



**TEXAS STATE LIBRARY**  
**AND**  
**ARCHIVES COMMISSION**

## Notice of Funding Opportunity State Fiscal Year (SFY) 2020



### Regional ILS Cooperative Grant Program Guidelines

**Application Due Date:**  
Friday, March 8, 2019

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**Comments regarding the programs and services of the  
Texas State Library and Archives Commission can be addressed to:  
Director and Librarian**

P. O. Box 12927 ♦ Austin, Texas 78711-2927  
512-463-5460 ♦ 512-463-5436 fax

*Cover photo: Courtesy of Bigstock Photo.*

## A. Program Description

### Goals and Purposes – 13 Texas Administrative Code (TAC) §2.310

This grant program provides funds for programs that establish or enhance cooperative services among libraries that are members of the TexShare Library Consortium or the Texas Library System, or these libraries and community organizations. Programs must emphasize improved services by the participating entities to their customers and be designed as a multi-year cooperative program.

In FY 2020, this grant award will consider only proposals that provide electronic and other linkages between and among all types of libraries. Specifically, we urge applications for new projects seeking to establish shared integrated library systems (ILS) between multiple library jurisdictions.

The programs must also address state needs and goals as identified in the 2019-2022 LSTA 5-Year Plan ([https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/pubs/lstaplan/LSTA 2019-2022-final plan FINAL.pdf](https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/pubs/lstaplan/LSTA%2019-2022-final_plan_FINAL.pdf)).

#### *Needs*

- All Texans and Texas communities need access to Internet-connected resources and services and support to use the resources and services to meet individual and community needs.
- Texans of all ages need access to resources and services that promote and enhance literacy and further formal and informal learning.

#### *Goals*

- Texans will have access to shared library resources to meet their educational and informational needs.
- Texans and Texas communities will have access to Internet-connected resources and services through Texas libraries to meet community and personal goals and the support needed to use the resources and services successfully.

The purpose is not for collection development or other activities primarily focused on the acquisition of library materials or resources, or digitization projects.

## B. Award Information

Approximately \$100,000 is expected to be available, subject to approval by the Texas State Library and Archives Commission and the availability of funds. Funding is provided by the U.S. Institute of Museum and Library Services (IMLS) as a subaward of IMLS' Grants to States program under the Library Services and Technology Act.

Federal Award Identification Number (FAIN): LS-00-19-0044-19

Catalog of Federal Domestic Assistance (CFDA) Number: 45.310 Grants to States

### Maximum Award

Applications of all sizes are encouraged. While the request may be part of a larger program, awards will not exceed \$75,000.

### Length of Funding

Funding will be for one state fiscal year (September 1, 2019–August 31, 2020). Successful applicants are eligible to apply for grant funds for the two years following the initial grant period for a total of three consecutive years of funding.

## C. Eligibility Information

Through their governing authority, accredited public libraries, local public library systems, libraries that are members of the TexShare Library Consortium, or non-profit organizations that are applying on behalf of accredited libraries and/or TexShare members, are eligible to apply for funds. Public library applicants must be accredited by the Texas State Library and Archives Commission for the fiscal year in which the grant contracts are issued.

There is no requirement for cost sharing, matching funds, or cost participation with this grant program.

Applicants may only submit one application for consideration under the Regional ILS Cooperative Grant program per funding cycle.

Successful applicants may be eligible to apply for grant funds for the two years following the initial grant year depending on funding availability. The second and third applications will be evaluated with the same criteria as new applications. No applicant will be eligible for a fourth year of funding for the same project.

### Eligible Expenses

This grant program may fund costs for staff, equipment\*\*, capital expenditures, supplies, professional services, and other typical operating expenses, as permitted by 13 TAC §2.116 (Uniform Grants Management Standards). The grant may also cover indirect costs as permitted in 2 CFR 200.

The purpose of this grant is *not* for collection development or other activities primarily focused on the acquisition of library materials or resources, or digitization projects, except as noted in the grant guidelines.

