

Notice of Funding Opportunity



NEW JCLC Scholarship Program Guidelines

Application Due Date: Sunday, May 22, 2022

Library Development & Networking Division

April 2022

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Comments regarding the programs and services of the
Texas State Library and Archives Commission can be addressed to:
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A. Program Description

The Texas State Library and Archives Commission (TSLAC) intends to fund **up to 15 scholarships of up to \$3,500** to paid library staff of accredited libraries to attend the [Joint Conference of Libraries of Color](#) (JCLC) in St. Pete Beach, Florida scheduled for October 5-9, 2022. The scholarship will fund JCLC conference registration, travel within the United States, lodging, meals, and incidentals. This scholarship program is a time-sensitive pilot project.

Goals and Purposes

In accordance with the [Library Services and Technology Act \(LSTA\)](#) and [TSLAC's Five Year Plan for Texas](#), the scholarship program's goal is to ***provide and expand access to professional development opportunities that enhance the skills of the current library workforce and library leadership, and to advance the delivery of library and information services.***

Attending JCLC will allow scholarship recipients to build a network of other library professionals working to improve access to library services that support literacy and educational attainment. Services may include, but are not limited to, early childhood and family literacy, digital literacy, workforce and career readiness, lifelong learning, and strategies to respond to community needs effectively. The program also supports efforts to recruit, retain, and advance professionals into and within the field of library and information services.

TSLAC will collaborate with the State Library of South Carolina to form a small cohort of scholarship attendees who serve their communities in various roles in Texas and South Carolina libraries. Roles may include, but are not limited to, librarians, library assistants, library specialists, library leaders, managers or supervisors, library technicians or specialists, public relations managers, or any other paid library staff working in a public library. Additionally, TSLAC seeks to offer this scholarship with the goal of creating a local network of trained library workers in the areas of access services and circulation, administration and management, adult services, circulation and cataloging, children's services and early childhood development, collection development and acquisitions, data services and assessment, library development and grants, IT/Systems/Web, marketing and communications, outreach and public programs, reference and research support, resource sharing/ILL/e-resources, and facility management.

TSLAC will host a pre-conference meeting and post-conference wrap-up to connect the cohort members and explore ways for participants to share their experiences with other Texas library staff through a future presentation or webinar.

About JCLC

The Joint Conference of Librarians of Color is a conference for everyone and brings together a diverse group of librarians, library staff, library supporters, and community participants to explore diversity issues in libraries and how they affect the ethnic communities that use our services. The conference is offered every four years and is sponsored by ALA's five associations of ethnic librarians, including:

- [American Indian Library Association \(AILA\)](#)
- [Asian/Pacific American Librarians Association \(APALA\)](#)
- [Black Caucus of the American Library Association \(BCALA\)](#)
- [Chinese American Librarians Association \(CALA\)](#)
- [National Association to Promote Library and Information Services to Latinos and the Spanish Speaking \(REFORMA\)](#)

JCLC is a unique and unparalleled opportunity for participants to share successes, opportunities, and challenges while networking and attending cutting-edge programs on pressing issues affecting both librarians and communities of color. Scholarship recipients will be able to participate in sessions provided by nationally recognized speakers, skills-building workshops, research-based panels, networking opportunities, and exhibits. In addition, participants of the scholarship program will gain a better understanding on issues related to enhancing library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, and to individuals with limited functional literacy or information skills through continuing education.

Each scholarship recipient will:

- Attend the JCLC conference.
- Participate in a pre and post conference meetup.
- Submit conference participation survey within 6 weeks of conference.

B. Award Information

The applicants chosen to receive the JCLC 2022 Scholarship will receive a one-time, federally funded award in the form of a stipend of up to \$3,500 to cover expenses incurred for the following:

- Flight, lodging, meals, and transportation (taxi/ride-share, car rental, shuttle, parking fee, etc.) to attend JCLC.

Registration will be processed through TSLAC as a group package. A travel stipend will be issued to library to be issues to scholarship recipients that will cover costs up to \$3,500, depending on budget provided in the application.

