



# TEXAS PARKS AND WILDLIFE DEPARTMENT

RECREATION GRANTS BRANCH MANUAL  
SEPTEMBER 2025

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## Definitions

**Application** - The document(s) submitted in response to a Request for Applications or other Notice of Funding Opportunity for financial assistance.

**Award** – The grant agreement.

**Pass-through entity** - A grant recipient or sub-recipient that provides a subaward to a subrecipient to carry out part of a state or federal program. The authority of the pass-through entity flows through the subaward agreement between the pass-through entity and sub-recipient.

**Period of Performance** - The time during which the recipient or sub-recipient may incur new obligations to carry out the work authorized under the award.

**Recipient** - Refers to both grant recipients and sub-recipients. It does not include a beneficiary or participant.

**Subaward** - An award provided by a pass-through entity to a sub-recipient for the sub-recipient to carry out part of a state or federal award received by the pass-through entity. It does not include payments to a contractor, beneficiary, or participant.

## Acronyms

**Branch** – Recreation Grants Branch

**GAGAS** - Generally Accepted Government Auditing Standards

**GASB** – Government Accounting Standards Board

**NOFO** – Notice of Funding Opportunity

**PII** – Personally Identifiable Information

**RGO** – Recreation Grants Online

**SAM** - System for Award Management

**TPWD** - Texas Parks and Wildlife Department

**TXGMS** - Texas Grant Management Standards

**UEI** - Unique Entity Identifier

## Introduction

### Purpose

The purpose of this manual is to provide an overview of the standards and requirements for the application, evaluation and award of all grants administered by the Texas Parks and Wildlife Department’s Recreation Grants Branch. The

Recreation Grants Manual is adopted by reference under the Texas Administrative Code Title 31; Part2; Rule 61.132 and replaces the previous Local Park Grants Manual PWD RP P4000-1445.

## Authority

TPWD authority for the Recreation Grants Programs is provided in the following State Statutes:

1. Parks and Wildlife Code Chapter 11 Subchapter C Special Accounts
2. Parks and Wildlife Code Chapter 13 Subchapter D Participation in Federal Programs
3. Parks and Wildlife Code Chapter 24 State Assistance for Local Parks
4. Parks and Wildlife Code Chapter 29 Off-Highway Vehicle Trail and Recreational Area Program
5. Tax Code Subchapter M Disposition of Proceeds
6. General Appropriations Act

## About Recreation Grants Branch

The Recreation Grants Branch is housed within the State Parks Division and supports the Texas Parks and Wildlife Department mission by administering federal and state grant funds to manage and conserve the natural and cultural resources of Texas and to provide hunting, fishing and outdoor recreation opportunities for the use and enjoyment of present and future generations. This is accomplished by providing competitive state and federal grant funding opportunities to eligible entities throughout Texas.

The Recreation Grants Branch adheres to the TPWD's core values of Stewardship, Service, Excellence, Integrity and Teamwork by striving to fulfill our Vision:

*"We will be the leaders in recreational grants management while delivering the highest quality customer service.*

*We will be agents of positive change by providing access to sustainable recreational opportunities for the wellness and enjoyment of all people.*

*We will manage our resources responsibly, inspiring generations of future stewards."*

The Branch's grant opportunities come from both state and federal funding sources. Each funding source provides unique guidance; therefore, it is not possible to streamline all aspects of the grant process. This manual captures those areas where the Recreation Grants Branch identified or established commonalities across programs.

Grant funding administered by the Recreation Grants Branch is divided into five main programs. Each program includes one or more grant opportunities and/or funding sources; each with their own standards and requirements for application, evaluation, and award. Program specific requirements can be found in the Program Guidance Manuals for each located under Information in the [Recreation Grants Online Resources](#) menu.