*\*\* Equipment costing \$5,000 or more per unit will require approval from IMLS before purchase.*

### Ineligible Expenses

This grant program will NOT fund the following costs:

- a. Building construction, renovation, or repair, including fixtures and services
- b. Food, beverages, or food delivery equipment or services
- c. Awards, honoraria, prizes, or gifts
- d. Equipment or technology not specifically needed to carry out the goals of the grant
- e. Transportation/travel for participants or non-grant funded personnel
- f. Databases currently offered or similar to ones offered by the agency (i.e., a magazine index database may not be purchased if a comparable one is provided by the agency)
- g. Collection development purchases not targeted directly to the grant goals nor integral to the service program
- h. Advertising or public relations costs not directly related to promoting awareness of grant-funded activities
- i. Performers or presenters whose purpose is to entertain rather than to educate
- j. Other expenses as excluded in the guidelines

## D. Application and Submission Information

TSLAC strongly encourages potential applicants to attend or review the archives of two webinars to learn more about the competitive grant programs and process ([www.tsl.texas.gov/ld/workshops/webinars/index.html](http://www.tsl.texas.gov/ld/workshops/webinars/index.html)):

- *2020 Funding Opportunities — TSLAC Competitive Grants* — Wednesday, January 16, 2019; 10:30-11:30 a.m.
- *Applying for TSLAC Competitive Grants: What You Need to Know for FY 2020* — Wednesday, January 23, 2019; 1:30-3 p.m.

### Project Development and Draft Review

The Texas State Library and Archives Commission (TSLAC) recommends that applicants discuss their projects with TSLAC staff before developing a proposal. TSLAC consultants are available to help throughout application development and in determining the best grant program for your project. For more information, contact Erica McCormick at 512-463-5527 or via e-mail at [grants@tsl.texas.gov](mailto:grants@tsl.texas.gov).

TSLAC also strongly encourages applicants to submit a draft of the proposal to TSLAC for review. TSLAC has created a Microsoft® Word® grant application template, available on the TSLAC website at <https://www.tsl.texas.gov/ld/funding/index.html> for applicants to use in preparing a draft which can then be used to populate the online application.

To allow adequate time to review the draft proposal, submit the draft via e-mail to [grants@tsl.texas.gov](mailto:grants@tsl.texas.gov), with the subject line “2020 Draft Proposal,” **by Wednesday, February 13, 2019.**

### Grant Management System (GMS) Access

TSLAC uses a grant management system or GMS that enables applicants to apply for grants electronically through a web portal at <https://grants.tsl.texas.gov>. Applications and required documents must be submitted in GMS by the due date to be eligible for consideration. To submit your application online, you must have an active GMS account. To create or activate an account, please have your library director submit a contact import form ([https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/funding/lsta/Contact\\_Import\\_Template.xls](https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/funding/lsta/Contact_Import_Template.xls)) to [grants@tsl.texas.gov](mailto:grants@tsl.texas.gov). The e-mail should reference “GMS Access” in the subject line. TSLAC staff will review the request and grant appropriate access.

If needed because of difficulty using the Internet or for other accessibility reasons, potential applicants may request paper copies of materials from Erica McCormick, TSLAC Grants Administrator, at 512-463-5527, via e-mail at [grants@tsl.texas.gov](mailto:grants@tsl.texas.gov).

### Application Components

The grant application consists of the following components to be submitted in GMS (unless noted):

1. Application certification form (print, sign, and upload)
2. Program narrative and budget
3. Children’s Internet Protection Act (CIPA) certification form (print, sign, and upload)
4. Letters of cooperation — If the project is collaborative in nature, letters of cooperation indicating commitment of time, funds, volunteers, or other resources must be submitted from all participating organizations. Letters should be addressed to Erica McCormick, Grants Administrator, TSLAC, P. O. Box 12927, Austin, Texas 78711-2927. Applicants are encouraged to upload letters in GMS.
5. Letters of support (optional) — A maximum of three (3) letters of general support may also be submitted. Letters should be addressed to Erica McCormick, Grants Administrator, TSLAC, P. O. Box 12927, Austin, Texas 78711-2927. Applicants are encouraged to upload letters in GMS.

## Other requirements

Before submitting an application, the applicant organization must have a current and active D-U-N-S® Number and SAM.gov (System for Award Management) registration. Check your materials and registrations well in advance of the application deadline to ensure that they are accurate, current, and active.

If your D-U-N-S® and SAM registrations are not active and current at the time of submission, your proposal will be rejected; if they are not active and current at the time of an award, your proposal cannot be funded.

