

**CITY OF SAN ANTONIO  
INTERDEPARTMENT MEMORANDUM  
LIBRARY DEPARTMENT**

CONSENT AGENDA

ITEM NO. 26

**TO:** Mayor and City Council

**FROM:** Aubrey George, Interim Library Director

**THROUGH:** Terry M. Brechtel, City Manager

**COPIES TO:** Frances A. Gonzalez; Legal; Finance; Office of Management and Budget; Information Technology Services Department; Human Resources; File

**SUBJECT:** ORDINANCE ACCEPTING FUNDS AND AUTHORIZING PERSONNEL FROM THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION FOR THE CONTINUATION OF THE TECHNICAL ASSISTANCE NEGOTIATED GRANT FOR STATE FY2004

**DATE:** September 18, 2003

**SUMMARY AND RECOMMENDATIONS**

This Ordinance accepts funds and authorizes the personnel complement for State/Federal assistance provided through the Texas State Library and Archives Commission in an amount not to exceed \$80,000.00. These funds will be available to the Alamo Area Library System which serves 46 public libraries in a 21-county area including Bexar County. These funds will be used for continuation of personnel expenses and related benefits, travel expenses, training and supplies for the Department Systems Supervisor currently funded by the Technical Assistance Negotiated Grant. The Department Systems Supervisor's job responsibilities will focus on computer training, hardware maintenance and security. Council authorization to apply for this grant was received on June 12, 2003 by Ordinance #97755.

Staff recommends approval of this ordinance.

**BACKGROUND INFORMATION**

Since 1998, the Texas State Library and Archives Commission has awarded the Technical Assistance Negotiated Grant to the Alamo Area Library System, of which San Antonio Public Library is a member. San Antonio Public Library serves as the Major Resource Center for the Alamo Area Library System. Funds have been awarded to provide technical assistance to support member libraries in the utilization, maintenance and security of computer resources. These funds will be used to continue the salary expenses, benefits, travel, training and supplies for a staff member responsible for training and consulting in computer hardware and networks for the 46-member libraries. The Alamo Area Library System is a department of San Antonio Public Library and is supported by grant funds from the Texas State Library And Archives Commission. Prior grants received from the Technical Assistance Negotiated Grant program from FY00 through FY03 have ranged from \$63,086.00 to \$77,286.00.

This grant is for state fiscal year 2004, beginning September 1, 2003 and ending August 31, 2004.

**POLICY ANALYSIS**

This action is consistent with City Council direction to apply for appropriate State/Federal Grant Funds to enhance services for area residents. City Council has accepted the Technical Assistance Negotiated Grant since its implementation in FY1998.

**FISCAL ANALYSIS**

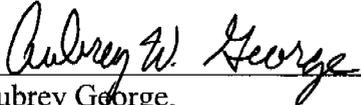
Application is being made for an amount not to exceed \$80,000.00. The grant provides one hundred percent of personnel, fringe benefits and operating costs associated with the grant. Indirect costs have been provided for and will be paid to the City for administration of the grant as per the City's Indirect Cost Plan.

**COORDINATION**

This item has been coordinated with the Finance Department, Office of Management and Budget, Information Technology Services Department and Human Resources. Staff of these Departments concurs with this recommendation.

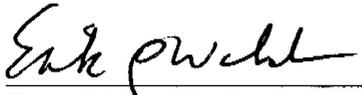
**SUPPLEMENTARY COMMENTS**

The Alamo Area Library System's Advisory Council, representing member libraries, supports acceptance of this grant. This action requires no disclosure under the City's Ethics Ordinance. The Discretionary Contracts Disclosure Form is not required.

  
Aubrey George,  
Interim Library Director

  
Frances A. Gonzalez,  
Assistant to the City Manager

RECOMMENDATION APPROVED:

  
Terry M. Brechtel,  
City Manager

**Proposed Budget  
Technical Assistance Negotiated Grant  
State Fiscal Year 2004**

<b>Personnel</b>	<b>\$44,142</b>
<b>Benefits</b>	<b>\$15,161</b>
<b>Travel Expenses</b>	<b>\$ 6,529</b>
<b>Education</b>	<b>\$ 5,000</b>
<b>Supplies</b>	<b>\$ 1,000</b>
<b>Other</b>	<b>\$ 1,750</b>
<b>Total Direct</b>	<b>\$73,582</b>
<b>Total Indirect</b>	<b>\$ 6,418</b>
<b>Total</b>	<b>\$80,000</b>

**TECHNICAL ASSISTANCE NEGOTIATED GRANT FY2002-2003**

Fund No 26-0181??

