



TEXAS STATE LIBRARY  
AND  
ARCHIVES COMMISSION

# FY 2020 Grant Contract Overview

August 21, 2019

Presented by  
Erica A. McCormick  
Grants Administrator

# 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

- ❖ GMS (TSLAC Grants Management System - [grants.tsl.texas.gov](http://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

- ❖ 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))

The background features abstract geometric shapes. On the left, a solid blue triangle points upwards. On the right, a complex composition of overlapping semi-transparent shapes in various shades of blue and red is visible. A thin blue line extends from the bottom left towards the right side of the composition.

**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, 2019-August 31, 2020 (SFY 2020)
- ❖ Section III — What
  - ▶ Services and program activities as outlined in the application
  - ▶ Includes application and subsequent contract revisions

## Section IV - How much

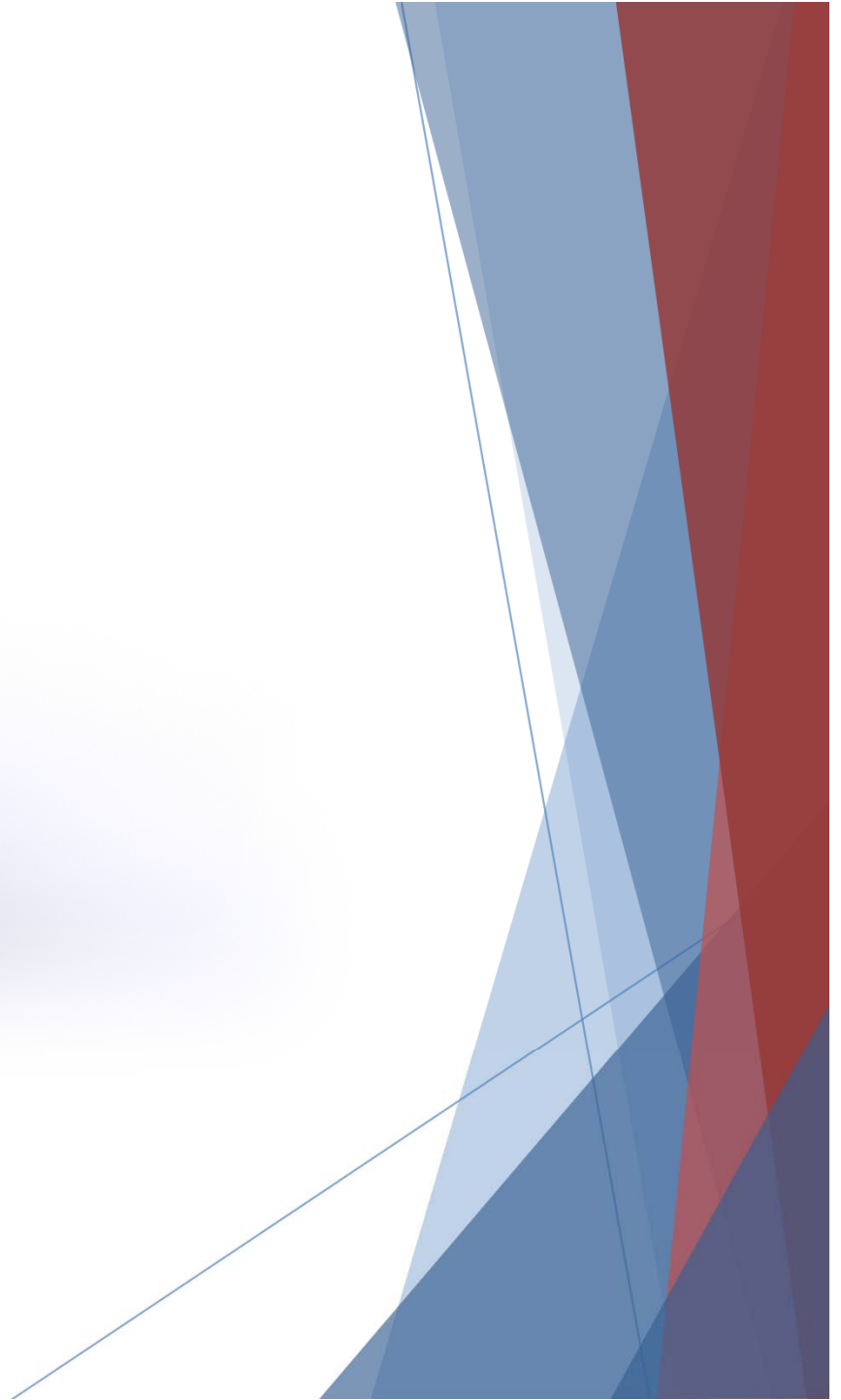
- A. Maximum grant award, indirect costs
- B. Source of funds
- C. How disbursed
  - ▶ Reimbursement (default) - request funds every 30 days/no less than once per quarter
  - ▶ Advance
    - ▶ Requires approval based on demonstrated need
    - ▶ Funds for estimated costs for next 30 days
- D. Requesting funds - GMS