Length of Funding

This one-time, federally funded award of up to \$3,500 covers expenses directly related to the conference and associated travel to and from the conference. Approximately \$52,500 is expected to be available for the JCLC 2022 Scholarships. Funding is provided by the federal 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-249990-OLS-21

Catalog of Federal Domestic Assistance (CFDA) Number: 45.310

C. Eligibility Information

Eligibility to apply for the JCLC 2022 Scholarship requires the following:

- Through their governing authority, accredited public libraries are eligible to apply for funds.
- Public library applicants must be accredited by TSLAC for the current state fiscal year and the state fiscal year in which the conference activities take place.
- Participants are paid library staff, including librarians, library assistants, library specialists, library leaders, managers, supervisors, library technicians or specialists, public relations managers, or anyone other paid library staff working in a public library.

- Participants may work in any of the following areas: access services and circulation, administration and management, adult services, circulation and cataloging, children's services and early childhood development, collection development and acquisitions, data services and assessment, library development and grants, IT/Systems/Web, marketing and communications, outreach and public programs, reference and research support, resource sharing/ILL/e-resources, or facility management.

For questions related to the JCLC Scholarship or eligibility, please email Laura Tadena at ltadena@tsl.texas.gov.

Eligible Expenses

Scholarship recipients will be responsible for making travel arrangements themselves and should follow their local agency travel policies when making travel arrangements. No travel assistance will be provided by Texas State Library staff during the reservation process. However, please contact Laura Tadena if you have general questions about logistics, local arrangements, or travel requirements at ltadena@tsl.texas.gov.

Travel Stipend

This scholarship program may provide one time funding dispersed as a travel stipend and will fund expenses for:

Travel within the United States, lodging, meals, and incidentals (transportation, shuttle, parking fee, etc.) to attend JCLC. Please note the following regarding the JCLC travel stipend:

- Lodging, as well as rates for meals, must follow the rates found at GSA.gov and must not exceed 5 nights.
- The conference hotel provides shuttle service to and from Tampa International Airport and is considered the most cost-effective option (in lieu of car rental).
- All mileage must be verified by Google maps showing any needed car travel and must fall within GSA per diem limits.

Please visit [the JCLC Conference webpage](#) to access more information related to hotel and travel, or contact Laura Tadena, ltadena@tsl.texas.gov.

Conference Registration

- Registration for JCLC will be arranged by TSLAC once all required documentation has been submitted by conference scholarship recipients.
- This includes early bird and regular rates, as well as member and non-member rates.
- Membership to one of the five associations of ethnic librarians is preferred but not required.
- The five associations included in the National Associations of Librarians of Color (NALCO) are:
 - American Indian Library Association (AILA)
 - Asian/Pacific American Librarians Association (APALA)
 - Black Caucus of the American Library Association (BCALA)
 - Chinese American Librarians Association (CALA)
 - REFORMA: The National Association to Promote Library & Information Services to Latinos and the Spanish-speaking
- Membership to one of the five associations affiliated with NALCO is **not included** in the conference registration.

Summary of Estimated Conference Expenses

The following is an estimate of the costs associated with attending JCLC. The estimate was developed in accordance with state and federal guidelines as of April 2022. For questions related to the estimated expenses, please contact Laura Tadena, ltadena@tsl.texas.gov.

JCLC Estimated Travel Costs

Expense	Low Estimate	Medium Estimate	High Estimate
Conference Registration (<i>Paid as group rate and not included in disbursement of travel stipend</i>)	Current MLS/MLIS student working in a library \$275	NALCO Member \$350	Non-Member \$475
Hotel (<i>not to exceed five nights</i>) St. Pete's Beach - \$96 GSA Tampa / St. Petersburg - \$124 Conference hotel - \$195	GSA Rate for St. Pete's Beach (\$96 per night) \$600	GSA Rate for Tampa / St. Petersburg (\$124 per night) \$600	Conference hotel via conference website (\$195 per night) \$1,200
Flight To and from Texas to Tampa, Florida – Estimated costs based on prices as of April 2022	\$600	\$900	\$1,200
Meals (\$59 per day and 44.25 first/last of travel)	\$265.50	\$265.50	\$265.50
Ground Transportation – estimated as of 4/22 Gas milage reimbursement/bus fair to out of town airports - \$150 Airport parking - \$25/day - \$125 Shuttle service - \$50 Public transportation - \$20 Taxi-ride sharing - \$150 Rental Car - \$500 + gas Hotel parking - \$25 per night	Travel to airport, airport parking, hotel shuttle service, and public transportation \$300	Travel to airport, airport parking, taxi/ride sharing, and shuttle service \$500	Travel to airport, airport parking, car rental and gas, hotel parking \$900
Estimated costs	Low Estimate \$ 2,500	Mid Estimate \$3,000	Max \$3,500

