Chapter 5
Grant Administration

Reimbursement

Grant payments occur on a reimbursement basis, meaning that payment will be made after the eligible expense has been incurred and paid by the grant recipient. The grant recipient must request reimbursement of expenses by submitting a completed, original, signed TCEQ request for reimbursement (RFR). Each RFR must be accompanied by a properly completed financial status report (FSR) for each activity conducted under the overall project.

The grant contract and the reimbursement forms will include requirements for documentation of expenses. Copies of all purchase orders, receipts, and paid invoices for expenditures must be submitted with each RFR of payments. Documentation of paid expenses, including canceled checks, must be provided in accordance to the grant contract provisions. Documentation of any required insurance must be submitted in accordance with the requirements of the applicable grant contract.

Reporting

The grant recipient must submit a project status report monthly, or as specified by the contract and with each RFR, and will provide a final report upon completion of the overall project. The project status and final report will be posted at the TCEQ's website. Following TCEQ acceptance of the final report, the grantee will be required to continue submitting quarterly activity reports for at least five years. The information contained in the activity reports will be determined by the NTIG Program based on the type of activities funded. Each report must clearly identify the project and be written so the average lay person can understand the project.

The TCEQ staff will review the forms and accompanying documentation. To be eligible for reimbursement, all expenses must meet all applicable requirements of the Uniform Grant Management Standards (UGMS), including allowable-cost principles set forth in Part III, Subpart C, section _.22 (b).

Forms

The TCEQ will supply the reimbursement and reporting forms to grantees, who should send all completed forms to:

(Regular Mail) New Technology Implementation Grants Program
Implementation Grants Section, MC 204
Texas Commission on Environmental Quality
P.O. Box 13087
Austin, TX 78711-3087

(Express Mail) New Technology Implementation Grants Program
Implementation Grants Section, MC 204
Texas Commission on Environmental Quality
12100 Park 35 Circle, Bldg F
Austin, TX 78753

Grant Adjustments and Authorizations

Grant recipients must complete the project according to the time lines established in the grant agreement. Recipients should request approval for adjustments to the schedule as needed, according to the provisions of the grant agreement; however, a thorough explanation is required as to why additional time is needed. The TCEQ will have sole discretion to approve any modifications to time lines. Any changes to the time line must be justified, since the project's timing is considered in application evaluation and selection. Consistent with the grant contract, the TCEQ may also choose to terminate a project early due to delays, particularly if the delays will put the project completion date past the end of the eligible funding period.

Once the grant contract is signed and the project begins, any desired changes to the grant agreement—including work activities, authorized representative, schedule, or budget—must be requested in writing to the TCEQ. In accordance with the grant agreement provisions, the TCEQ may approve any changes through an amendment to the contract. The TCEQ has the sole discretion to approve any changes to the contract. Instructions for budget changes will be included in the contract provisions. Applicants are encouraged to carefully analyze all costs in the grant application before execution of a contract.

Closeout Procedure and Release of Claims

Upon completion of the project, the grant recipient must submit an RFR and FSR for all remaining unreimbursed expenses, all required expense documentation, and a final project report. This documentation must be submitted no later than the deadline established in the grant contract.

The TCEQ must review and accept all deliverables due as part of the grant project before final reimbursement or closeout of the grant. The contract will contain provisions for the grantee to submit deliverables to the TCEQ for review and comment. Review and comment must be accounted for in the project time line and schedule. The grantee will also have a contractual obligation to respond to the TCEQ's review comments before finalizing reports or other deliverables.

The final FSR must include a completed and signed release of claims. Once it receives a release of claims form and the recipient has met all other contract requirements, the TCEQ will close out the grant contract.

The TCEQ will also complete a contractor evaluation in accordance with the provisions that will be outlined in the grant contract. The grant recipient will be notified of the results of the evaluation and will be given the opportunity to respond. This evaluation, which is required for all contracts administered by the TCEQ, is used to track the compliance and effectiveness of all TCEQ contractors and grant recipients.