## Section IV - How much

- E. 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

# 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



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



# 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)

## 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

## 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

# 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

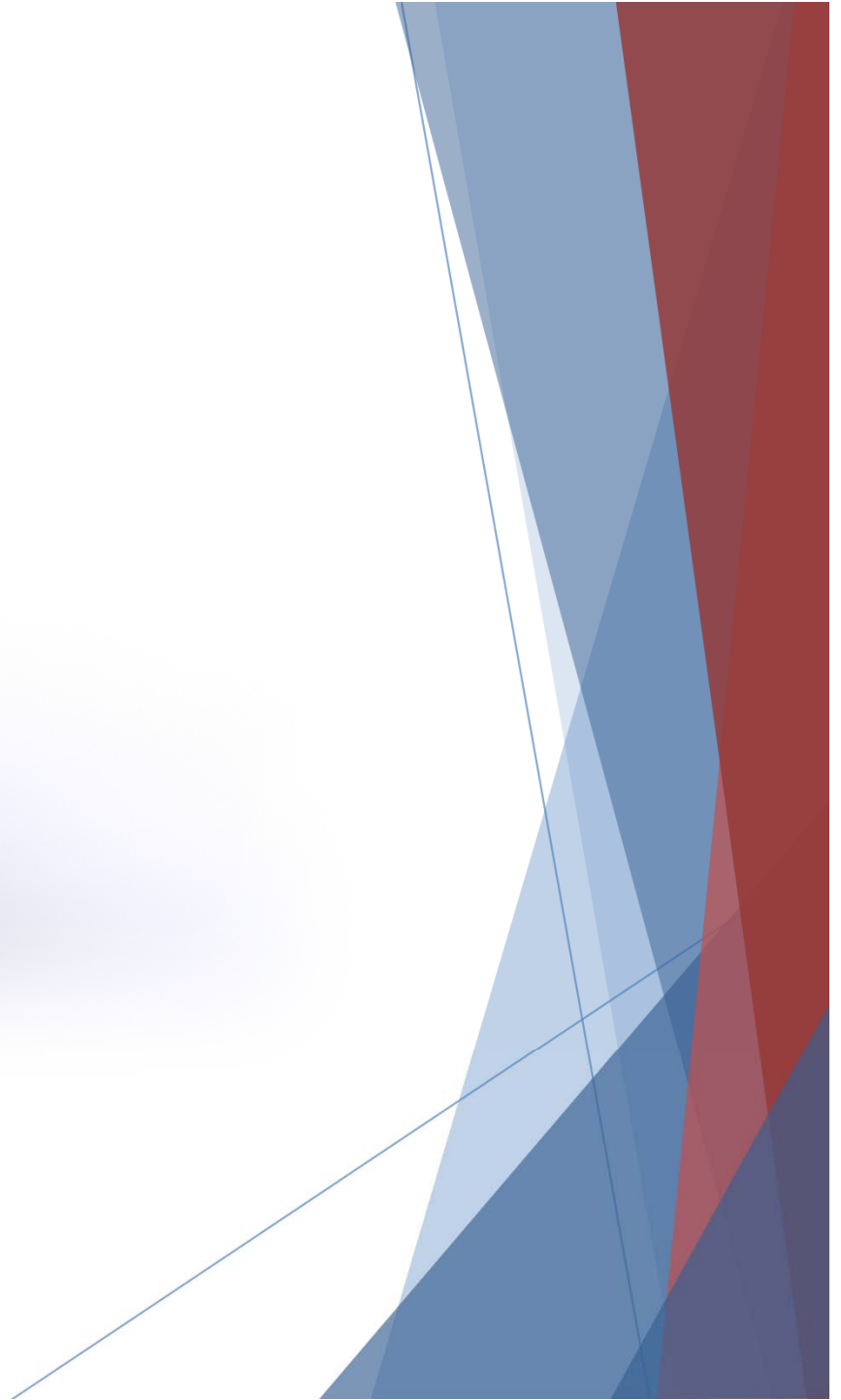
- ▶ S.B. 20 (Section 441.1855) - State agency retention of contracts and related documents