09/01/2003 - 08/31/2004

Index No.	Object Code	Amount
<b>ESTIMATED REVENUES</b>		
Grant from Texas State Library		<u>\$80,000.00</u>
<b>BUDGET APPROPRIATIONS</b>		
Regular Salaries and Wages	01-010	\$44,142.00
Social Security	01-030	3,716.00
TMRS	01-040	5,639.00
Flexible Benefit Contribution	01-050	5,480.00
Life Insurance	01-051	111.00
Workers' Disability Comp.	01-060	215.00
Communications: Telephones	02-110	700.00
Mail & Parcel Post Service	02-113	550.00
Travel - Official	02-124	1,042.00
Car Expense Allowance	02-130	3,974.00
Fees to Prof. Contractors	02-160	6,500.00
Automatic Data Processing	02-172	500.00
Office Supplies	03-210	700.00
Library Books - Oth. Lib.	03-235	313.00
Indirect Cost	04-280	6,418.00
Total Appropriations	Grant	<u>\$80,000.00</u>
Fund Only Index Code		
Activity 04-01-22		

**PERSONNEL COMPLEMENT  
(Activity 04-01-22)**

<u>Class No.</u>	<u>Job Title</u>	<u>No. Of Positions</u>	<u>Position Number</u>
0889	Department Systems Supervisor	1	0001



September 2, 2003

Kathryn Sturtz, System Coordinator  
San Antonio Public Library  
600 Soledad Street  
San Antonio, Texas 78205-1200

Dear Ms. Sturtz:

Enclosed are two copies of your grant 476-04020 from the Texas State Library and Archives Commission (TSLAC) and the following forms:

1. **Certification Regarding Lobbying (for grants exceeding \$100,000)**
2. **Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion**
3. **Standard Form 424B, Assurances - Non-Construction Programs**

Lorenzo de Zavala  
State Archives and  
Library Building

P.O. Box 12927  
Austin, Texas  
78711-2927

1201 Brazos St.  
Austin, Texas  
78701

Please sign and return both copies of the contract and each of the above forms with original signatures, on or before October 15, 2003, to: Grants Accountant, Texas State Library and Archives Commission, P.O. Box 12516, Austin, Texas 78711-2516. One original will be returned for your file once the contracts have been fully executed by TSLAC Staff.

Please note the following changes in this year's contract:

[www.tsl.state.tx.us](http://www.tsl.state.tx.us)

IV. Grant Amounts

B. Source of funds:

CFDA # 45.310  
Institute of Museum and Library Services, State Library Program  
Federal Fiscal Year 2003 Carryover

*Commission Chairman*  
Sandra J. Pickett

Bill & Melinda Gates Foundation  
Gifts  
State Fiscal Year 2004

*Members*  
Chris A. Brisack  
Kenneth R. Carr  
Diana Rae Hester Cox  
Sandra G. Holland  
Elizabeth Sanders

Of the total amount awarded for all Technical Assistance Negotiated Grants, 90% is from Federal L.S.T.A. funds (P.L. 104-208) and 10% is from Bill & Melinda Gates Foundation funds.

*Director and Librarian*  
Peggy D. Rudd

D. Expenditures in the following budget categories are funded through the Technical Assistance portion of a grant to TSLAC from the Bill & Melinda Gates Foundation:

*Assistant State Librarian*  
Edward Seidenberg

1. Travel
2. Equipment
3. Supplies

Grantee must notify Grantor in writing if transferring funds into or out of any of the above three budget categories, even if the total amount transferred does not exceed 10% of the total grant award.

*Making  
information  
work  
for all  
Texans*

VII. Terms and Conditions

- F. By October 15, 2004, all obligations must be liquidated.
- O. The Grantee agrees to submit an annual Gates Grant Technical Assistance Report according to the following schedule:

<u>Reporting Period</u>	<u>Due Date</u>
September 1, 2003 – August 31, 2004	September 27, 2004

- R. The Grantee agrees to develop or revise, as necessary, the specific written documentation of their current procedures for (1) collecting and reporting performance measures, and (2) conducting a fixed asset inventory, and (3) any other issues identified in the Grantor's internal audit report of grant activities dated May 2003. Drafts of this procedural documentation will be submitted to Grantor by October 29, 2003. Grantor will provide review and guidance to enable final versions to be approved by December 31, 2003.

