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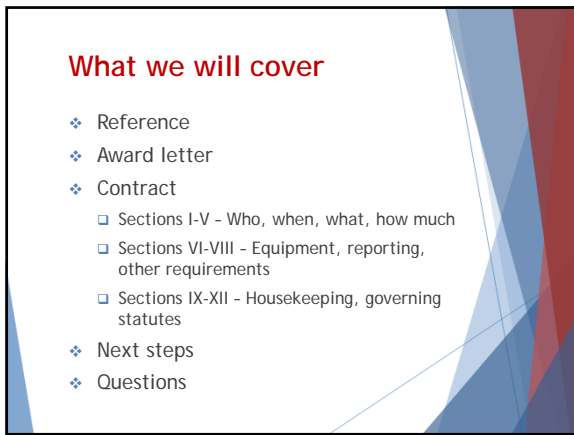
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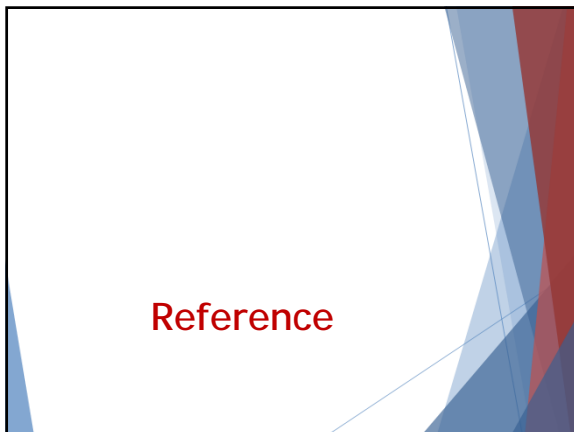
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### Acronyms & abbreviations

- ❖ 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)
- ❖ UGMS (Uniform Grant Management Standards - Texas)

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### Reference resources

- ❖ 2020 Grant application
- ❖ 2020 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 Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR §§ 200 and 3187) (Supercircular) ([www.federalregister.gov/a/2013-30465](http://www.federalregister.gov/a/2013-30465)) ([www.ecfr.gov](http://www.ecfr.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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**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, and what**

- ❖ Section I – Who
  - ▶ Grantor = TSLAC
  - ▶ Subrecipient = Applicant
- ❖ Section II – When
  - ▶ September 1, 2019-August 31, 2020 (SFY 2020)
- ❖ 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
  - ▶ Advance
    - ▶ Requires approval based on demonstrated need
    - ▶ Funds for estimated costs for next 30 days
- D. Requesting funds - GMS

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**Section IV - How much**

- E. RFF supporting documentation
  - ▶ Supporting documentation required
- F. Deadlines for spending funds
  - ▶ For obligating or encumbering funds - July 31, 2020
  - ▶ Final request - August 1, 2020
  - ▶ Supporting documentation - August 31, 2020
- G. Spend-down report to TSLAC by May 31, 2020
- H. Returned funds
- I. Budget amounts

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**Section V - Contract Revisions**

- ❖ Submitted by change requests in GMS
- ❖ Require TSLAC approval to submit
  - A. Fiscal changes (budget change request)
    1. 10% threshold
    2. Transferring to \$0 budget category
    3. Program income
    4. Item changes with significant price/feature differences
  - B. Program changes (program change request)
    1. Third-party services
    2. Change in scope or objective

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**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*)\*

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### Section VI - Equipment & Property

- D. Title vests with Subrecipient upon acquisition. Subrecipient must maintain per UGMS, Part III, Subpart C, Sec. 32.

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### Section VII - Reporting

- A. Written procedures
- B. Performance reports - due on 7<sup>th</sup> of reporting month

	#s	Narratives
Quarterly	4x/year (Dec, Mar, June, Sept)	2x/year (Mar and Sept)
Semi-annual	2x/year (Mar and Sept)	1x/year (Sept)

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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 12/31/19\*
- 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 2020 grant program guidelines, UGMS, and Supercircular
- D. Copyright - collateral & data
- E. Publicity - acknowledge IMLS and TSLAC and provide one set of all public relations materials to TSLAC at end of grant year

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**Section VIII - General terms and conditions**

- F. Nondiscrimination
- G. Audits (by funders and their governing authorities)
- H. Human trafficking
- I. Retention of grant documents - until Dec. 31, 2026, at a minimum
  - ▶ S.B. 20 (Section 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. Staffing - reporting, retention, equipment/supply disposition

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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  
Erica McCormick, Grants Administrator  
512-463-5527, emccormick@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 (UGMS)

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**Sections XIII - Signatures**

- ❖ Subrecipient (designee authorized to enter into contracts)
- ❖ Grantor
  - ▶ Director and Librarian
  - ▶ Chief fiscal officer
  - ▶ Division director
  - ▶ Grants administrator

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**Contract**

- Distributed via e-mail to director and project manager (ETA: ?)
- Due October 1
- Contract overview webinar - review

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

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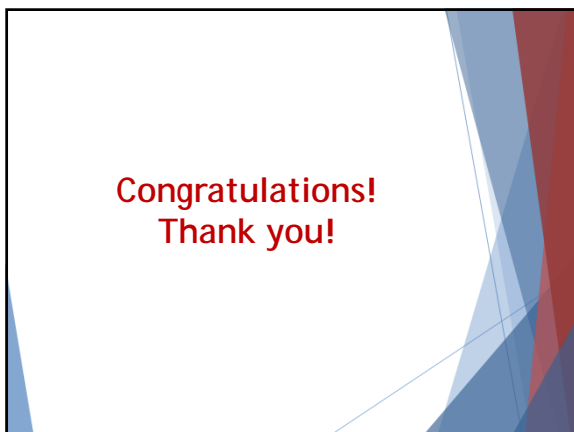
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