**Note: All scholarship applicants will need to submit a detailed estimate for their travel using the most cost-effective option. **

For questions, please contact, Laura Tadena, ltadena@tsl.texas.gov.

D. Scholarship Recipient Expectations

Before attending JCLC, participants will:

- Book their own travel and lodging at rates found at GSA.gov and following travel policies as set forth by their agencies.
- Provide TSLAC with conference registration information by July 1, 2022.

- Notify TSLAC as soon as possible if a selected participant is unavailable to attend the training or becomes ineligible to attend, and request approval for a different qualified participant to attend.
- Request that your governing authority execute a contract with TSLAC to receive up to a \$3,500 stipend to attend the Joint Conference of Librarians of Color.
- Attend pre-conference meetup provided by TSLAC via Zoom.

During the JCLC, participants will:

- Attend conference sessions and networking opportunities.
- Keep track of conference sessions and networking opportunities attended.
- Attend conference meetups, as available.

After attending JCLC, participants will:

- Attend a virtual post-conference meetup organized by TSLAC staff.
- Submit the scholarship participation survey.

E. Application and Submission Information

Application Assistance and Project Review

TSLAC consultants are available to help throughout application development. For more information, contact Laura Tadena, Equity and Inclusion Consultant by email at ltadena@tsl.texas.gov.

Grant Management System (GMS) Access

TSLAC uses a grant management system (GMS) that enables applicants to apply for grants and scholarships electronically through a web portal at <https://grants.tsl.texas.gov>. Applications and required documents must be submitted in GMS by the due date in order 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 director send an email requesting access with your name and contact information to grants@tsl.texas.gov. The email should reference “GMS Access” in the subject line. TSLAC staff will review the request and provide appropriate access.

Applicants may request paper copies of materials if necessary due to difficulty using the Internet or other accessibility reasons by contacting Laura Tadena, Equity and Inclusion Consultant, at ltadena@tsl.texas.gov.

Application Components

The scholarship application consists of the following components:

1. JCLC 2022 Scholarship Application and personal narrative.
2. Detailed information on budget for registration, travel, lodging, and meals.
3. Application certification form signed by a governing authority. Print out form in GMS, get signatures, then upload in GMS.
4. Completed CIPA form.

5. Letter(s) of support of participation by a governing authority.

Other requirements

Before applying, applicant organizations must have a current and active federal Unique Entity ID (UEI). The federal government uses a unique identifier for each entity (company, non-profit, organization, etc.) that does business with the federal government. For more than two decades, Dun & Bradstreet's Data Universal Numbering System (DUNS) has served as the unique entity ID. On April 4, 2022, the federal government completed the transition to a new UEI issued within the System for Award Management (SAM). The DUNS number is no longer an accepted UEI.

If you are currently registered in SAM.gov, you've already been assigned a SAM Unique Entity ID. It's viewable on your entity registration record in SAM.gov. If you have never registered at SAM.gov or have never applied for a grant with TSLAC or other state or federal agency, you will need to initiate the process of obtaining a SAM UEI at SAM.gov.

To get started registering your entity, to renew your registration, or for more information, visit [SAM.gov](https://sam.gov) or refer to the [Quick Start Guide for Getting a Unique Entity ID](#), published by the US General Services Administration (GSA).

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.). If you have questions or need assistance, please contact the TSLAC Grants Team at grants@tsl.texas.gov.