Information on how to obtain a DUNS number may be found on D&B's website ([fedgov.dnb.com/webform](http://fedgov.dnb.com/webform)) or by calling D&B, toll-free, at 866-705-5711. Information regarding SAM registration may be found at [www.sam.gov](http://www.sam.gov). Obtaining a DUNS number and registering in SAM.gov is free.

## Who can submit the online application?

Any individual authorized to use GMS and having the correct security role will be able to submit the application in GMS. Applicants will still be required to submit the signed application certification in GMS. The application certification must be signed by an individual authorized to enter into contracts with the State of Texas (e.g., county judge, city manager, etc.).

## Deadline and Submission

Completed applications and ***all*** required documents must be submitted in GMS **by 11:59 p.m. Central Time, Friday, March 8, 2019**. *Please be advised that technical support will not be available after 5 p.m., Friday, March 8, 2019.*

If you are unable to submit your application and/or required documentation via GMS, you may submit documents via mail, e-mail, or fax. Please send to the attention of: **2020 Grants, Library Development & Networking Division**, via e-mail to [grants@tsl.texas.gov](mailto:grants@tsl.texas.gov), fax at 512-936-2306, or mail to Library Development & Networking Division, TSLAC, P. O. Box 12927, Austin, TX 78711, (TSLAC street address: 1201 Brazos, Austin, TX 78701).

**Late submissions may be considered for review on a case-by-case basis following the TSLAC protest procedures as outlined in Section F (13 TAC §2.55) and decision by the Director and Librarian.**

## Program Timeline

<b>January 2019</b>	Guidelines released
<b>February 13, 2019</b>	Draft proposals due to TSLAC for review (recommended, but not required)
<b>March 8, 2019</b>	Applications and required forms due in GMS
<b>April/May 2019</b>	Application packets evaluated by Grant Review Panel
<b>June 2019</b>	Applicants notified of Grant Review Panel recommendations
<b>August 2019</b>	Commission meets and approves projects; Contracts issued
<b>September 1, 2019</b>	Projects begin
<b>August 31, 2020</b>	Projects end

## E. Application Review Information

### Criteria for Award

This grant program is competitive. The Library Services and Technology Act (LSTA) Grant Review Panel will score proposals on the eight criteria listed below. The maximum number of points for each category is shown. The detailed scoring rubric that will be used by the LSTA Grant Review Panel is also included on the following pages.

It is expected that all parties in a collaborative partnership contribute resources (time, staff, resources, etc.) that go above and beyond their usual operating activities. **Provision of financial support only does not constitute formal cooperation but can be used as evidence of local support for the project. Additionally, contractual/vendor relationships are not considered as cooperative relationships.**

#### 1. Needs Assessment (15 points)

Describe why the program is needed, the program goals, and the targeted audience. Describe the greater community to be served using demographic statistics, library records, or surveys to support these statements. Attach letters of cooperation demonstrating commitment to the project from all agencies involved.

#### 2. Program Design (20 points)

Thoroughly describe the services, programs, and activities; describe the location where they will be offered; and explain how these services will attract shared library users. Collaborative projects have priority and inclusion of relevant community organizations is encouraged.

#### 3. Project Impact (15 points)

Describe the impact your project will have on library services and users regionally or statewide. This may include how the proposed project is a model program that would benefit other communities.

#### 4. Personnel (5 points)

Identify who will administer the funds and which positions will provide the services. List how much time will be spent in each position on assigned duties. List how the qualifications of each person relate to their job duties. Full job descriptions are required for new hires.

#### 5. Timetable (5 points)

Present a timetable for project activities within the project year (state fiscal year) (i.e., a list of actions with a date by which they will be accomplished). Provide verification that facilities will be available, equipment and materials delivered; and explain how staff will be hired and trained in time to carry out the services as planned.

#### 6. Evaluation (10 points)

Set achievable, measurable outcomes and present a reasonable method to collect data. Present a method to count users of the services, as well as measure the effectiveness of the service. Funded programs will be required to use outcomes-based evaluation methods and submit a completed IMLS Outcomes Logic Model template, which is downloadable from the application screen in the online application system (GMS). Funded programs will also be required to evaluate their programs in accordance with Legislative Budget Board (LBB) measures.

