



**TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION**

Notice of Funding Opportunity



Family Place Libraries Grant Program Guidelines

Application Due Date:
Sunday, October 1, 2023

Table of Contents

Contents

A. Program Description	3
B. Award Information.....	4
C. Eligibility Information.....	4
D. Application and Submission Information.....	6
E. Application Review Information	8
F. Award Administration Information	15
G. Contacts.....	16

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

A. Program Description

The Family Place Libraries Training Institute (Family Place) provides theoretical grounding and practical training for library staff in family-centered library services. By expanding the traditional role of children's services, Family Place participants build on the knowledge that good health, early learning, parent or guardian involvement, and supportive communities play a critical role in young children's growth and development.

Family Place participants will be able to create the network that families need to nurture their children's development during the critical first years of life. Family Place provides training and resources to help participants redesign their library environment to:

- Create a welcoming and developmentally appropriate environment for children beginning at birth.
- Connect parents with the resources, programs and services offered at the library and other family service agencies.
- Connect with non-traditional library users.
- Ensure children have access to resources that will allow them to enter school ready and able to learn.

The Family Place Libraries model was developed by the Middle Country Public Library in Centerreach, NY, and currently there are 101 Family Place library locations in Texas. The Family Place Libraries Training Institute will be delivered in-person by Middle Country Public Library staff at the Round Rock Public Library (Round Rock, Texas) on May 13-16, 2024.

Requirements

Family Place requires two qualified staff members to attend training – one library staff member who dedicates at least 25 percent staff time to the development and maintenance of the space for a period of three years and one library administrator.

Prior to the training, participants will:

1. Commit to attending the Family Place Libraries Training Institute, to be held in-person May 13-16, 2024, at the Round Rock Public Library (Round Rock, Texas).
2. Complete registration, online training, or other requirements prior to attending the Institute as outlined by Middle Country Public Library or TSLAC staff.
3. Notify TSLAC as soon as possible if a selected library staff member is unavailable to attend the training or becomes ineligible to attend (e.g., accepts a different position within the library or leaves employment at the library) and request approval for a different qualified library staff member to attend.
4. Execute a contract with TSLAC to receive up to \$7,400. This includes \$6,000 in reimbursed funds to develop the Family Place Program and up to \$700 per person in travel stipends. The contract must be executed by an official of the library's governing authority authorized to enter into this agreement. The executed contract must be returned to TSLAC prior to the commencement of training.
5. Make their own travel arrangements following their local travel procedures once stipend is received.

After training, participants will:

1. Complete the TSLAC Grant Management Series of training webinars on Communications, Contract Overview, and Financial Management & Reporting.
2. Develop a Family Place Libraries Plan for the library.
3. Purchase recommended items (up to \$6000) by July 31, 2024.
4. Report on expenditures in accordance with the contract requirements and timeline provided by TSLAC.

5. Create and maintain a family friendly, interactive public space within the children's area of the library in accordance with information provided during the training as well as local recommendations and guidance regarding safety and health.
6. Develop a Parenting Collection in or adjacent to the library children's area.
7. Provide local in-house library staff orientation about Family Place Libraries.

Within One (1) Year post training, participants will:

1. Develop coalitions/partnerships with community agencies as described during the training.
2. Plan, advertise, and implement Parent-Child Workshops as described during the training.

Within Three (3) Years post training, participants will:

1. Plan, advertise, and implement Parent-Child Workshops as described during the training.
2. Engage in support and consulting provided by staff from the Middle Country Public Library.
3. Work with Middle Country Public Library to coordinate a site visit approximately 18 months after the training.
4. Maintain documentation regarding implementation of their Family Place Plan and report annual statistics related to the Parent-Child Workshop, Early Childhood Programs, Space Usage, Collaborations, and Outreach Efforts, as required by the Middle Country Public Library.
5. Complete all required state and Family Place Evaluations and Progress Reports about their Family Place Library.
6. Replace and refresh the materials and resources in the space for young children as needed.
7. Contact TSLAC to arrange the training of additional staff as needed to sustain the program in the event of a staff member leaving.

B. Award Information

Approximately \$88,000.00 is expected to be available for the Family Place grants, subject to approval by the TSLAC governing body and the availability of funds.

