



# Georgia Council for the Arts FY22 Grant Management Handbook For Bridge Grants Funded by ARP

## **UNUSED GRANT FUNDS**

If a grantee is not going to spend the full grant amount, GCA must know early enough in the fiscal year to reallocate those funds to another arts project. If GCA is not notified about unused funds until late in the fiscal year (May-June), there is not time to reallocate the money and it must be returned to the state's general fund. In the recent past, unused funds in one year have had a negative impact on GCA's budget in the following year.

**Please help us protect and utilize all of the state's arts appropriation by submitting your Final Report on time and notifying GCA as soon as possible if you believe that you will not utilize all of your grant funds.**

## **INTRODUCTION**

Congratulations on your GCA grant!

This document outlines information regarding your FY22 grant. FY22 grantees are strongly encouraged to review this handbook as some policies have changed from previous years. Also, please review your contract carefully as it contains important information.

### **PLEASE NOTE**

Grants funded by the American Rescue Plan (ARP) have different requirements than most of GCA's other grant programs. Grantees are required to tell GCA how the funds will be spent. In addition, the final report will be submitted along with the contract package, and then a single payment for the full amount of the grant will be made. Grantees will then have no additional requirements related to their grant for the remainder of the fiscal year.

### **Important Deadlines**

Return contract and all associated Documents via GCA's online grant system at <a href="http://gaarts.org/apply">http://gaarts.org/apply</a>	August 20, 2021
Submit CRR for grant payment	Submit with contract package return form and final report by August 20, 2021
Final Report	Submit with contract package return form by August 20, 2021

Questions about how to complete any of the forms should be directed to Delilah Johnson-Brown at [dbrown@gaarts.org](mailto:dbrown@gaarts.org) or 404-962-4837.

Questions about your grant should be directed to Allen Bell, Director of Grants and Research at [abell@gaarts.org](mailto:abell@gaarts.org) or 404-962-4839.

### **General Provisions**

All awards are made on a fiscal-year basis according to the state of Georgia fiscal calendar (July 1, 2021 through June 30, 2022). The arts programming listed in the application must be completed within fiscal year 2022, and all expenses must be incurred within that same fiscal year.

## **CONTRACT PACKAGE**

The package will contain:

- the State of Georgia Grant Contract
- FY22 Grant Management Handbook

The package may contain:

- a Corrections and Stipulations (C&S) Memo

All grantees **MUST** complete and return these items to GCA via the Contract Package Return Follow-Up form in the online grant system at <http://gaarts.org/apply>:

- A signed FY22 Grant Contract
- Supplier (Vendor) Management form
- W-9 form
- ADA Checklist
- Contractor's Request for Reimbursement (CRR) Form - instructions are on page 6

The Contract Package Return Follow-Up Form will contain links to the Supplier (Vendor) Management Form, the W-9 Form, the ADA Checklist, and the CRR.

Grantees **MAY** return to GCA:

- If the funded organization is a non-profit organization with employees, you must complete E-Verify registration and a federal work authorization affidavit
- If the funded organization is a non-profit with no employees, you must submit a copy of a driver's license or Passport of the person signing the contract
- A C&S memo response (if you received a C&S memo in your contract package and it requires a response)
- Change of Information Form, if applicable (submitted as an application form within GCA's online grant system at <http://gaarts.org/apply>)

**These items must be submitted online through the Contract Package Return Follow-Up Form in GCA's online grant system no later than August 20, 2021.** If the items are not returned by the deadline, the contract may be cancelled and the grantee may not receive the FY22 award. In addition, FY23 grant panels will be informed that the contract was not returned, and they will take this into consideration when scoring.

If extenuating circumstances will prevent you from returning the contract by the deadline, contact Delilah Johnson-Brown ([dbrown@gaarts.org](mailto:dbrown@gaarts.org)) to request an extension.

### **Contract Package Return Follow-Up Form**

To locate the Contract Package Return Follow-Up Form, log into your online grant system account at <http://gaarts.org/apply> . Scroll down and find your FY22 Bridge Grant. Below your application will be a green bar, then under that will be the Follow-Up- FY22 Bridge Grant Contract Package Return Form and Final Report. Click on EDIT to the far right to open the form.