Deadline and Submission

Completed applications and all required documents must be submitted in GMS **by 11:59 p.m. Central Standard Time, Sunday, May 22, 2022.**

Applications must be submitted electronically through TSLAC's Grant Management System (GMS):

<https://grants.tsl.texas.gov>.

If you are unable to submit your application and/or required documentation via GMS due to technical difficulty, you may submit documents via mail, e-mail, or fax. Applications must be postmarked by the deadline. Please send to the attention of: JCLC Scholarship Program, Library Development & Networking Division, via e-mail to 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).

Program Timeline

April 15, 2022	Guidelines released and application opens.
May 22, 2022	Applications and required forms due in GMS.
June 1, 2022	Applicants notified of Review Panel recommendations, Memorandum of Understanding (MOU) sent to each recommended applicant
July 1, 2022	Deadline for applicants to return signed MOU; stipends start being released
August 1, 2022	Deadline to submit travel confirmations
October 5-9, 2022	JCLC Conference attendance
November 30, 2022	Scholarship participation survey is due

F. Application Review Information

Criteria for Award

This scholarship program is competitive. . The Scholarship Review Panel will score proposals on the five criteria listed below.

The program goals are the following:

1. To support learning related to issues that focus on enhancing library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds and individuals with limited functional literacy or information skills through continuing education.
2. To improve access to library services that support literacy and educational attainment, including early childhood and family literacy, digital literacy, workforce readiness, lifelong learning, and strategies to effectively respond to community needs through education and networking.
3. To provide and expand access to professional development opportunities that enhance the skills of the current library workforce and leadership, advance the delivery of library and information services through conference attendance.
4. To support efforts to recruit, retain, and advance professionals from marginalized and underrepresented groups into and within the field of library and information services.

The detailed scoring rubric that will be used by the JCLC Scholarship Review Panel is provided on the following pages. The maximum number of points for each category is shown.

1. Needs Assessment (20 points)

Provide details about the community (audience) you serve and how conference attendance will improve library services:

- Include information about your population and demographics.
- Describe any unique needs your library is meeting or striving to meet for the community.
- Provide details on how attendance at JCLC will better equip you to meet those goals.

2. Conference Impact on Library Services and Users (20 points)

Provide details about the impact attending the conference will have on library services and users locally, as well as regionally or statewide:

- Describe how participation at the conference will enhance access to library services and improve your ability to support underserved populations.
- Provide examples that support literacy and educational attainment, including early childhood and family literacy, digital literacy, workforce readiness, lifelong learning, and strategies to effectively respond to community needs through education and networking.

3. Personal Impact (40 points)

Provide details about how this scholarship opportunity will help support you as a member of the current Texas library workforce and/or Texas library leadership, as well as how it will help you advance the delivery of library and information services.

- Describe how conference attendance will provide and expand access to professional development opportunities.
- Include examples of skills you are wanting to develop, strengthen, or learn.

4. Professional Development Impact (20 points)

Describe who will attend the Joint Conference of Libraries of Color and how attending the conference supports TSLAC's efforts to recruit, retain, and advance professionals from marginalized and underrepresented groups into and within the field of library and information services.

- Describe how attending the conference supports your professional development goals and career aspirations.
- Describe any barriers that have prevented you from attending a national or local conference.

5. Budget (0 points)

Provide who is applying for the scholarship. Please include a detailed budget and justification for budgeted costs. Use the estimated budget on page 6 to assist with the development of this section.