Up to ten (10) libraries may be chosen to participate in the TSLAC-sponsored Family Place Libraries Project and may receive the following:

- Paid tuition for a maximum of two (2) staff members from the participating library to attend Family Place training.
- A one-time travel stipend of up to \$700 per person to include travel within Texas, incidentals (transportation, shuttle, tolls, parking fees, etc.), and meals not provided at Family Place Training.
- A one-time sub-award up to \$6,000 to establish a family space and learning environment in the library as outlined in the Family Place training.
 - Funds will be disbursed on a reimbursement basis.
 - Funds must be encumbered by July 31, 2024.

C. Eligibility Information

Eligibility to apply 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.
- Participants are library staff members.

For questions related to eligibility, please email Christina Taylor at ctaylor@tsl.texas.gov.

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

Travel Stipend

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

Travel within Texas, incidentals (transportation, shuttle, tolls, parking fees, etc.), and meals not provided at Family Place Training in order to facilitate attendance at the Family Place Libraries Training Institute at Round Rock Public Library (Round Rock, Texas). Please note the following regarding the Family Place travel stipend:

- Rates for meals and incidentals must follow the rates found at GSA.gov.
- All mileage must be verified by Google maps showing any needed car travel and must fall within GSA per diem limits.
- Participating libraries located within the Austin MSA (Metropolitan Statistical Area) may not be eligible to receive a travel stipend.

Please contact Christina Taylor, ctaylor@tsl.texas.gov for more information related to travel.

Summary of Estimated Travel Stipend Expenses

The following is an estimate of the costs associated with attending Family Place training. The estimate was developed in accordance with state and federal guidelines as of August 2023.

Travel stipend funds may be used for expenses accrued while traveling to the Family Place Training Institute site to include vehicle mileage, gas, flights, rental vehicles, shuttles, tolls, parking fees, and meals consumed while traveling.

Family Place tuition includes hotel costs and meals while attendees are onsite for training. Separate hotel reservations are not required.

For questions related to the estimated expenses, please contact Christina Taylor, ctaylor@tsl.texas.gov.

Applicants will follow their local policies governing travel. Participating libraries located within the Austin MSA (Metropolitan Statistical Area) may not be eligible to receive a travel stipend.

Expense	Estimate A Personal vehicle	Estimate B Rental car	Estimate C Flight + rental car	Forms of Documentation
Meals GSA per diem for meals not provided at the Institute. <ul style="list-style-type: none"> • First/last day of travel (\$48 each, \$96 total) • Attendance at the training institute includes dinner on the first day; breakfast, lunch, and dinner on the 	Up to \$96 per person	Up to \$96 per person	Up to \$96 per person	Standard GSA per Diem rate for Texas

subsequent days; and breakfast and lunch on the final day.				
Flight (estimated costs based on prices as of August 2023)	Not applicable	Not applicable	\$300 per person	Screen Capture of Proposed Flight Booking
Transportation (estimated costs based on prices as of August 2023) Library staff are expected to share a vehicle.	Up to \$351 per library Includes mileage for ONE personal vehicle of up to 550 miles at state rate of 65.5 cents per mile and tolls	Up to \$486 per library Includes ONE rental car for 4 days at up to \$80 per day, mileage for personal vehicle to and from rental car location up to 100 miles at state rate of 65.5 cents per mile, gasoline up to \$70.5, tolls up to \$30	Up to \$456 per library Includes mileage for ONE personal vehicle to and from airport up to 100 miles at state rate of 65.5 cents per mile, ONE rental car for 4 days at up to \$80 per day, gasoline up to \$40.5, tolls up to \$30	Google Map indicating mileage GSA privately owned vehicle mileage rate Quote/Screen Capture of Proposed Rental Car Booking AAA gas prices Rental Vehicle vs. Mileage Reimbursement Calculator
Total Estimated Cost: ● Per Person ● Per Library	● \$276.5/Attendee ● \$553/Library	● \$339/Attendee ● \$678/Library	● \$624/Attendee ● \$1248.00/Library	

D. Application and Submission Information

Application Assistance

Texas State Library and Archives Commission staff is available to help throughout the application process. Contact **Christina Taylor, Youth Services Consultant** at ctaylor@tsl.texas.gov for assistance with the application.

Application Components

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

1. Application Certification Form signed by appropriate signing authority
 - Print the Grant Application Certification form located inside your grant application in GMS.
 - Obtain appropriate signature.
 - Upload completed form to GMS.
2. Documentation for travel stipend budget.