The five main programs and the various grant opportunities are listed below:

1. Boating Grants Program
  - a. Boating Access Grant
  - b. Boating Infrastructure Grant
  - c. Clean Vessel Grant
2. Community Outdoor Outreach Program Grants
3. Local Park Grants Program
  - a. Urban and Non-urban Outdoor Recreation Grants
  - b. Urban and Non-urban Indoor Recreation Grants
  - c. Small Community Recreation Grants

- d. Outdoor Recreation Legacy Partnerships Grants
  - e. Readiness and Environmental Protection Integration – Readiness and Recreation Initiative Grants
- 4. Recreational Trails Grants Program
  - a. Non-motorized Recreational Trails Grants
  - b. Motorized Recreational Trails Grants
  - c. Motorized OHV Decal Grants
- 5. Target Range Grants Program

## Compliance

### Laws, Policy and Guidance

Although each grant opportunity has unique rules, all grants must conform to the following laws, policies, and guidance as applicable:

1. Texas Government Code Chapter 783 Uniform Grant and Contract Management apply to state and local governments.
2. Texas Grant Management Standards (TXGMS) applies to those grants and contracts governed by Chapter 783 of the Texas Government Code. To further consistency and accountability across federal and state grant programs, TPWD applies the TXGMS to all entities that receive grant funds regardless of whether TXGMS is mandated by statute.
3. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) apply to all federal grants.

When state funds are allocated to a federal grant program, federal laws, policy and guidance will apply. Exceptions to this may occur when state and federal law, policy or guidance conflicts with one another. In that case, the Director of Recreation Grants will consult with TPWD legal counsel.

To ensure a seamless adoption of changes to state and federal laws and regulations, this document is automatically amended to include all modifications to any associated state or federal regulations that occur after the publication date.

### Conflict of Interest Standards

The applicant must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts. No employee, officer, or agent, board member with real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by the award. A conflict of interest includes when the employee, officer, agent, or board member, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or tangible personal benefit from an entity considered for a contract. An employee, officer, agent, and board member of the recipient may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors. However, an unsolicited item of nominal value may be accepted under a written policy of the recipient.

If the recipient has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian Tribe, the recipient must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest mean that because of relationships with a parent company, affiliate, or subsidiary organization, the recipient is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

## Reporting Suspected Fraud and Unlawful Conduct

Recipient represents and warrants that it will comply with Section 321.022 of the Texas Government Code which requires that suspected fraud and unlawful conduct be reported to the State Auditor's Office.

## Mandatory Disclosures

An applicant, recipient, or subrecipient of a Federal award must promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code or a violation of the civil False Claims Act ([31 U.S.C. 3729-3733](#)). The disclosure must be made in writing to the Federal agency, the agency's Office of Inspector General, and pass-through entity (if applicable). Recipients and subrecipients are also required to report matters related to recipient integrity and performance in accordance with [Appendix XII to Part 200](#). Failure to make required disclosures can result in any of the remedies described in [§ 200.339](#). (See also [2 CFR part 180](#), [31 U.S.C. 3321](#), and [41 U.S.C. 2313](#).)

## Standard Financial Management Conditions

The term "financial management conditions" refers to generally applicable policies and procedures for the accounting, reporting, and management of funds that state agencies require Recipients to follow in the administration of grants and contracts. The financial management conditions vary depending on the funding source and type of transaction. Therefore, the Standard Financial Management Conditions are categorized according to federal grant programs and state grant programs. Failure to follow a state or federal law applicable to the disbursement of grant funds may subject the Recipient to statutory, common law, and contractual remedies that may include administrative action, suspension of grant payments, termination, and ineligibility for future grants.

## Federal Grant Programs

For federally funded grant programs administered by the State, a subrecipient must comply with the Standard Financial Management Conditions that comprise the following:

- (1) the federal program legislation as well as any associated regulations and program-specific policy statements issued by the Federal awarding agency,
- (2) the Uniform Guidance and any applicable Federal awarding agency regulations located in Subtitle B of Title 2 of the Code of Federal Regulations,
- (3) as permitted by the Uniform Guidance, a state agency's subaward may include additional specific award conditions, and
- (4) requirements the state agency imposes on the subrecipient in order for the state agency to meet its own responsibility to the Federal awarding agency (e.g., the applicable terms and conditions of the Federal agency's award).