#### 7. Budget (20 points)

Provide a complete budget for the proposed project and fully justify the budget by describing how budgeted items will contribute to the project; identify a source for the stated costs (e.g., city pay classification for staff, catalog, city/county bid list for equipment, or vendor quote); costs are reasonable to achieve project objectives. If new staff members are to be hired, applicants should consider the time for a realistic hiring process to occur. There is no requirement for cost sharing, matching funds, or cost participation with this grant program.

#### 8. Sustainability (10 points)

Describe the resources that will be used to support the services developed through the grant in the future. A written commitment of future support from governing bodies is desirable, but not required.

## Peer Review (13 TAC §2.113)

- (a) The commission may use peer review panels to evaluate applications in competitive grant programs.
- (b) The director and librarian may select professionals, citizens, community leaders, and agency and library staff to evaluate grant applications. Peer reviewers must have appropriate training or service on citizen boards in an oversight capacity and may not evaluate grant applications in which there is, or is a possible appearance of, a conflict of interest.
- (c) The agency staff will distribute selected applications to reviewers and will provide written instructions or training for peer reviewers. Reviewers must complete any training prior to reviewing applications.
- (d) The reviewers score each application according to the review criteria and requirements stated in the grant guidelines.
- (e) Each peer review evaluation of an application for competitive grants shall be appropriately documented by the peer reviewer conducting the evaluation. The documentation shall include the scores assigned by the peer reviewer. The peer reviewer may also include comments that may be shared with the applicant.
- (f) To be eligible for review, each application must be submitted by the specified deadline with all required components and all necessary authorization signatures.

## Funding Decisions (13 TAC §2.114)

- (a) The agency staff will submit a recommended priority-ranked list of applicants for possible funding. Final approval of a grant award is solely at the determination of the Texas State Library and Archives Commission.
- (b) Applications for grant funding will be evaluated only upon the information provided in the written application.
- (c) The agency staff may negotiate with selected applicants to determine the terms of the award. To receive an award, the applicant must accept any additional or special terms and conditions listed in the grant contract and any changes in the grant application.
- (d) The agency staff will notify unsuccessful applicants in writing.

## Awarding of Grants (13 TAC §2.115)

The commission has the right to reject applications or cancel or modify a grant solicitation at any point before a contract is signed. The award of any grant is subject to the availability of funds.

## TSLAC Staff Responsibility (13 TAC §2.117)

The Texas State Library and Archives Commission (TSLAC) staff will review each application packet for the following:

- Legal eligibility of the institution to participate in this grant program and appropriate authorizing signature
- Conformance to the federal and state regulations pertaining to grants
- Inclusion of unallowable costs
- Errors in arithmetic or cost calculations
- Submission of all required forms
- Compliance with submission procedures and deadlines
- Relevance and appropriateness of the project design and activities to the purpose of the grant program



Agency staff will raise issues and questions regarding the needs, methods, staffing, and costs of the applications. Staff will also raise concerns regarding the relevance and appropriateness of the project design and activities to the purpose of the grant program. Staff comments will be sent to the grant review panel with the applications for consideration by the panel.

Applicants will be sent a copy of the staff comments to give applicants an opportunity to respond in writing. Applicants may not modify the grant proposal in any way; however, applicants' responses to staff will be distributed to the panel.

Applications with significant errors, omissions, or eligibility issues will not be rated. Applications in which the project design and activities are not relevant and appropriate to the purpose of the grant program will be ineligible.

Agency staff will be available to offer technical assistance to reviewers.

### **Grant Review Panel Responsibility (13 TAC §2.117)**

Applications will be scored using the following process:

- (1) The peer reviewers will review all complete and eligible grant applications forwarded to them by agency staff and complete a rating form for each. Each reviewer will evaluate the proposal in relation to the specific requirements of the criteria and will assign a value, depending on the points assigned to each criterion.
- (2) No reviewer who is associated with an applicant or with an application, or who stands to benefit directly from an application, will evaluate that application. Any reviewer who feels unable to evaluate a particular application fairly may choose not to review that application.
- (3) Reviewers will consider and assess the strengths and weaknesses of any proposed project only on the basis of the documents submitted. Considerations of geographical distribution, demographics, type of library, or personality will not influence the assessment of a proposal by the review panel. The panel members must make their own, individual, decisions regarding the applications. The panel may discuss applications. The panel's recommendations will be compiled from the individual assessments, not as the result of a collective decision or vote.
- (4) Reviewers may not discuss proposals with any applicant before the proposals are reviewed. Agency staff is available to provide technical assistance to reviewers. Agency staff will conduct all negotiations and communications with the applicants.
- (5) Reviewers may recommend setting conditions for funding a given application or group of applications (e.g., adjusting the project budget, revising project objectives, modifying the timetable, amending the evaluation methodology, etc.). The recommendation must include a statement of the reasons for setting such conditions. Reviewers who are ineligible to evaluate a given proposal will not participate in the discussion of funding conditions.
- (6) Reviewers will submit their evaluation forms to the agency. In order to be counted, the forms must arrive before the specified due date.