- Include estimates and supporting documentation for those estimates.
- Include screenshots related to mileage, airfare, rental car, etc. as appropriate.

3. Proposal narrative, which includes the following sections:

- Needs assessment
- Program design
- Project impact
- Sustainability
- Evaluation

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. If you do not have an account with the Texas State Library & Archives Commission Grants Management System, please contact the Grants Administrator at grants@tsl.texas.gov

If needed because of difficulty using the Internet or for other accessibility reasons, potential applicants may contact the TSLAC Grants Team for a fillable PDF version of this application and all other application components via e-mail at grants@tsl.texas.gov.

Who can submit the application?

Any individual authorized to use GMS and having the correct security role will be able to submit the application in GMS. Applicants will 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 to TSLAC **by 11:59 p.m. Central Time, Sunday, October 1, 2023**. *Please be advised that technical support will not be available after 4 p.m., Friday, September 29, 2023.*

If you are unable to submit your application and/or required documentation via GMS, you may submit documents via e-mail, fax, or mail. Please send: e-mail to grants@tsl.texas.gov with the subject line **2024 Family Place Libraries Grant**, fax to 512-936-2306 to the attention of **2024 Family Place Libraries Grant, Library Development & Networking Division**, or mail to the address below. Required items must be postmarked no later than October 1, 2023.

Family Place Libraries Grant
Texas State Library and Archives Commission
Library Development & Networking Division
PO Box 12927
Austin, TX 78711

Program Timeline

August 2023	Guidelines released
August 31, 2023	Application Opens
October 1, 2023	Application Deadline
October 2023	Recommendations released to applicants
November 2023	TSLAC Commission approves recommendations. Grants awarded.
July 31, 2024	Deadline to encumber grant funds
August 31, 2024	Final Request for Funds due
Spring 2025	First performance report due
Spring 2026	Second performance report due
Spring 2027	Project ends. Final performance report due.

E. Application Review Information

Criteria for Award

This grant program is competitive. Agency staff will score proposals on the criteria listed below. A completed grant application must be submitted for review. Incomplete applications will not be reviewed. The maximum number of points for each category is listed.

The detailed scoring rubric that will be used is provided below.

1. Needs Assessment (20 points)

- Describe any community needs which align with the grant purpose that your library or branch is meeting or striving to meet.

2. Program Design (20 points)

- Explain how participation in this program aligns with your library or branch's mission and goals in service to the community.

3. Project Impact (20 points)

- Explain how the Family Place model and funding will equip your library or branch to enhance the current programs, services, and space for young children in the library or branch.

4. Sustainability (20 points)

- Describe your library or branch's support for continued development of the program at the conclusion of the funding period—including funding sources and/or any support from organizational leadership, partners, and community members.

5. Evaluation (20 points)

- Explain how your library or branch uses program evaluation results to ensure that the library's activities support its mission and goals.

6. Expansion or New? (0 points)

- Is this an expansion or new project? Expansion projects are established, qualified, Family Place Libraries that want to expand the Family Place program into one additional branch in their library system this fiscal year.

Funding Decisions

(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

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

Agency 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
- Submission of all required forms
- Compliance with submission procedures and deadlines

Applications with significant errors, omissions, or eligibility issues will not be rated. Agency staff will be available to offer technical assistance to reviewers.

Decision Making Process

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.

Scoring Rubric

Project Scoring Total in Five Areas: 100 points

The purpose of this grant is to create a welcoming, family-centered environment that empowers caregivers of young children as they become their child’s first teachers. This grant will provide funding for the equipment and training necessary for each library to: host workshops for children 0-3 and their caregivers, develop an interactive space for this age group to play and learn in the library, and forge strong partnerships with community organizations serving young children and their families.

The specific needs of each library and their community as well as their ability to sustain the program through the three-year grant period and beyond will be considered in the evaluation of all criteria. Each criterion may be scored as follows:

0 Score Points: Project does not meet the goals and purposes of the grant program.

1 Score Point: Project minimally meets the goals and purposes of the grant program.

2 Score Points: Project partially meets the goals and purposes of the grant program.

3 Score Points: Project adequately meets the goals and purposes of the grant program.

4 Score Points: Project fully meets the goals and purposes of the grant program.

5 Score Points: Project thoroughly meets the goals and purposes of the grant program.

1) Needs Assessment (Points: Raw score = 5 max, weight = 4; Final score = 20 max)

Describe any community needs which align with the grant purpose that your library or branch is meeting or striving to meet.