- Include staff member's name and email.
- Position title and position description.
- Include your area of work. Examples include access services and circulation, administration and management, adult services, circulation and cataloging, children's services and early childhood development, collection development and acquisitions, data services and assessment, library development and grants, IT/Systems/Web, marketing and communications, outreach and public programs, reference and research support, resource sharing/ILL/e-resources, and facility management.
- How long you have worked in libraries and how long you have worked at current library.
- Include cost of JCLC conference registration. See table on page 6.
- Include if you are a member of any of the following ALA's affiliation group or not a member.
 - American Indian Library Association (AILA)
 - Asian/Pacific American Librarians Association (APALA)
 - Black Caucus of the American Library Association (BCALA)
 - Chinese American Librarians Association (CALA)
 - National Association to Promote Library and Information Services to Latinos and the Spanish Speaking (REFORMA)
- Include estimated costs of travel.
 - Include anticipated air and vehicle travel, verifying any needed car travel by Google maps.
 - If using your personal vehicle, please use mileage rate of 58 cents. To determine if a personal vehicle or rental vehicle should be used, use the worksheet found at <https://fmx.cpa.texas.gov/fmx/travel/mileage>

- Please refer to budget section on page 6.
- Include anticipated meals costs. Rates must follow those found at GSA.gov
- Include your anticipated lodging costs. Rates must follow those found at GSA.gov and must not exceed 5 nights.

Scoring Rubric Project

Project Scoring Total in Four Areas: 100 points		
<p>Relevance and appropriateness of the project design and activities to the goals and purpose of the scholarship program will be considered in the scoring of all criteria. Members of the Scholarship Review Panel may score each criterion as follows:</p> <p>0-1 points: Applicant does not meet the goals and purposes of the JCLC Scholarship program. 2-3 points: Applicant partially meets the goals and purposes of the JCLC Scholarship program. 4-5 points: Applicant meets the goals and purposes of the JCLC Scholarship program.</p>		
<p>1. Needs Assessment (Points: Raw score = 5 max, weight = 4; Final score = 20 max)</p>		
<p>Provide details about the community (audience) you serve and how conference attendance will improve library services:</p> <ul style="list-style-type: none"> ● Include information about your community’s population and demographics. ● Describe any unique needs your library is meeting or striving to meet for the community. ● Provide details on how attendance at JCLC will better equip you to meet those goals. 		
0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> ● Applicant provides no information of audience demographics or population. ● Applicant does not describe any unique needs their library is meeting or striving to meet for the community. ● Applicant does not provide details on how attendance at JCLC will better equip them to meet their library’s goals. 	<ul style="list-style-type: none"> ● Applicant provides some information of audience demographics or population. ● Applicant describes a unique needs their library is meeting or striving to meet for the community. ● Applicant provides an example of how attendance at JCLC will better equip them to meet their library’s goals. 	<ul style="list-style-type: none"> ● Applicant provides detailed information of audience demographics or population. ● Applicant describes in detail unique needs their library is meeting or striving to meet for the community. ● Applicant provides details and examples of how attendance at JCLC will better equip them to meet their library’s goals.
<p>2. Conference Impact on Library Services and Users (Points: Raw score = 5 max, weight = 4; Final score = 20 max)</p>		
<p>Provide details about the impact attending the conference will have on library services and users locally, as well as regionally or statewide:</p> <ul style="list-style-type: none"> ● Describe how participation at the conference will enhance access to library services and improve your ability to support underserved populations. ● Provide examples that support literacy and educational attainment, including early childhood and family literacy, digital literacy, workforce readiness, lifelong learning, and strategies to effectively respond to 		