### **Decision Making Process (13 TAC §2.118)**

To be considered eligible for funding by the commission, any application must receive a minimum adjusted mean score of more than 60 percent of the maximum points available. To reduce the impact of scores that are exceedingly high or low, or otherwise outside the range of scores from other reviewers, agency staff will tabulate the panel's work using calculations such as an adjusted mean score.

- (1) Applications will be ranked in priority order by score for consideration by the commission.
- (2) If insufficient funds remain to fully fund the next application, the staff will negotiate a reduced grant with the next ranked applicant.
- (3) If the panel recommends funding an application that, for legal, fiscal, or other reasons, is unacceptable to the staff, a contrary recommendation will be made. The applicant will be informed of this situation prior to presentation to the commission and may negotiate a revision to the application. A positive recommendation to the commission will be contingent upon successfully completing these negotiations prior to the commission meeting.

- (4) If the panel is unable to produce a set of recommendations for funding, the agency staff will use the same evaluation procedures to develop recommendations to the commission.

## Multiple Applications (13 TAC §2.119)

Applicants for competitive grants may submit more than one grant application for different projects, in different grant programs. Applicants may not submit the same, or nearly the same, application in more than one grant category. Applicants may submit more than one grant application for a grant program if the grant program has specified categories for application and the proposals submitted are not the same, or nearly the same, project.

## Scoring Rubric

<b>Project Scoring Total in Eight Areas: 100 points</b>		
<p>Relevance and appropriateness of the project design and activities to the goals and purpose of the Library Cooperation grant program will be considered in the scoring of all criteria. Members of the LSTA Grant Review Panel may score each criterion as follows:</p> <p><b>0-1 points:</b> Project does not meet the goals and purposes of the Cooperation grant program.  <b>2-3 points:</b> Project partially meets the goals and purposes of the Cooperation grant program.  <b>4-5 points:</b> Project is a clear fit for the goals and purposes of the Cooperation grant program.</p>		
<b>1. Needs Assessment (Points: Raw score = 5 max, weight = 3; Final score = 15 max)</b>		
<p>Applicants describe why the program is needed, the program goals and audience. They describe the greater community to be served. They include demographic statistics, library records, or surveys to support these statements. They attach letters of cooperation showing commitment to the project from agencies to be involved.</p>		
0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> <li>Provides no evidence of need for program.</li> <li>Program goals and audience are not defined.</li> <li>Does not describe needs assessment process and/or how need was determined (i.e., no description of community served, demographic statistics, library records or evidence or surveys).</li> <li>If partners are part of the Project, no letters of support are provided.</li> </ul>	<ul style="list-style-type: none"> <li>Provides partial/some evidence of need for program.</li> <li>Program goals and audience are defined but show little to no connection to description of need.</li> <li>Needs assessment process seems vague and incompletely describes how stated need was determined.</li> <li>If partners are part of the Project, letters of support are provided.</li> </ul>	<ul style="list-style-type: none"> <li>Provides clear and convincing evidence of need for program and why they are best suited to meet this need.</li> <li>Program goals and audience are clearly connected to description of need.</li> <li>Clearly describes needs assessment process including how stated need was determined (e.g., statistics, records, surveys).</li> <li>If partners are part of the Project, letters of support are provided that clearly define roles and responsibilities of partnering agencies.</li> </ul>

**2. Program Design (Points: Raw score = 5 max, weight = 4; Final score = 20 max)**

Applicants thoroughly describe services, programs, activities; describe the location where they will be offered; and explain how these services will attract shared library users. Collaborative projects have priority and inclusion of relevant community organizations is encouraged.