Under separate cover, we will send the System Coordinator a copy of the grant along with electronic copies of these forms:

1. Prior Approval Request
2. Uniform Statistical Report with Explanation of Variance
3. Gates Grant Technical Assistance Report
4. Workshop Reporting Form 2004
5. Financial Status Report (OMB Form 269A)
6. Request for Advance or Reimbursement (OMB Form 270)
7. Equipment/Property Acquired

Please let me know if you have any questions relating to this grant or the process. I wish you great success in implementing your grant.

Sincerely,



Kathleen Walls  
Grants Coordinator  
Library Development Division  
512-463-5532  
[kathleen.walls@tsl.state.tx.us](mailto:kathleen.walls@tsl.state.tx.us)

Enclosures

cc: Aubrey George, Acting Director

# TEXAS STATE LIBRARY & ARCHIVES COMMISSION

## TECHNICAL ASSISTANCE NEGOTIATED GRANT

Grant # 476-04020

### I. CONTRACTING PARTIES

Grantor: Texas State Library and Archives Commission (TSLAC)

Grantee: City of San Antonio, San Antonio Public Library  
600 Soledad Street  
San Antonio, Texas 78205-1200

### II. TERM OF GRANT

September 1, 2003, to August 31, 2004

### III. GRANTOR CERTIFICATION

The grantor certifies that (1) the services specified below are necessary and essential for activities that are properly within the statutory functions and programs of the affected organizations; (2) the services, supplies or materials contracted for are not required by Section 21 of Article 16 of the Constitution of Texas to be supplied under contract given to the lowest bidder; and (3) the grant is in compliance with Texas Government Code § 441.006, General Powers and Duties; Texas Government Code § 441.135 Grants (Systems Act); P.L. 104-208, the Library Services and Technology Act (LSTA); the State Plan for the LSTA in Texas; and, the Uniform Grant Management Standards (UGMS).

### IV. GRANT AMOUNTS

A. The total amount of the grant shall not exceed: \$ 80,000

B. Source of funds:

CFDA # 45.310  
Institute of Museum and Library Services, State Library Program  
Federal Fiscal Year 2003 Carryover

Bill & Melinda Gates Foundation  
Gifts  
State Fiscal Year 2004

TSLAC's accounting coding:

Index Code 24762, Object Code 7611

Index Code 24319, Object Code 7611

Of the total amount awarded for all Technical Assistance Negotiated Grants, 90% is from Federal L.S.T.A. funds (P.L. 104-208) and 10% is from Bill & Melinda Gates Foundation funds.

C. Budget:

Personnel	\$44,142
Fringe Benefits	15,161
Travel	5,016
Equipment/Property	0
Supplies	1,013
Contractual	6,500
Other	1,750
Total Direct Costs	<u>\$73,582</u>
Indirect Costs	6,418
Total	<u>\$80,000</u>

These budget categories are defined in UGMS Section II, Attachment B and in the Technical Assistance Negotiated Grants Program Guidelines.

D. Expenditures in the following budget categories are funded through the Technical Assistance portion of a grant to TSLAC from the Bill & Melinda Gates Foundation:

1. Travel
2. Equipment
3. Supplies

Grantee must notify Grantor in writing if transferring funds into or out of any of the above three budget categories, even if the total amount transferred does not exceed 10% of the total grant award.

**V. WRITTEN PRIOR APPROVALS FOR FISCAL AND PROGRAMMATIC CHANGES**

- A. The Grantor must give written prior approval for any of the following fiscal changes:
1. Making cumulative transfers among budget cost categories or projects which are expected to exceed ten (10) percent of the total grant.
  2. Transferring any funds into a budget cost category that currently equals zero (\$0).

Written prior approval is to be requested on the Prior Approval Request form and shall be requested when nearing the 10% limit, or within 30 days of the end of the grant term. This provision does not allow the total grant amount to be exceeded. All prior approvals must be received by August 2, 2004. **Approvals received after this date will be considered on a case-by-case basis.**

- B. The Grantor must give written prior approval for any of the following programmatic changes to the application (Technical Assistance Negotiated Grants for State Fiscal Year 2004).
1. Obtaining the services of a third party to perform activities which are central to the purposes of the grant.
  2. Changing the scope or objectives of the approved program, regardless of whether there is an associated budget revision. A change in scope is a substantive difference in the approach or method used to reach program objectives.