0 Points	1 Point	2 Points	3 Points	4 Points	5 Points
<ul style="list-style-type: none"> Applicant provides no explanation of community need. Response fails to demonstrate how the applicant meets the goals and purposes of 	<ul style="list-style-type: none"> Applicant provides minimal explanation of community need. Response minimally demonstrates how the applicant meets the goals and purposes of 	<ul style="list-style-type: none"> Applicant provides a limited explanation of community need with sparse, if any, details. Response partially demonstrates how the applicant meets the goals and 	<ul style="list-style-type: none"> Applicant provides an adequate explanation of community need with some details. Response adequately demonstrates how the applicant meets the goals and purposes of 	<ul style="list-style-type: none"> Applicant provides a full explanation of community need that is supported by examples. Response fully demonstrates how the applicant meets the goals and purposes of 	<ul style="list-style-type: none"> Applicant provides a thorough description of any community needs it is meeting or striving to meet that is supported by detailed examples. Response thoroughly

the grant program.	the grant program.	purposes of the grant program.	the grant program.	the grant program.	demonstrate s how the applicant meets the goals and purposes of the grant program.
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2) Program Design (Points: Raw score = 5 max, weight = 4; Final score = 20 max)

Explain how participation in this program aligns with your library or branch’s mission and goals in service to the community.

0 Points	1 Point	2 Points	3 Points	4 Points	5 Points
<ul style="list-style-type: none"> Applicant provides no explanation of how participation in this program aligns with its mission goals. Response fails to demonstrate how the applicant meets the goals and purposes of the grant program. 	<ul style="list-style-type: none"> Applicant provides minimal explanation of how participation in this program aligns with its mission and goals. Response minimally demonstrates how the applicant meets the goals and purposes of the grant program. 	<ul style="list-style-type: none"> Applicant provides a partial explanation of how participation in this program aligns with its mission and goals. Response partially demonstrates how the applicant meets the goals and purposes of the grant program. 	<ul style="list-style-type: none"> Applicant provides an adequate explanation of how participation in this program aligns with its mission and goals. Response adequately demonstrates how the applicant meets the goals and purposes of the grant program. 	<ul style="list-style-type: none"> Applicant provides a full explanation of how participation in this program aligns with its mission and goals that is supported by examples. Response fully demonstrates how the applicant meets the goals and purposes of the grant program. 	<ul style="list-style-type: none"> Applicant provides a thorough explanation of how participation in this program aligns with its mission and goals that is supported by detailed examples. Response thoroughly demonstrates how the applicant meets the goals and purposes of the grant program.

3) Project Impact (Points: Raw score = 5 max, weight = 4; Final score = 20 max)

Explain how the Family Place model and funding will equip your library or branch to enhance the current programs, services, and space for young children in the library or branch.

0 Points	1 Point	2 Points	3 Points	4 Points	5 Points
<ul style="list-style-type: none"> Applicant provides no explanation of how the provided training and funding will equip it to enhance the current programs, services, and space for young children. Response fails to demonstrate how the applicant meets the goals and purposes of the grant program. 	<ul style="list-style-type: none"> Applicant provides minimal explanation of how the provided training and funding will equip it to enhance the current programs, services, and space for young children. Response minimally demonstrates how the applicant meets the goals and purposes of the grant program. 	<ul style="list-style-type: none"> Applicant provides a partial explanation of how the provided training and funding will equip it to enhance the current programs, services, and space for young children. Response partially demonstrates how the applicant meets the goals and purposes of the grant program. 	<ul style="list-style-type: none"> Applicant provides an adequate explanation of how the provided training and funding will equip it to enhance the current programs, services, and space for young children. Response adequately demonstrates how the applicant meets the goals and purposes of the grant program. 	<ul style="list-style-type: none"> Applicant provides a full explanation of how the provided training and funding will equip it to enhance the current programs, services, and space for young children that is supported by examples. Response fully demonstrates how the applicant meets the goals and purposes of the grant program. 	<ul style="list-style-type: none"> Applicant provides a thorough explanation of how the provided training and funding will equip it to enhance the current programs, services, and space for young children that is supported by detailed examples. Response thoroughly demonstrates how the applicant meets the goals and purposes of the grant program.