# 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



# 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](mailto:emccormick@tsl.texas.gov)

- ▶ Payments, requests for funds, and financial status

Arturo Villarreal, Grants Accountant  
[grants.accounting@tsl.texas.gov](mailto:grants.accounting@tsl.texas.gov)

- ▶ Advance payments and financial issues

Rebecca Cannon, Accounting Manager  
[rcannon@tsl.texas.gov](mailto:rcannon@tsl.texas.gov)

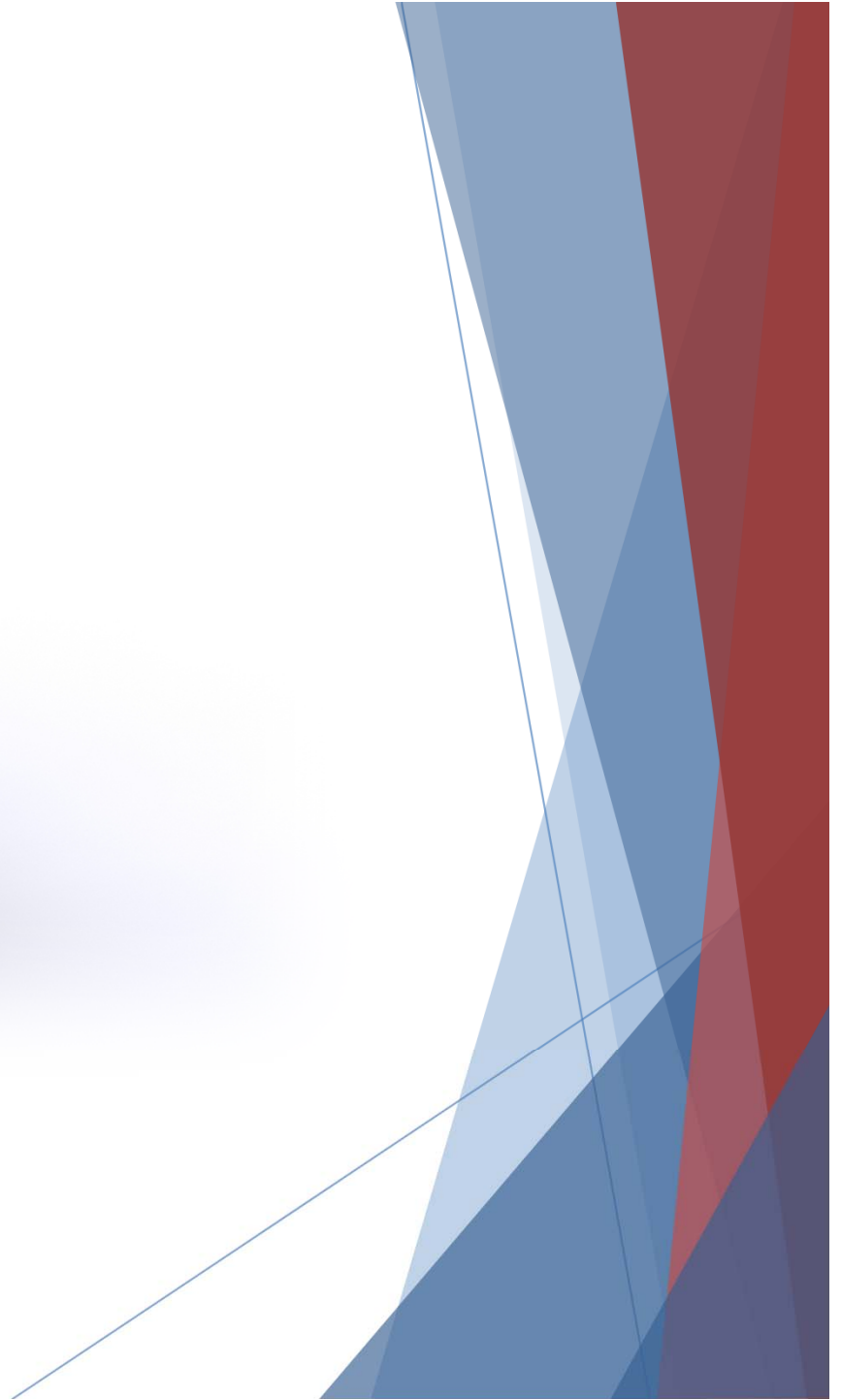


# Sections XI-XII - Law and certifications

- ▶ 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 (ETA: ?)
- 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.