Written prior approval is to be requested on the Prior Approval Request form. All prior approvals must be received by Grantor by August 2, 2004. **Approvals received after this date will be considered on a case-by-case basis.**

- C. The Grantor hereby gives approval for the items specified under the cost categories outlined below, if any. Before the Grantee obligates or expends grant funds for additional items in the following cost categories, the Grantor must give written prior approval. Written prior approval is to be requested on the Prior Approval Request form. Written prior approval is also required if an item's cost or features are substantially different from what the grant specifies, or from a previous Prior Approval Request. All prior approvals must be received by Grantor by August 2, 2004. **Approvals received after this date will be considered on a case-by-case basis.**

#### **COST CATEGORIES**

1. Preaward Costs  
None
2. Insurance (if not required by the grant)  
None
3. Rearrangements and Alterations of Facilities  
None
4. Equipment/Property  
None

Subject to the obligations and conditions set forth in Uniform Grant Management Standards (UGMS) Section III, Subpart C.32 (a), title to equipment acquired under a grant will vest upon acquisition in the Grantee. The Grantee must include any Equipment/Property acquired with grant funds in the required bi-annual property inventory, and follow UGMS guidelines for property disposal.

Equipment/Property is hereby defined as an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the capitalization amount established by Grantee's governing entity. Grantee must furnish a statement to Grantor certifying the governing entity's capitalization level with a Prior Approval Request Form. This category includes equipment, furniture, library materials, etc., purchased wholly or in part with grant funds. The prior approval amount is the total capital expenditure amount, which is defined as the cost of the equipment and/or property, including any cost necessary to put the item into service, such as the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make the item usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation may be included in, or excluded from, capital expenditure cost in accordance with the Grantee's regular accounting practices.

## **VI. STATEMENT OF SERVICES TO BE PERFORMED**

The Grantee will comply during the period of this contract and provide services outlined within the grant application (Technical Assistance Negotiated Grants for SFY 2004) as approved by the Grantor.

## **VII. TERMS AND CONDITIONS**

- A. The Grantee will comply with the Technical Assistance Negotiated Grants Program Guidelines for SFY 2004.
- B. The Grantee will comply with the Rules for Administering the Library Systems Act. Note that Rule 1.97 (a) will not be applicable during the term of this grant.
- C. The Grantee will comply with the following three parts of the Governor's Office of Budget and Planning, Uniform Grant Management Standards (UGMS), revised January 2001, located at <http://www.governor.state.tx.us/divisions/stategrants/guidelines/files/UGMS012001.doc>.
  - 1. Cost Principles for State and Local Governments and Other Affected Entities (adapted from OMB Circular A-87)
  - 2. State Uniform Administrative Requirement for Grants and Cooperative Agreements (adapted from OMB Circular A-102)
  - 3. State of Texas Single Audit Circular (adapted from OMB Circular A-133)

For grants funded with state funds, the Grantee will comply with the third part of UGMS, the State of Texas Single Audit Circular. For grants funded with federal funds, the Grantee will comply with the Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations (revised 6/97), located at [http://www.whitehouse.gov/omb/grants/grants\\_circulars.html](http://www.whitehouse.gov/omb/grants/grants_circulars.html).

- D. The Grantee will comply with the Institute of Museum and Library Services' 45 Code of Federal Regulations, Part 1183, Uniform Administrative Requirements for Grants and Cooperative Agreements to States and Local Governments (adapted from OMB Circular A-102).

- E. The Grantee will send the Grantor a copy of any management letters issued by the auditor with the reporting package (or written notification, as applicable). The audit's *Schedule of Expenditures of Federal and State Awards* will list the amount of awards expended for each award year separately.
- F. The Grantee may not obligate grant funds after August 31, 2004. By October 15, 2004, all obligations must be liquidated. **Final request for advance must be received by Grantor on or before August 2, 2004.** All unexpended funds must be returned to the Grantor along with the Final Financial Status Report due **November 15, 2004.** **Final request for reimbursement must be received no later than October 15, 2004.**
- G. The Grantee will add any program income to the funds committed to the grant, using such program income for the purposes and under the conditions of the grant. The source and amount of the program income must be explained in box 12 of the quarterly Financial Status Report.
- H. All publicity relating to the grant award must include acknowledgement of the Institute of Museum and Library Services and the Texas State Library and Archives Commission whenever possible and practical. Publicity includes, but is not limited to, press releases, media events, public events, displays in the library, announcements on the Grantee's website, and materials distributed through the grant project. The Grantee will provide the Grantor with one (1) set of any public relations materials produced under this grant.
- I. The Grantee certifies by this contract that it will comply with the Assurances – Non-Construction Programs (OMB Standard Form 424B), the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions, and the Certification Regarding Lobbying as submitted to the Grantor. Additional assurances are listed in UGMS, Subpart B.14.
- J. The Grantee affirms that it has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract. The Grantee further affirms that its employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to sub agreements.
- K. The Grantee agrees to maintain records on all equipment/property with an acquisition cost above governing entity's capitalization level. The UGMS Subpart C, Sec. 32, (d) requires the Grantee to reconcile the equipment/property records with a physical inventory of the equipment every two years. This biennial inventory does not need to be submitted to the Grantor, but must be maintained by the grantee and will be subject to review by the grantor.