In addition, recipients must comply with applicable state law and fiscal policy in the administration of federal grant programs.

## State Grant Programs

For grant programs wholly funded by the State, a Recipient under a grant from a state agency must comply with the Standard Financial Management Conditions in the [Texas Grant Management Standards](#) published by the Texas Comptroller's Office.

### Statutory and Policy Requirements

The Recipient is responsible for complying with all requirements of the state award. The Recipient must manage and administer the state award in a manner to ensure that funding provided through the state award is expended and associated programs are implemented in full accordance with state law and public policy requirements.

### Financial Management

Each recipient must expend and account for the state award in accordance with applicable laws for expending and accounting for the recipient's funds. All recipient financial management systems, including records documenting compliance with applicable statutes, regulations, and the terms and conditions of the state award, must be sufficient to permit the preparation of reports required by the terms and conditions, and tracking expenditures adequate to establish that funds have been used in accordance with the applicable laws, rules, and terms and conditions of the state award. The recipient's financial management system must provide for the following:

- (1) Identification of all state awards received and expended and the state programs under which they were received. State program and state award identification must include, as applicable, the state award identification number, year the state award was issued, and name of the state agency or pass-through entity.
- (2) Accurate, current, and complete disclosure of the financial results of each state award or program in accordance with the reporting requirements in the Financial Reporting and Monitoring and Reporting Program Performance sections of TXGMS.
- (3) Maintaining records that sufficiently identify the amount, source, and expenditure of state funds for state awards. These records must contain information necessary to identify state awards, authorizations, obligations, unobligated balances, as well as assets, expenditures, income, and interest. All records must be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and assets. The recipient must safeguard all assets and ensure they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each state award.
- (6) Written procedures to implement the requirements of the Payment section of TXGMS.
- (7) Written procedures for determining the allowability of costs in accordance with the TXGMS Cost Principles section and the terms and conditions of the state award.

### Internal Controls

The Recipient must:

- (1) establish, document, and maintain effective internal control over the award that provides reasonable assurance that the recipient is managing the award in compliance with statutes, rules, and the terms and conditions of the award;
- (2) comply with statutes, rules, and the terms and conditions of the award;
- (3) evaluate and monitor compliance with statutes, rules, and the terms and conditions of awards;
- (4) take prompt action when instances of noncompliance are identified; and
- (5) take reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information (PII) and other types of information.



## Cost Principles

### General Provisions

The application of these Cost Principles is based on the following fundamental premises:

- (1) The Recipient is responsible for the efficient and effective administration of the award through sound management practices.
- (2) The Recipient assumes responsibility for administering grant funds in a manner consistent with state and federal statutes, regulations, and the terms and conditions of the award.
- (3) The Recipient is responsible for employing organization and management techniques necessary to ensure the proper and efficient administration of the award.
- (4) The accounting practices of the Recipient must be consistent with these cost principles and support the accumulation of costs as required by these cost principles, including maintaining adequate documentation to support costs charged to the award.
- (5) The Recipient may not earn or keep any profit resulting from financial assistance, unless explicitly authorized by law and the terms and conditions of the award.

### Allowability of Costs

Except where otherwise authorized by statute, costs must meet the following criteria to be allowed under awards:

- (1) Be necessary and reasonable for the performance of the award and be allocable thereto under these principles
- (2) Conform to any limitations or exclusions set forth in these principles or in the award as to types or amount of cost items.
- (3) Be consistent with policies and procedures that apply uniformly to both grant-financed and other activities of the Recipient.
- (4) Be accorded consistent treatment. For example, a cost must not be assigned to a state or federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the state or federal award as an indirect cost. (No double dipping.)
- (5) Be determined in accordance with GASB standards.
- (6) Be adequately documented.