## Contract

The contract will be sent via email. Grantees will sign the contract upload it through the online grant system. The contract will be signed by GCA when it is received by grantees, so once it is signed by your authorized official, you will be able to download a fully executed copy.

The contract must be signed by one of the two authorized officials listed in the original application. If both of those people have left the organization, please complete a Change of Information Form via GCA's online grant system at <http://gaarts.org/apply> and submit it at the same time that you send the contract.

## Supplier (Vendor) Management Form

All FY22 grantees must complete a Supplier (Vendor) Management Form, even if your organization has submitted one in the past. An image of the first page of the form is provided below for reference. A link to the actual form is included within the Contract Package Return Form in GCA's online grant system.

		<b>SUPPLIER (VENDOR) MANAGEMENT FORM</b>	
<i>Agency Vendor Liaisons MUST review this form to ensure the supplier has completed the appropriate highlighted sections 2-5.</i>			
<i>Agency Vendor Liaisons MUST complete Section 1 the "AGENCY LIAISON USE ONLY" section prior to submission to SAO.</i>			
<b>SECTION 1 – STATE OF GEORGIA-AGENCY LIAISON USE ONLY</b>			
<b>CHECK ONE AND ENTER ID NUMBER</b>			
<input type="checkbox"/>	Newly Assigned Supplier ID		
<input type="checkbox"/>	Existing TeamWorks Supplier ID		
<b>SPECIFY TYPE OF ACTION(S) REQUESTED BY SUPPLIER (VENDOR)</b>			
<input type="checkbox"/>	Change Bank Acct - Enter Loc#	<i>(Required for Bank Changes)</i>	
<input type="checkbox"/>	Change Address - Enter Addr ID#	<i>(Required for Address Changes)</i>	
<input type="checkbox"/>	Classification Change		
<input type="checkbox"/>	HCM Vendor		
<input type="checkbox"/>	Statewide Contract (DOAS Use Only)		
<input type="checkbox"/>	Other (Provide Details in Section 5 and Initial)		
<b>By my signature, I certify that all reasonable effort has been made to submit information that is complete, accurate, true, and is associated with the supplier name and Tax ID listed below.</b>			
Liaison Name: _____		Agency BU#: _____	
Signature: _____		Date: _____	
Email: _____		Phone: _____	
<b>SECTION 2 – SUPPLIER IDENTIFICATION (Complete all applicable fields) SUPPLIER USE ONLY</b>			
FEI/SSN/TIN NUMBER: _____			
SUPPLIER NAME: _____			
PAYMENT ALT NAME: (IF PAYABLE TO DIFFERENT NAME) _____			
ADDRESS: _____			
CITY: _____		STATE: _____	ZIP CODE: _____
COUNTRY: _____		DRIVERS LICENSE #: _____	DL STATE: _____
PRIMARY#: _____	EXT: _____	SECONDARY#: _____	EXT: _____
LANDLINE <input type="checkbox"/>	CELL <input type="checkbox"/> (USED FOR IDENTITY VERIFICATION)	LANDLINE <input type="checkbox"/>	CELL <input type="checkbox"/> (USED FOR IDENTITY VERIFICATION)
CONTACT EMAIL: _____			
<b>SECTION 3 – BANK ACCOUNT INFORMATION (REQUIRED FOR ALL NEW SUPPLIERS OR BANKING CHANGES/ACCS FOR EXISTING SUPPLIERS) SUPPLIER USE ONLY</b>			
ROUTING # _____		ACCOUNT # _____	
<input type="checkbox"/>	Check here if General Bank Account can be used by ALL State of Georgia agencies making payments.		
<input type="checkbox"/>	Check here if this account can only be used for SPECIFIC purpose. _____		
<small>Describe specific purpose</small>			
<b>ACCOUNTS RECEIVABLE NOTIFICATION</b>			
PYMT REMIT EMAIL: _____			
PYMT REMIT EMAIL: _____			
<small>I authorize the State of Georgia to deposit payment for goods and/or services received into the provided bank account by the Automated Clearing House (ACH). I further acknowledge that this agreement is to remain in full effect until such time as changes to the bank account information are submitted in writing by the vendor or individual named below. It is the sole responsibility of the vendor or individual to notify the State of Georgia of any changes to the bank account information. The State of Georgia independently authenticates bank account ownership.</small>			
_____ Printed Name of Company Officer		_____ Signature of Company Officer	_____ Date

## Vendor Form Instructions

You will find a link to this form within the Contract Package Return Follow-Up Form. You must use the form you find via the link and not a copy of one that you have submitted in previous years.