The UGMS Subpart C, Sec. 32, (d) (3) requires certain items of equipment (stereo systems, still and video cameras, facsimile machines, VCRs and VCR/TV combinations, and cellular and portable telephones) to be maintained on inventory if their cost is above \$500, or if they could be easily lost or stolen.

Subject to the obligations and conditions set forth in the UGMS Section III, Subpart C, Sec. 32 (a), title to equipment acquired under a grant will vest upon acquisition in the Grantee.

When property is vested in the Grantee, the Grantee will dispose of equipment/property in accordance with the UGMS Subpart C, Sec. 32, (e). When the Grantee has been given federal or state equipment/property, the UGMS Subpart C, Sec. 32, (f) will be followed.

- L. The Grantee agrees to submit the Equipment/Property Acquired Form by October 29, 2004, for all equipment/property purchased during the current grant year. This list must balance the equipment/property purchased with prior approval amounts.
- M. The Grantee agrees to submit the Uniform Statistical Report form for Technical Assistance Negotiated Grants, including Explanation of Variance, according to the following schedule:

<u>Reporting Period</u>	<u>Due Date</u>
September 1, 2003 - November 30, 2003	December 5, 2003
December 1, 2003 - February 29, 2004	March 5, 2004
March 1, 2004 - May 31, 2004	June 7, 2004
June 1, 2004 - August 31, 2004	September 6, 2004

The State Legislature has charged the Grantor with submitting performance measurement reports that specify the level of services provided by its programs and services. The Grantee agrees to submit reports that are timely, accurate, auditable, and consistent with definitions.

- N. The Grantee agrees to submit the quarterly Financial Status Report for the project funded under this contract according to the following schedule:

<u>Reporting Period</u>	<u>Due Date</u>
September 1, 2003 - November 30, 2003	December 29, 2003
December 1, 2003 - February 29, 2004	March 26, 2004
March 1, 2004 - May 31, 2004	June 28, 2004
June 1, 2004 - August 31, 2004	September 27, 2004

**A final Financial Status Report is due by November 15, 2004.**

- O. The Grantee agrees to submit an annual Gates Grant Technical Assistance Report according to the following schedule:

<u>Reporting Period</u>	<u>Due Date</u>
September 1, 2003 – August 31, 2004	September 27, 2004

- P. The Grantee will submit the Workshop Reporting Form to the Grantor for the period of September 1, 2003, to August 31, 2004, on or before September 27, 2004.

- Q. The Grantee is restricted to one of two methods for requesting funds from the Grantor. The Grantee may request an advance payment for estimated expenditures to be incurred for the upcoming 30 days, or request a reimbursement of the actual expenditures for the Grantee's normal billing cycle.

The Grantee will request payment on the OMB Standard Form 270, Request for Advance or Reimbursement, using box 12 rather than box 11, if requesting funds in advance. Requests may be made monthly, quarterly or any other time period, but not more than once a month.

To request funds, Form 270 is due to the Grantor by the 15<sup>th</sup> of the month. If requesting a reimbursement, the funds will usually be received by the Grantee within 10 days after TSLAC receives the funds from the federal government. If requesting an advance, the Grantee must follow procedures that minimize the time elapsing between the receipt and the disbursement of advanced grant funds. Requests for advance funds will be disbursed by the first working day of the advance period on the request, provided request forms are received by stated deadlines.

- R. The Grantee agrees to develop or revise, as necessary, the specific written documentation of their current procedures for (1) collecting and reporting performance measures, and (2) conducting a fixed asset inventory, and (3) any other issues identified in the Grantor's internal audit report of grant activities dated May 2003. Drafts of this procedural documentation will be submitted to Grantor by October 29, 2003. Grantor will provide review and guidance to enable final versions to be approved by December 31, 2003.