### Reasonable Costs

A cost is reasonable if it does not exceed an amount that a prudent person would incur under the circumstances prevailing when the decision was made to incur the cost. In determining the reasonableness of a given cost, consideration must be given to the following:

- (1) whether the cost is generally recognized as ordinary and necessary for the Recipient's operation or the proper and efficient performance of the award;
- (2) the restraints or requirements imposed by such factors as sound business practices; arm's-length bargaining; federal, state, local, tribal, and other laws and regulations; and terms and conditions of the award;
- (3) market prices for comparable costs for the geographic area;

(4) whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the organization, its employees, the public at large, and the state or federal government; and

(5) whether the cost represents a deviation from the Recipient's established written policies and procedures for incurring costs.

### Allocable Costs

The cost is allocable to an award if the cost is assignable to that award in accordance with the relative benefits received. This standard is met if the cost satisfies any of the following criteria:

- (1) is directly related or incurred specifically for the award;
- (2) benefits both the award and other work of the Recipient and can be distributed in proportions that may be approximated using reasonable methods; or
- (3) is necessary to the overall operation of the Recipient and is assignable in part to the award in accordance with these cost principles.

### Application

Notice of Funding Opportunities are announced via the Recreation Grants E-newsletter. Sign up on our website: [Texas Parks and Wildlife Department](#)

### Recreation Grants Online

Recreation Grants Online (RGO) is an integrated grants management system. All competitive grant opportunities offered by the Branch are made available and administered through [Recreation Grants Online](#).

The Recreation Grants Branch will not accept or evaluate a project proposal that is not submitted via [Recreation Grants Online](#).

### Resolution

A resolution, motion or similar action must be adopted or passed as an official act of the applicant's governing body, and must contain the following, as applicable :

1. Authorizes the filing of the application, including all understandings and assurances contained therein.
2. Directing and authorizing the person identified as the official representative, or the designee of Recipient to act in connection with the application and to provide such additional information as may be required.
3. Certifying that sufficient funds are available to meet its share, if any, of the cost of the project.
4. Certifying that acquired or developed areas will be operated and maintained at the expense of the subdivision for public outdoor/indoor recreation use.
5. Any program specific requirements listed in the grant program guidance manual.

### Eligibility

The Branch will not score an application that is submitted by an ineligible entity.

The Branch will not score an application that is not administratively complete. An administratively complete application is an application that is in substantive compliance with the requirements determined by the Branch.

If an applicant is compliant with the conditions of previous grant agreements with TPWD, the application will be reviewed and considered for funding. If the applicant is not in compliance with previous grant agreements, Branch Management may request the applicant submit an action plan for addressing deficiencies or problematic issues. If the applicant is unable to provide, to Branch Management's satisfaction, evidence that the deficiencies or problematic issues in question can or will be resolved, TPWD may choose not to score the application or consider it further.

## Evaluation

The grant evaluation process is designed to ensure a fair and equitable evaluation of all applications for grant assistance. All applications are initially reviewed for eligibility by Branch staff. All eligible applications are then ranked by a review committee according to the priorities or scoring criteria for that grant program. Grant review committee members may come from inside or outside the agency and must sign a conflict-of-interest disclosure prior to participation. The committee recommendations are sent through the appropriate TPWD signature and approval process. Each grant application must follow the evaluation and approval requirements set forth in that grant program's laws, policies, and guidance.

Applications for grants shall be scored according to the provisions of the grant program applied and shall be ranked in relation to the scores of other applications under consideration.

Once approved by TPWD, federally funded awards must be submitted to the federal awarding agency for final approval. State funded grants will move directly into the award phase.