### Section 1 – State of Georgia-Agency Liaison Use Only

- Leave Section 1 blank, including Liaison Name, Signature, and Email. Section 1 is for State of Georgia use only.

### Section 2 – Supplier Identification

- **FEI/SSN/TIN Number** - Enter the organization's Federal Employment Identification (FEI) Number. DO NOT enter a Social Security Number for an individual.
- **Supplier Name** - Enter the name of the organization.
- **Payment Alt Name** - If the organization would like the check written to a name that is different from the organization's legal name, enter the alternate name in this line.
- **Address** - This address MUST match the legal address for the organization.
- **Driver's License Number and State** – This should be for the person completing the form and signing the contract.
- **Primary Phone Number and Secondary Phone Number** – The State Accounting Office may call to verify the grant recipient organization's banking information, so this should be a working phone number for the person completing this form.
- **Contact Email** – This should be the email address for the person completing this form.

### Section 3 – Bank Account Information

- **Routing Number and Bank Account Number** - These should be information for the bank account into which the grant recipient organization wants the grant funds direct deposited; leave this section blank if the grant recipient organization would like to receive a paper check.
- **Paymt Remit Email** – Enter email addresses where payment information should be sent.
- **Printed Name of Company Officer, Signature and Date** – This should be for the person completing this form and should be the same person who signs the contract.

### Sections 4 – Specify Type of Action

- If you have received a grant from GCA in the past, check "Reactivate Supplier Profile."
- If you are receiving a grant from GCA for the first time, check "Other" and enter "Add New Account" in Section 6.

### Section 5 – Type of Business

- You may leave this section blank or check any options that apply.

### Section 6 – Additional Supplier Comments

- If you have received a grant from GCA in the past, you may leave this section blank.
- If you are receiving a grant from GCA for the first time, enter "Add New Account."

## **W-9 Form**

All FY22 grantees must complete a W-9 Form, even if you have submitted one in the past.

You will find a link to this form within the Contract Package Return Follow-Up Form. You must use the form you find via the link and not a copy of one that you have submitted in previous years.

## **Residency Verification**

This year, GCA's Residency Verification instructions have changed.

- If your non-profit organization has employees, the organization must register with E-Verify and submit an affidavit certifying that the grantee uses the federal work authorization program.
- If your non-profit organization does not have employees, then you may submit a copy of a driver's license or Passport from the person who signs the contract.
- If your organization is a government entity, a school, a public library, or a public college or university, you do not have to submit any type of residency verification

## **Residency Verification for Non-Profit Organizations with Employees**

E-Verify registration instructions:

- Go to: <https://www.e-verify.gov/>
- Click on "I am an employer"
- Click on "learn how to enroll" if you are not already registered
- Click on "enroll now" and follow the steps to enroll in E-Verify

Compete the Contractor Affidavit form at [Georgia Department of Audits : Information/Resources](#).

This form asks you to confirm that your organization is registered with and utilizing E-Verify, a web-based system that allows enrolled employers to confirm the eligibility of their employees to work in the United States. By signing the form, grantees are confirming that:

- The organization is using and will continue to use E-Verify for the duration of the grant contract
- The organization will use E-Verify for all current and future employees and contractors
- The organization will notify GCA if it ceases to use E-Verify
- The organization will only use subcontractors who are approved by E-Verify
- The organization will provide documentation to the State of Georgia regarding the legal status of employees or subcontractors if requested by the State.

For additional information, go to <https://law.justia.com/codes/georgia/2010/title-13/chapter-10/e/13-10-91>.