0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> <li>• Services, programs and activities lack definition and are unclear. Project appears to lack direction and planning and does not relate to described needs.</li> <li>• Does not describe location(s) where project will be offered or is vague.</li> <li>• Does not describe how project services will attract library users.</li> <li>• Issue of collaboration not addressed.</li> </ul>	<ul style="list-style-type: none"> <li>• Services, programs and activities are defined. Project has direction and some relationship to described needs.</li> <li>• Location where services will be offered is described but does not clearly relate to project activities and described needs.</li> <li>• Describes how project services will attract library users.</li> <li>• Issue of collaboration addressed, even if not a collaborative project.</li> </ul>	<ul style="list-style-type: none"> <li>• Services, programs and activities are clearly defined, including timelines and resources required. Project shows evidence of clear direction and planning and strong relationship to described needs.</li> <li>• Location where services will be offered is described and clearly relates to project activities and described needs.</li> <li>• Clearly describes how project services will attract library users and ties to project activities and described needs.</li> <li>• Collaborative project; collaboration clearly addressed and described in full.</li> </ul>

**3. Project Impact (Points: Raw score = 5 max, weight = 3; Final score = 15 max)**

Applicants describe the impact their project will have on library services and users locally, as well as regionally or statewide. This may include how the proposed project is a model program that would benefit other regions of the state.

0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> <li>• Does not address any of the impacts the project may have on library services and library users.</li> <li>• Does not address larger issues that the project may address.</li> </ul>	<ul style="list-style-type: none"> <li>• Describes impact of the project but doesn't show an association with the library services and library users.</li> <li>• Addresses larger issues but does not tie these issues to local project.</li> </ul>	<ul style="list-style-type: none"> <li>• Describes both impact and measurable benefits the project will have on library services and library users.</li> <li>• Addresses larger issues clearly and ties them to local project.</li> </ul>

<b>4. Personnel (Points: Raw score = 5 max, weight = 1; Final score = 5 max)</b>		
Applicants identify who will administer the funds and which positions will provide the services. List how much time will be spent in each position on assigned duties. List how the qualifications of each person relate to their job duties. Full job descriptions are required for new hires.		
0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> <li>• Does not identify fiscal agent and which positions will provide services.</li> <li>• No description of time spent in each position. on assigned duties</li> <li>• No description of qualifications of key personnel.</li> <li>• No job descriptions for new hires.</li> </ul>	<ul style="list-style-type: none"> <li>• Fiscal agent identified without explanation and positions briefly described.</li> <li>• Time spent on project by each staff member briefly identified.</li> <li>• Some description of qualifications of key personnel.</li> <li>• Partial or seemingly incomplete job descriptions available for new hires.</li> </ul>	<ul style="list-style-type: none"> <li>• Fiscal agent identified with full explanation and positions that will provide the services fully described.</li> <li>• Time spent on project by each staff member identified and justified.</li> <li>• Describes qualifications of key personnel in detail, including experience with similar projects, and how each will contribute to the project's success.</li> <li>• Full job descriptions provided for new hires.</li> </ul>
<b>5. Timetable (Points: Raw score = 5 max, weight = 1; Final score = 5 max)</b>		
Applicants present a timetable for project activities within the fiscal year (i.e., a list of actions with a date by which they will be accomplished); provide verification that facilities will be available, equipment and materials delivered; and explain how staff will be hired and trained in time to carry out the services as planned.		
0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> <li>• Timetable is missing or incomplete (i.e., does not include a list of actions with specific target dates for completion).</li> <li>• No verification regarding facilities, equipment and/or materials.</li> <li>• No explanation of hiring or training of staff to carry out project in project period, if applicable.</li> </ul>	<ul style="list-style-type: none"> <li>• Timetable exists but is not clearly relevant to achieving the project goals.</li> <li>• Timetable seems unachievable within the project period.</li> <li>• Some verification regarding facilities, equipment and/or materials, but not clearly related to project.</li> <li>• Brief or incomplete explanation of hiring or training of staff to carry out project in project period.</li> <li>• No time given for staff to be hired, if applicable.</li> </ul>	<ul style="list-style-type: none"> <li>• Timetable includes a list of actions with specific target dates and is clearly relevant to achieving the established objectives.</li> <li>• Timetable seems achievable within the project period.</li> <li>• Use of facilities, equipment and/or materials fully explained and relevant to project and project goals.</li> <li>• Full explanation of hiring or training of staff that will allow project to be carried out during the project period.</li> <li>• Realistic timeline given for hiring of new staff, if applicable.</li> </ul>