## Pre-Award Risk Review of Applicants

Prior to making an award, TPWD must review the risk posed by grant applicants. As part of the pre-award risk review, TPWD may review eligibility qualifications and financial integrity information available through government repositories such as the System for Award Management (SAM.gov). Awards may not be made to entities that are subject to suspension or debarment as indicated on the Texas Debarred Vendor List or System for Award Management.

This assessment helps identify risks that may affect the advancement toward or the achievement of a project's goals and objectives. Risk assessments assist grant program managers in determining appropriate resources and time to devote to project oversight and monitor recipient progress. If TPWD determines that a subaward will be made, specific conditions that correspond to the degree of risk assessed may be applied to the award. In evaluating risks posed by applicants, TPWD may consider the following:

- (a) financial stability;
- (b) the applicant's record of effectively managing financial risks, assets, and resources;
- (c) quality of management systems and ability to meet the management standards;
- (d) the applicant's record of managing previous and current awards, including compliance with reporting requirements and conformance to the terms and conditions of state and federal awards, if applicable;
- (e) reports and findings from audits performed, if applicable; and
- (f) the applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on the grantee via the award.

## Award

### Pre-Agreement Elements Required

During the pre-agreement phase, programmatic and/or financial documentation may be requested from the grantee through the RGO system. Specific to each grant program, the project may also enter an environmental evaluation process during this phase.

### Agreement Process

During the award phase, a grant agreement is produced using a template approved by the TPWD's Legal Division.

The Recipient must enter into a written grant agreement with TPWD. The terms and conditions of the grant agreement with the Recipient must address, as applicable, the following: Uniform Assurances, Standard Financial Management Conditions, program legislation, program specific requirements, relevant public policy requirements, including General Appropriations Act provisions, and specific conditions tailored to the Recipient.

### Revision of Budget and Grant Agreement

The Recipient is required to report deviations from the approved budget, project or program scope, or objective, and request prior written approval from TPWD for budget and program plan revisions. The Recipient must request prior written approval from TPWD for one or more of the following programs and budget-related reasons:

- (1) Change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval).
- (2) Change in key personnel (including employees and contractors) that are identified by name or position in the award.
- (3) The disengagement from a project for more than three months, or a 25 percent reduction in time and effort devoted to the award over the course of the period of performance, by the approved project director or principal investigator.
- (4) The inclusion of costs that require prior approval in accordance with TXGMS.
- (5) The transfer of funds budgeted for participant support costs to other budget categories.
- (6) Subaward activities not proposed in the application and approved in the award.
- (7) Changes in the total approved cost sharing amount.
- (8) The need arises for additional funds to complete the project.
- (9) Transferring funds between the construction and non-construction work under the award.
- (10) A no-cost extension (meaning an extension of time that does not require the obligation of additional funds) of the period of performance.
- (11) Other circumstances specified in the award.

### Payments

TPWD distributes grant money on a reimbursement basis within 30 calendar days after receipt of a complete and correct request for payment. TPWD will notify the Recipient of an error in a request for payment, including incomplete supporting

documentation, no later than the 21<sup>st</sup> day after the date the invoice is received. Exceptions to this rule may be made during holidays or at the end of the Fiscal Year.

Under limited circumstances, Recipients may request an advance payment. Grant payments by the advanced method involve TPWD providing funds to the Recipient before expenses are incurred. This method is used to provide Recipients with upfront cash flow to support their projects. The advance payment is currently available on a case-by-case basis and must be reviewed by the Recreation Grants Director for approval. If approved, funds must be spent within three months. Supporting documentation must be submitted to TPWD prior to any future grant payments.

For more detailed information, please refer to the Recreation Grants Branch Payment Guidance document found under the resources tab in RGO.

## Reporting

Recipients must submit quarterly performance reports 30 calendar days after the reporting period unless otherwise specified in the award. Final performance reports are due 90 calendar days after the conclusion of the period of performance for construction grants and 45 calendar days for the Community Outdoor Outreach Program grants.

Reports must be submitted through Recreation Grants Online.