Affidavit instructions:

- Click the link to access the affidavit certifying that the grantee uses the federal work authorization program: [http://www.audits.ga.gov/NALGAD/section\\_3\\_affidavits.html](http://www.audits.ga.gov/NALGAD/section_3_affidavits.html)
- Download and save the affidavit
- Read and sign the affidavit and have the document notarized at the time it is signed
- "Public Employer" should be Georgia Council for the Arts

- “Name of project” should be the name of the grant that you are receiving – Project Grant, Arts Education Program Grant, or Bridge Grant
- Upload the signed and notarized affidavit to the online contract package return form

### **Residency Verification for Non-Profit Organizations without Employees**

See Section 3 of the contract for complete details about this requirement. If your organization is required to submit Residency Verification, the person who signs the contract should submit a copy of his/her driver’s license, Passport, or other authorized document via this secure link: <https://www.cognitofrms.com/GDECD1/GCAResidencyVerification>.

### **Corrections and Stipulations Memo (C&S Memo)**

If a grantee’s application has errors, omissions, and/or provides incomplete or confusing information, that grantee will receive a C&S Memo which details the information that must be provided to GCA before the grant contract will be executed. The C&S Memo and the grantee’s response will become part of the binding contract with the state. If the C&S Memo states that no response is needed, then the applicant does not have to return anything to GCA with the contract related to the C&S Memo.

### **Contractor’s Request for Reimbursement (CRR)**

In order to receive grant funds, a grantee must submit a Contractor’s Request for Reimbursement (CRR). Grantees receiving Bridge Grants supported by ARP funds should submit a CRR requesting 100% of the grant amount with the contract package return form.

You will find a link to this form within the Contract Package Return Follow-Up Form.

Please note the following:

- The address on the CRR must match the address that was submitted on the Supplier (Vendor) Management Form and the voided check.
- The CRR may be submitted along with the contract as long as enough expenses have been accrued to meet the requirement detailed above.
- CRRs should be uploaded to the Contract Package Return Form.
- No CRR will be processed if requirements from the preceding fiscal year, the Contract Package, or the Final Report are outstanding.

### **Change of Information**

Keeping your online account information up-to-date is important to ensure that you are receiving notifications from GCA regarding your grant and that your grant payments are sent to the correct location.

Grantees must complete a Change of Information Form if there are any changes to an organization’s:

- Phone number
- Address
- Contact person
- Authorized officials

Grantees should complete the Change of Information Form within GCA's online grant system at <http://gaarts.org/apply>. After logging in, click on the Apply tab at the top of the page and scroll down to the Change of Information Form and click on the Apply button.

Please allow up to four weeks for GCA to make the changes to your account. We will notify you if we have questions and when the changes have been made.



## **FINAL REPORT**

This section addresses your Final Report.

Final Reports are required of all GCA grantees. All final reports for Bridge Grants supported by ARP funds are due with the contract package return form.

The Final Report includes:

- General Information
- NEA Data
- Narrative (one question)
- Financial Information
- Additional Requirements
- Signature

### **Bridge Grant Spending Plan**

As part of the financial information submitted with the final report, grantees will submit information about how they plan to spend the grant funds. Examples of eligible expenses are limited to:

- Salaries, full or partial, for one or more staff positions
- Facilities costs, such as rent and utilities
- Costs associated with health and safety supplies for staff and/or visitors/audiences
- Marketing and promotion costs
- Fees and stipends for artists and/or contractual personnel to support the services they provide for specific activities

### **Letters to Legislators**

GCA wants our state legislators to be aware of the work of our grantees as well as the impact of your GCA grant. All FY22 GCA grantees are required to write a letter to both of their state legislators (one State Senator and one State House Representative) which include the following information:

- the number of people served by the organization
- the ways that the organization serves its community
- the ways that the GCA grant will better enable the organization to serve its community
- an invitation to the funded program(s) (if applicable)

If you need contact information for your state legislators, go here:

<http://www.senate.ga.gov/senators/en-US/FindyourLegislator.aspx>

Grantees are required to submit a copy of the letters to state legislators with their Final Reports.