6. Evaluation (Points: Raw score = 5 max, weight = 2; Final score = 10 max)		
<p>Applicants set achievable, measurable outcomes, and present a reasonable method to collect data. Applicants present a method to count users of the services as well as measure the effectiveness of the service.</p> <p><b>Note:</b> Some projects lend themselves to outcomes-based evaluation (OBE) better than others. TSLAC strongly encourages the use of OBE, but we do not require it for proposals, and points should not be deducted from strong evaluation plans that use outputs instead of outcomes when it is reasonable not to employ OBE.</p>		
0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> <li>• Does not include either project outputs or outcomes.</li> <li>• No method to collect data provided.</li> <li>• No method to count users of services or measure effectiveness of services.</li> <li>• Will not determine success of the project.</li> </ul>	<ul style="list-style-type: none"> <li>• Provides project outputs and/or outcomes but do not clearly relate to project.</li> <li>• Method to collect data provided.</li> <li>• Method to count users of service provided, but not to measure effectiveness of services.</li> <li>• Provides some indication of the success of the project.</li> </ul>	<ul style="list-style-type: none"> <li>• Clearly describes appropriate project outputs and/or outcomes.</li> <li>• Method to collect data is provided that clearly relates to project services and documented need.</li> <li>• Method to count users of services and measure effectiveness of service provided.</li> <li>• Will effectively determine success of the project and its impact.</li> <li>• Project evaluation can be used as model for other similar projects.</li> <li>• Project evaluation incorporates “best practices” from other similar projects.</li> </ul>
7. Budget (Points: Raw score = 5 max, weight = 4; Final score = 20 max)		
<p>Applicants provide a complete budget for the proposed project and fully justify the budget by describing how budgeted items will contribute to the project; identify a source for the stated costs (e.g., city pay classification for staff, catalog or city/county bid list for equipment); the costs are reasonable to achieve project objectives. If new staff members are to be hired, applicants consider the time for a realistic hiring process to occur.</p>		
0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> <li>• Budget table is incomplete.</li> <li>• Provides no narrative description (justification), beyond the budget column, of how funds will be spent.</li> </ul>	<ul style="list-style-type: none"> <li>• Budget table is complete.</li> <li>• Budget narrative description exists but does not clearly relate to the project and sources for costs are not stated.</li> <li>• Items listed in the budget description do not match those in the budget form.</li> <li>• Costs do not seem reasonable and description is unclear.</li> </ul>	<ul style="list-style-type: none"> <li>• Budget table is complete and clearly describes how the dollars will be used for the project.</li> <li>• Clearly identifies source of stated costs and justification for their reasonableness.</li> <li>• Items listed in the budget description match those in the budget form.</li> </ul>

<b>8. Sustainability (Points: Raw score = 5 max, weight = 2; Final score = 10 max)</b>		
Applicants describe the resources that will be used to support and sustain the services developed through the grant in the future. A written commitment of future support from governing bodies is desirable, but not required.		
0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> <li>• Description of resources used to support and sustain the project after grant completion is vague and unspecific.</li> </ul>	<ul style="list-style-type: none"> <li>• Some evidence of future support and sustainability described.</li> </ul>	<ul style="list-style-type: none"> <li>• Clear evidence of sustainability described.</li> <li>• A written commitment of future support from governing bodies is provided, if applicable.</li> </ul>

## F. Award Administration Information

### Notice of Award

Applicants will be notified of the grant review panel's recommendations via e-mail. The notification will include the applicant rankings, panel recommendation, panel comments and scores relevant to respective applications, and protest procedures, which are also included in this notice.

The panel recommendations will be submitted to the Texas State Library and Archives Commission at its August meeting for consideration and approval. Once the awards have been approved, successful applicants will receive instructions on how to proceed and mandatory training required for all TSLAC competitive grant recipients.