## VIII. ENFORCEMENT

- A. Remedies for noncompliance. If a Grantee or Sub-grantee materially fails to comply with any term of an award, whether stated in a federal or state statute or regulation, an assurance, in a state plan or application, a notice of award, or elsewhere, the awarding agency may take one or more of the following actions, or impose other sanctions, as appropriate in the circumstances:
- (1) Temporarily withhold cash payments pending correction of the deficiency by the Grantee or Sub-grantee, or more severe enforcement action by the awarding agency;
  - (2) Disallow (that is, deny both use of funds and matching credit for) all or part of the cost of the activity or action not in compliance;
  - (3) Wholly or partly suspend or terminate the current award for the Grantee's or Sub-grantee's program;
  - (4) Withhold further awards for the program; or
  - (5) Take other remedies that may be legally available.
- B. Hearings, Appeals. In taking an enforcement action, the awarding agency will provide the Grantee or Sub-grantee an opportunity for such hearing, appeal, or other administrative proceeding to which the Grantee or Sub-grantee is entitled under any statute or regulation applicable to the action involved.

C. Effects of suspension and termination. Costs of Grantee or Sub-grantee resulting from obligations incurred by the Grantee or Sub-grantee during a suspension or after termination of an award are not allowable, unless the awarding agency expressly authorizes them in the notice of suspension or termination or subsequently. Other Grantee or Sub-grantee costs during suspension or after termination which are necessary, and not reasonably avoidable, are allowable if:

- (1) The costs result from obligations which were properly incurred by the Grantee or Sub-grantee before the effective date of suspension or termination, are not in anticipation of it, and, in the case of a termination, are noncancelable; and,
- (2) The costs would be allowable if the award were not suspended or expired normally at the end of the funding period in which the termination takes effect.

D. Relationship to Debarment and Suspension. The enforcement remedies identified in this section, including suspension and termination, do not preclude Grantee or Sub-grantee from being subject to "Debarment and Suspension" under E.O. 12549 (see UGMS Section III, Subpart C, Sec. 35) and state law.

## IX. CONTACTS AT TSLAC

Questions or concerns about programmatic issues and Prior Approval Requests should be directed to this grant's Program Manager:

Kathleen Walls  
Grants Coordinator  
Phone: 512-463-5532  
Fax: 512-463-8800  
E-mail: [kwalls@tsl.state.tx.us](mailto:kwalls@tsl.state.tx.us)

Questions or concerns about regulatory or financial issues should be directed to:

Mary Lopez  
Manager, Accounting and Grants Department  
Phone: 512-463-6626  
Fax: 512-475-0185  
E-mail: [mlopez@tsl.state.tx.us](mailto:mlopez@tsl.state.tx.us)

Fax Requests for Reimbursement/Advance, Financial Status Reports, Workshop Report Forms, Uniform Statistical Reports, annual Property/Inventory Reports, and other miscellaneous forms and reports to:

April Kral  
Grants Accountant  
Phone: 512-463-5472  
Fax: 512-475-0185  
E-mail: [akral@tsl.state.tx.us](mailto:akral@tsl.state.tx.us)

Payments to the Grantor, such as those for excess advanced funds or for interest earned each quarter on advanced funds, should be mailed with an explanation of the purpose of the payment and the grant number to:

April Kral  
Grants Accountant  
Texas State Library and Archives Commission  
PO Box 12516  
Austin, TX 78711-2516

**X. APPLICABLE AND GOVERNING LAW**

- A. This grant shall be governed by the laws of the State of Texas. All duties of either party shall be legally performable in Texas. The applicable law for any legal disputes arising out of this contract shall be the law of (and all actions hereunder shall be brought in) the State of Texas, and the forum and venue for such disputes shall be Travis County, District Court.
- B. This grant is subject to availability of funds.

**XI. SIGNATURES**

**GRANTOR**

**GRANTEE**

Texas State Library and Archives Commission

City of San Antonio, San Antonio Public Library

\_\_\_\_\_  
Edward Seidenberg, Assistant State Librarian

\_\_\_\_\_  
Signature (Must be an official empowered to enter into contracts)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typewritten or Printed Name

*Marylope for Donna Osborne*  
Donna Osborne, Chief Fiscal Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date