4) Sustainability (Points: Raw score = 5 max, weight = 4; Final score = 20 max)

Describe your library or branch’s support for continued development of the program at the conclusion of the funding period—including funding sources and/or any support from organizational leadership, partners, and community members.

0 Points	1 Point	2 Points	3 Points	4 Points	5 Points
<ul style="list-style-type: none"> Applicant provides no explanation of support for continued development of the program at the conclusion of the funding period. Response fails to demonstrate how the applicant meets the goals and purposes of the grant program. 	<ul style="list-style-type: none"> Applicant provides minimal explanation of support for continued development of the program at the conclusion of the funding period. Response minimally demonstrates how the applicant meets the goals and purposes of the grant program. 	<ul style="list-style-type: none"> Applicant provides a partial explanation of support for continued development of the program at the conclusion of the funding period. Response partially demonstrates how the applicant meets the goals and purposes of the grant program. 	<ul style="list-style-type: none"> Applicant provides an adequate explanation of support for continued development of the program at the conclusion of the funding period. Response adequately demonstrates how the applicant meets the goals and purposes of the grant program. 	<ul style="list-style-type: none"> Applicant provides a full explanation of support for continued development of the program at the conclusion of the funding period that is supported by examples. Response fully demonstrates how the applicant meets the goals and purposes of the grant program. 	<ul style="list-style-type: none"> Applicant provides a thorough explanation of support for continued development of the program at the conclusion of the funding period that is supported by detailed examples. Response thoroughly demonstrates how the applicant meets the goals and purposes of the grant program.

5) Evaluation (Points: Raw score = 5 max, weight = 4; Final score = 20 max)

Explain how your library or branch uses program evaluation results to ensure that the library’s activities support its mission and goals.

0 Points	1 Point	2 Points	3 Points	4 Points	5 Points
<ul style="list-style-type: none"> Applicant provides no explanation of how it uses what it learns from program evaluations to ensure that the library’s activities support its mission and goals. Response fails to demonstrate how the applicant meets the goals and purposes of the grant program. 	<ul style="list-style-type: none"> Applicant provides a minimal explanation of how it uses what it learns from program evaluations to ensure that the library’s activities support its mission and goals. Response minimally demonstrates how the applicant meets the goals and purposes of the grant program. 	<ul style="list-style-type: none"> Applicant provides a partial explanation of how it uses what it learns from program evaluations to ensure that the library’s activities support its mission and goals. Response partially demonstrates how the applicant meets the goals and purposes of the grant program. 	<ul style="list-style-type: none"> Applicant provides an adequate explanation of how it uses what it learns from program evaluations to ensure that the library’s activities support its mission and goals. Response adequately demonstrates how the applicant meets the goals and purposes of the grant program. 	<ul style="list-style-type: none"> Applicant provides a full explanation of how it uses what it learns from program evaluations to ensure that the library’s activities support its mission and goals that is supported by examples. Response fully demonstrates how the applicant meets the goals and purposes of the grant program. 	<ul style="list-style-type: none"> Applicant provides an extensive explanation of how it uses what it learns from program evaluations to ensure that the library’s activities support its mission and goals that is supported by detailed examples. Response thoroughly demonstrates how the applicant meets the goals and purposes of the grant program.

F. Award Administration Information

Notice of Award

Applicants will be notified of the funding decisions via e-mail. 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. TSLAC will provide mandatory training for successful applicants.

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; and
 - (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 paragraph– (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 Texas Grant Management Standards (TxGMS)
<https://comptroller.texas.gov/purchasing/docs/grant-management-reader.pdf>

Reporting

Grantees must submit financial and performance reports as instructed in the official Family Place Libraries grant contract should a grant be awarded.

G. Contacts

TSLAC staff members are available via e-mail during regular business hours (9:00 a.m.-6:00 p.m., Central) to assist with competitive grants.

Christina Taylor, Youth Services Consultant
Phone: 800-252-9386 (toll free)
Fax: 512-936-2306
E-mail: ctaylor@tsl.texas.gov

TSLAC Grants Team
Phone: 800-252-9386 (toll free)
Fax: 512-936-2306
E-mail: grants@tsl.texas.gov