### Protest Procedure — Texas State Library and Archives Commission, 13 TAC §2.55

- (a) An aggrieved person who is not satisfied with a decision, procedure, or service received from the staff of the Texas State Library and Archives Commission or who is an actual or prospective bidder, grantee, or contractor aggrieved in connection with a solicitation, evaluation, or award may file a protest with the Director and Librarian in accordance with this rule.
- (b) A protest must be submitted to the Director and Librarian within 21 days after the person knows or should have known of the matter which is protested. The Director and Librarian has the discretion to allow a protest filed after 21 days if the protestant shows good cause for the late filing or if the protest raises an issue significant to the general policies and procedures of the commission.
- (c) The protestant shall mail or deliver a copy of the protest to all interested persons. The Director and Librarian will furnish a list of interested persons to a protestant. For protests of a competitive selection (bid, contract, or grant), interested persons shall include all persons who have submitted a bid, proposal, or application.
- (d) A protest must be in writing and identified as a protest under this section, and contain the following:
  - (1) A description of the protestant's interest in the matter
  - (2) The issue(s) to be resolved and remedy(s) requested
  - (3) The protestant's argument supporting the protest, including a statement of relevant facts and applicable law, specifying the statutes, rules, or other legal authority alleged to have been violated
  - (4) The protestant's affirmation that facts set forth in the protest are true
  - (5) A certification that a copy of the protest has been mailed or delivered to all interested persons
- (e) Upon receipt of a protest conforming to the requirements of this section, the commission shall not proceed with the solicitation, award, or contract until the protest is resolved, unless the Director and Librarian makes a written determination that delay would harm the substantial interests of the state.
- (f) The Director and Librarian has the authority to decide, settle, or resolve the protest and will make a written determination. The Director and Librarian may solicit written responses to the protest from other parties. The Director and Librarian shall inform the protesting party and other interested parties by letter of his determination, and how to appeal the determination to the commission.
- (g) An interested party may appeal the determination of the Director and Librarian. An appeal must be in writing and conform to paragraphs (1) - (3) of this subsection:
  - (1) The appeal must be received in the office of the Director and Librarian no later than 15 days after the date the determination is mailed to interested parties;
  - (2) A copy of the appeal must be mailed or delivered by the appealing party to all interested parties and contain a certification of mailing or delivery;
  - (3) The appealing party must state whether or not an opportunity is requested to make an oral presentation to the commission in open meeting.
- (h) The Director and Librarian shall refer the matter to the commission for their consideration at an open meeting.

- (i) The chair of the commission has the discretion to allow an appeal filed more than 15 days after the Director and Librarian's determination if the appealing party shows good cause for the late filing or if the appeal raises an issue significant to the general policies or procedures of the commission.
- (j) An interested party may file a response to an appeal of the determination of the Director and Librarian no later than seven days after the appeal is mailed or delivered.
- (k) Copies of the appeal and responses of interested parties, if any, shall be mailed to the commission by the Director and Librarian.
- (l) The chair of the commission has the discretion to decide whether or not a request for oral presentations will be granted and will set the order and amount of time for oral presentations that are allowed. The chair also has the discretion to decide whether presentations and written documents presented by Commission staff and interested parties will be allowed.
- (m) The commission will determine properly filed appeals and make its decision in open meeting. The commission shall vote to uphold or reverse the decision of the Director and Librarian. Failing a majority vote of a quorum of the commission, the Director and Librarian's decision is upheld. The commission's decision is final and not subject to judicial review under the statutes governing the commission.
- (n) A decision issued either by the commission in open meeting or in writing by the Director and Librarian shall be the final administrative action of the commission.
- (o) Documentation concerning a protest of a competitive selection is part of the commission's records series for that selection and is retained in accordance with the commission's approved records retention schedule.

## Policy Requirements

TSLAC competitive grant recipients are subject to the State of Texas Uniform Grant Management Standards (UGMS) (<https://www.comptroller.texas.gov/purchasing/docs/ugms.pdf>) and federal Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (also known as the Supercircular) (<https://federalregister.gov/a/2013-30465>).

## Reporting

Grantees must submit financial and performance reports at scheduled intervals throughout the reporting period as will be outlined in the grant contract. Reports will be submitted electronically through TSLAC's Grant Management System (GMS).

## G. Contacts

TSLAC staff members are available during regular business hours (8 a.m.-5 p.m., Central) to assist with competitive grants.

Erica McCormick, Grants Administrator  
Phone: 512-463-5527, 800-252-9386 (toll free)  
Fax: 512-936-2306  
E-mail: [grants@tsl.texas.gov](mailto:grants@tsl.texas.gov)