When a significant development that could impact the award occurs between performance reporting due dates, the Recipient must notify TPWD. Significant developments include problems, delays, or adverse conditions that will impact the Recipient's ability to meet milestones or the objectives of the award. When significant developments occur, the Recipient must include information on their plan for corrective action and any assistance needed to resolve the situation. TPWD may conduct in-person or virtual site visits as warranted.

## Period of Performance

A Recipient may charge to the award only allowable costs incurred during the period of performance and any costs incurred before TPWD made the award that were authorized by TPWD.

## Close Out

TPWD will close out the award when it determines that all applicable administrative actions and all required work of the award have been completed by the Recipient. Closeout activities include the following:

- (1) The Recipient must submit all required reports.
- (2) The Recipient must liquidate all obligations incurred under the award no later than the liquidation date indicated in the award or 90 calendar days after the conclusion of the period of performance for construction grants and 45 days for the Community Outdoor Outreach Program grants.
- (3) Closeout activities are not complete if payment by TPWD to the Recipient is outstanding for allowable reimbursable costs under the award being closed out.
- (4) The Recipient must promptly refund any unobligated funds that TPWD paid and that are not authorized to be retained.
- (5) Consistent with the terms and conditions of the award, TPWD must make all necessary adjustments to the state share of costs after closeout reports are received (for example, to reflect the disallowance of any costs or the de-obligation of an unliquidated balance).

(6) The Recipient must account for any property acquired with state grant funds in accordance with the Property Standards and Performance and Financial Monitoring and Reporting sections of the TXGMS; or with the Property Standards 2 CFR 200.310 – 200.316 for property acquired with federal grant funds.

## Collection of Amounts Due

Any state or federal funds paid to the Recipient in excess of the amount that the Recipient is determined to be entitled to under the award constitute a debt to the State of Texas.

## Remedies for Noncompliance

### Additional Specific Conditions and Corrective Action

TPWD may implement specific conditions if the Recipient fails to comply with statutes, rules, or the terms and conditions of the award, under the following circumstances:

- (1) when a Recipient has a history of failure to comply with the terms and conditions of awards;
- (2) when a Recipient fails to meet expected performance goals contained in award; or
- (3) when a Recipient has inadequate financial capability to perform the award.

Specific conditions may include the following:

- (1) requiring payments as reimbursements;
- (2) withholding authority to proceed to the next phase until receipt of evidence of acceptable performance;
- (3) requiring additional or more detailed financial reports;
- (4) requiring additional project monitoring;
- (5) requiring the Recipient to obtain technical or management assistance; or
- (6) establishing additional prior approvals.

Prior to imposing specific conditions, TPWD will notify the Recipient as to:

- (1) the nature of the specific conditions;
- (2) the reason why the specific conditions are being imposed;
- (3) the nature of the action needed to remove specific conditions;
- (4) the time allowed for completing the actions; and
- (5) the method for requesting TPWD to reconsider imposing a specific condition.

Once the circumstances that prompted the imposition of the specific conditions have been corrected, TPWD will remove the specific condition(s) upon written request of the Recipient. If TPWD determines that noncompliance cannot be remedied by imposing additional conditions, TPWD may take one or more of the following actions, as appropriate in the circumstances:

- (1) Temporarily withhold payments until the Recipient takes corrective action;
- (2) Disallow costs for all or part of the activity associated with the noncompliance;

- (3) Suspend or terminate the award in part or in its entirety;
- (4) Withhold further grant funds (new awards or continuation funding) for the project or program; and
- (5) Pursue other legally available remedies.

## Termination

The state award may be terminated in part or in its entirety as follows:

- (1) By TPWD if the Recipient fails to comply with the terms and conditions of the award.
- (2) By TPWD with the consent of the Recipient, in which case the two parties must agree upon the termination conditions. These conditions include the effective date and, in the case of partial termination, the portion to be terminated.
- (3) By the Recipient upon sending TPWD a written notification of the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if TPWD determines that the remaining portion of the award will not accomplish the purposes for which the award was made, TPWD may terminate the award in its entirety.
- (4) By TPWD for cause.
- (5) By TPWD for convenience.