community needs through education and networking.		
0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> • Applicant provides no information or examples of how participation at the conference will enhance access to library services or improve their ability to support underserved populations. • Applicant does not provide examples that support literacy and educational attainment (Examples could include early childhood and family literacy, digital literacy, workforce readiness, lifelong learning, and strategies to respond to community needs through education and networking). 	<ul style="list-style-type: none"> • Applicant provides partial/some information or an example of how participation at the conference will enhance access to library services or improve their ability to support underserved populations. • Applicant provides partial/some information or an example that support literacy and educational attainment (Examples could include early childhood and family literacy, digital literacy, workforce readiness, lifelong learning, and strategies to respond to community needs through education and networking). 	<ul style="list-style-type: none"> • Applicant provides detailed information and examples of how participation at the conference will enhance access to library services and improve their ability to support underserved populations. • Applicant provides detailed information and examples that support literacy and educational attainment (Examples could include early childhood and family literacy, digital literacy, workforce readiness, lifelong learning, and strategies to respond to community needs through education and networking).
3. Personal Impact (Points: Raw score = 5 max, weight = 8; Final score = 40 max)		
<p>Provide details about how this scholarship opportunity will help support you as a member of the current Texas library workforce and/or Texas library leadership, as well as how it will help you advance the delivery of library and information services.</p> <ul style="list-style-type: none"> • Describe how conference attendance will provide and expand access to professional development opportunities. • Include examples of skills you want to develop, strengthen, or learn. 		
0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> • Applicant provides does not describe how conference attendance will provide and expand access to professional development opportunities. • Applicant does not provide or include examples of skills they want to develop, strengthen, or learn. 	<ul style="list-style-type: none"> • Applicant provides partial/some description of how conference attendance will provide and expand access to professional development opportunities. • Applicant provides partial/some description or includes an example of skills they want to develop, strengthen, or learn. 	<ul style="list-style-type: none"> • Applicant provides a detailed description and examples of how conference attendance will provide and expand access to professional development opportunities. • Applicant provides a detailed description and includes examples of skills they want to develop, strengthen, or learn.
4. Professional Development Impact (Points: Raw score = 5 max, weight = 4; Final score = 20 max)		

<p>Describe who will attend the Joint Conference of Libraries of Color and how attending the conference supports TSLAC’s efforts to recruit, retain, and advance professionals from marginalized and underrepresented groups into and within the field of library and information services.</p> <ul style="list-style-type: none"> • Describe how attending the conference supports your professional development goals and career aspirations. • Describe any barriers that have prevented you from attending a national or local conference. 		
0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> • Applicant does not describe how attending the conference supports their professional development goals or career aspirations. • Applicant provides no information or does not describe any barriers that have prevented them from attending a national or local conference. 	<ul style="list-style-type: none"> • Applicant provides some description of how attending the conference supports their professional development goals or career aspirations. • Applicant provides some information or describes an example of a barrier that has prevented them from attending a national or local conference. 	<ul style="list-style-type: none"> • Applicant provides information and a description of how attending the conference supports their professional development goals and their career aspirations. • Applicant provides detailed information and describe some barriers that have prevented them from attending a national or local conference.

Funding Decisions (13 TAC §2.114)

- (a) The agency staff will submit a recommended priority-ranked list of applicants for possible funding.
- (b) Applications for scholarship 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 scholarship contract and any changes in the scholarship application.
- (d) The agency staff will notify unsuccessful applicants in writing.

Awarding of Scholarships (13 TAC §2.115)

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

TSLAC Staff Responsibility (13 TAC §2.117)

TSLAC staff will review each application packet for the following:

- Legal eligibility of the institution to participate in this scholarship program and appropriate authorizing signature.
- Conformance to the federal and state regulations pertaining to scholarships.
- Submission of all required forms.
- Compliance with submission procedures and deadlines.

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 scholarship program will be ineligible.

Decision Making Process (13 TAC §2.118)

To be considered eligible for funding, 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.
- (2) If insufficient funds remain to fully fund the next application, the staff will negotiate a reduced scholarship with the next ranked applicant. *(Not applicable to this scholarship opportunity)*
- (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.
- (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.

G. Award Administration Information

Notice of Award

Applicants will be notified of funding decisions via email. The notification will include an award letter and protest procedures, which are also included in this notice. Once the awards have been awarded, successful applicants will receive instructions on how to proceed.

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 scholarship), 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 TSLAC governing board for their consideration at an open meeting.
- (i) The chair of the TSLAC governing board 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 TSLAC governing board.
- (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 TSLAC governing board by the Director and Librarian.
- (l) The chair of the TSLAC governing board 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 TSLAC staff and interested parties will be allowed.
- (m) The TSLAC governing board will determine properly filed appeals and make its decision in open meeting. TSLAC governing board 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 TSLAC governing board's decision is final and not subject to judicial review under the statutes governing the governing board.
- (n) A decision issued either by TSLAC governing board 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 TSLAC governing board's records series for that selection and is retained in accordance with its 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 outlined in the scholarship contract. Reports will be submitted electronically through TSLAC's GMS.

H. Contacts

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

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