# 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.\*

# Questions about contract?

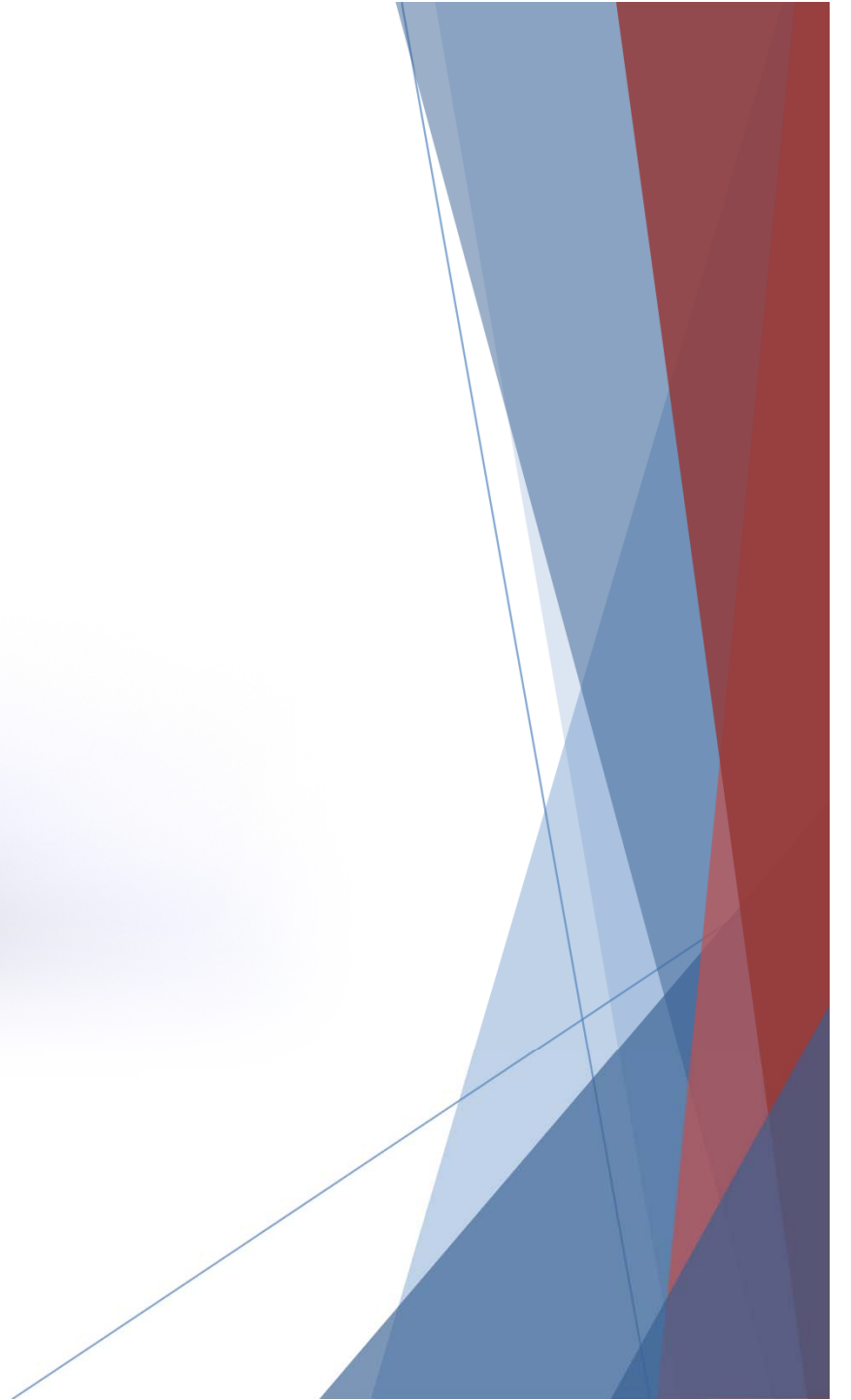
Erica McCormick

Grants Administrator

800-252-9386

512-463-5527

[grants@tsl.texas.gov](mailto:grants@tsl.texas.gov)





**Congratulations!**  
**Thank you!**

