test

Change Request Contact *
Bethany Wilson

Request ID
10060

I want to decrease my awarded budget

Status Reason
New

Submit Change Request

Submit Date
Change Requests

Sections
- General
- Details
  - Reason for the change request (high level summary)
- Budget Details
  - Current Budget
  - Proposed Budget
  - Change Reason
## Change Requests

### Details

**Change Reason**

### Budget Details

<table>
<thead>
<tr>
<th>Current Budget</th>
<th>Proposed Budget</th>
<th>Change Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Budget</td>
<td>Proposed Budget</td>
<td>Change Reason</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Salaries/Wages/Benefits</th>
<th>Proposed Salaries/Wages/Benefits</th>
<th>Salaries/Wages/Benefits Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>
# Reallocation

## Budget Details

<table>
<thead>
<tr>
<th>Current Budget</th>
<th>Proposed Budget</th>
<th>Change Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Budget</td>
<td>Proposed Budget</td>
<td>Change Reason</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Supplies/Materials</th>
<th>Proposed Supplies/Materials</th>
<th>Supplies/Materials Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>15000.00</td>
<td>10000.00</td>
<td>Supplies didn’t cost as much as quoted.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Equipment</th>
<th>Proposed Equipment</th>
<th>Equipment Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.00</td>
<td>5020.00</td>
<td>Because of discounts, can now buy equipment that will help us reach more people faster. Quoted price: 4999</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Services</th>
<th>Proposed Services</th>
<th>Services Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>6000.00</td>
<td>6000.00</td>
<td></td>
</tr>
</tbody>
</table>
Reallocation

Funds to be Allocated=$0.00
Change Requests

General

Sub Recipient *
Texas State Library & Archives Commission

Grant *
478-18TST - Ain't no stopping us now

Grant Number
478-18TST

Grant Program
Special Projects Test

Change Request Contact *
Bethany Wilson

Request ID
10060

☑ I want to decrease my awarded budget

Status Reason
Now

☑ Submit Change Request

Submit Date
Change Requests

Record updated successfully.

General

Sub Recipient:
Texas State Library & Archives Commission

Grant:
478-18TST - Ain't no stopping us now

Grant Number:
478-18TST

Grant Program:
Special Projects Test

Change Request Contact:
Bethany Wilson

Request ID:
10060

I want to decrease my awarded budget

Status Reason:
Submitted

Submit Date:
8/28/2018 12:18 PM
<table>
<thead>
<tr>
<th>Request ID</th>
<th>Grant</th>
<th>Sub Recipient</th>
<th>Change Request Contact</th>
<th>Submit Date</th>
<th>Status Reason</th>
<th>Created On</th>
</tr>
</thead>
<tbody>
<tr>
<td>10000</td>
<td>47:18TST - Ain't no stopping us now</td>
<td>Texas State Library &amp; Archives Commission</td>
<td>Bethany Wilson</td>
<td>8/28/2018</td>
<td>Submitted</td>
<td>1/26/2018 12:38 PM</td>
</tr>
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<td>Texas State Library &amp; Archives Commission</td>
<td>Erica McCormick</td>
<td>1/5/2018</td>
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RFF Resources

- Submitting Requests for Funds in GMS, FY 2020
- Webinar, 8/28/19
- Webinar slides, 8/28/19
- Contract
Next Steps And Last Things
Next steps

1. Review list of financial/business office contacts for grant.
   - Indicate financial contact/proxy in grant record.
   - Add new contacts using the Contact Import sheet (handout).
   - Obtain any financial authorization (proxy) letters and send to TSLAC.
Next steps

2. Review your budget.
   - Verify categories, amounts, subcontractors.
   - If needed, request permission to submit a budget change request.
   - Verify SAM registration for contracted services > $25K.

3. Make note of your SAM expiration date and update your registration as needed.
Next steps

4. Spend funds.
   - 9/1/2019-7/31/2020
   - Await any prior approvals from TSLAC for equipment items > $5,000/unit.

5. Submit RFFs on applicable timeline in GMS.
Contacts

Program issues, budget/program revisions, performance reports:

**Erica McCormick**
Grants Administrator
grants.@tsl.texas.gov or emccormick@tsl.texas.gov
800.252.9386 or 512.463.5527

Requests for funds, payments, and financial status:

**Arturo Villarreal**
Grants Accountant
grants.accounting@tsl.texas.gov
512.463.5472