## Notification of Termination Requirement

TPWD will provide written notice of termination to the Recipient unless the award is being terminated by the Recipient. If the Recipient initiates the termination of the award, then the recipient must provide written notice of the termination to TPWD. The written notice of termination should include the reasons for termination, the effective date, and the portion of the award to be terminated, if applicable.

## Opportunity to Object or Appeal

Upon initiating a remedy for noncompliance (for example, disallowed costs, a corrective action plan, or termination), TPWD will provide the Recipient with an opportunity to object and provide information challenging the action.

## Effects of Suspension and Termination

Costs to the Recipient resulting from obligations incurred by the Recipient during a suspension or after the termination of an award are not allowable unless TPWD expressly authorizes them in the notice of suspension or termination or subsequently. However, costs during suspension or after termination are allowable if:

- (1) the costs result from obligations that were properly incurred by the Recipient before the effective date of suspension or termination, and not in anticipation of it; and
- (2) the costs would be allowable if the award was not suspended or expired normally at the end of the period of performance in which the termination takes effect.

## Post Award

### Audits

A Recipient that expends \$1,000,000 or more during its fiscal year in state or federal awards must have either a Financial Audit or Program-specific Audit conducted for that year in accordance with audit requirements in the TXGMS or 2 CFR

200. TPWD may also require an independent audit to be conducted based on factors other than monetary threshold. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards (GAGAS).

A Recipient that is exempt from state audit requirements must keep its records available for review or audit by appropriate officials of TPWD and the Texas State Auditor's Office. Required audits will be conducted on an annual basis. If the auditee is required by statute to undergo its audits less frequently than annually, then the auditee shall perform its audit biennially.

Instead of a Financial Audit or Program specific Audit, TPWD, at its discretion, may accept the single audit of the Recipient prepared in compliance with the Uniform Guidance if TPWD determines that the federal single audit sufficiently addresses internal controls and other grant requirements as they relate to the particular state award.

### Records Retention

The Recipient will maintain and retain records pertinent to the award (e.g., financial records, performance records, supporting documents) until the third anniversary of the later date of the grant completion or expiration, or the resolution of all issues that arose from any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the grant or documents.

TPWD, the State Auditor's Office, or any of their authorized representatives, must have the right of access to any documents, papers, financial statements, or other records of the Recipient that are pertinent to the award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the Recipient's personnel for the purpose of interview and discussion related to such documents. This right of access is not limited to the required retention period but lasts as long as the records are retained.

### Post-Closeout Adjustments and Continuing Responsibilities

The closing out of the award does not affect any of the following:

- (1) The right of TPWD to disallow costs and recover funds based on a later audit or review. However, TPWD must make determinations to disallow costs and notify the Recipient within the record retention period.
- (2) The Recipient's obligations to return funds or right to receive any remaining and available funds as a result of refunds, corrections, final indirect cost rate adjustments, or other transactions.
- (3) Audit Requirements of TXGMS or 2 CFR 200.
- (4) Property management and disposition requirements specified in the award.
- (5) Records retention as required.
- (6) Any program specific requirements listed in the grant program guidance manual.



## Contact Information

Main Phone Line	512-389-8224
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Website	<a href="https://tpwd.texas.gov/business/grants/recreation-grants/">https://tpwd.texas.gov/business/grants/recreation-grants/</a>
Apply/Manage	<a href="https://tpwd-recgrants.intelligrants.com">https://tpwd-recgrants.intelligrants.com</a>
Grant Email Updates	<a href="https://public.govdelivery.com/accounts/TXPWD/subscriber/new?topic_id=TXPWD_299">https://public.govdelivery.com/accounts/TXPWD/subscriber/new?topic_id=TXPWD_299</a>

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