



TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION

**TSLAC Grant Management Series:
Contract Overview**

August 17, 2020

Presented By
Bethany Wilson-Grants Administrator
Erica A. McCormick-Program Coordinator

1

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

2

REFERENCE

3

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)

4

Reference resources

- ❑ 2021 Grant application
- ❑ 2021 Grant Program Guidelines (NOFO)
- ❑ 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) (www.ecfr.gov)

5

AWARD LETTER

6

Award Letter

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

7

CONTRACT

8

Contract

- Sections I-V: Who, When, What, How Much
- Sections VI-VIII: Equipment, Reporting, Other Requirements
- Sections IX-XIII: Housekeeping, Governing Statutes, Signatures

9

Sections I-III: Who, When, What

- Section I – Who
 - Grantor = TSLAC
 - Subrecipient = Applicant
- Section II – When
 - XXXXXXXX, 2020-August 31, 2021
- Section III – What
 - Services and program activities as outlined in the application
 - Includes application and subsequent contract revisions

10

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 for actual allowable expenses
 - Advance
 - ✓ Requires approval based on demonstrated need
 - ✓ Funds for estimated allowable expenses for next 30 days
- D. Requesting funds - GMS

11

Section IV: How Much

- E. RFF supporting documentation
 - Required (invoices, payment info, etc.)
- F. Deadlines for spending funds
 - May 31, 2021 - Spend-down report to TSLAC
 - July 31, 2021 - Obligating/Encumbering funds
 - August 1, 2021 - Final request
 - August 31, 2021 - Supporting documentation
- G. Returned funds
- H. Budget amounts

12

Section V: Contract Revisions

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

13



14

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)*

15

Section VI: Equipment & Property

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

16

Section VII: Reporting

- A. Written procedures
- B. Performance reports - due on 7th of reporting month

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

17

Section VII: Reporting

- C. Financial report certification (RFF submission)
- D. Audit certification form submission
 - Form sent by TSLAC
 - Due to TSLAC by 12/31/20* and/or 12/31/21
- E. Audit submission - Federal Audit Clearinghouse (FAC)
- F. Final payment withholding

18

Section VIII: General Terms and Conditions

- A-C. Follow the 2021 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

19

Section VIII: General Terms and Conditions

- F. Non-discrimination
- G. Audits (by funders and other governing authorities)
- H. Human trafficking
- I. Retention of grant documents - until Dec. 31, 2026, at a minimum
 - ▶ Texas Gov't Code, §441.1855 - State agency retention of contracts and related documents

20

Section VIII: General Terms and Conditions

- J. Grant termination - 30 days notice
 - 1. Grant activities and reporting
 - 2. Funding
- K. Loss of staff in relation to reporting, retention, equipment/supply disposition
- L. Waiver of state immunity

21



22

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

23

Section X: Contacts

- Program issues, revisions, reporting, and equipment
Bethany Wilson, Grants Administrator
bwilson@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

24

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)

25

Sections XIII: Signatures

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

26



27

Contract

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

28

Contract Process

Subrecipient

1. Have authorized signatory sign contract.
2. Upload signed copy into grant file in GMS.
3. Notify TSLAC of upload.

TSLAC

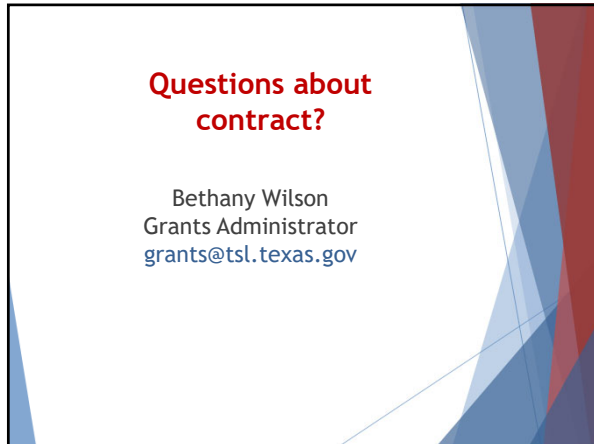
1. Director and librarian will sign (fully executed).
2. Upload the copy to grant file in GMS.
3. Notify subrecipient when final copy is uploaded.

29

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, etc.
- ❑ Store the final copy in your grant file.

30



31



32



33
