Notice of Funding Opportunity

NEW ARSL Scholarship
Grant Program Guidelines

Application Due Date: Friday, February 22, 2019

Library Development & Networking Division
January 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

A. Program Description

As a pilot project, the Texas State Library and Archives Commission (TSLAC) will fund 10 *time-sensitive* scholarships of up to $2,500 to paid library staff at accredited public libraries serving populations of under 25,000 to attend the Association of Rural and Small Libraries (ARSL) 2019 Conference in Burlington, Vermont scheduled for Sept. 4-7, 2019. The scholarship will fund ARSL conference registration, travel within the United States, and lodging. This scholarship is limited to first-time attendees of the ARSL conference.

Goals and Purposes

Each scholarship recipient will:

- Attend the ARSL conference,
- Submit a 1-2 page conference report within 6 weeks, which will include a narrative of sessions attended and how they intend to apply what they learned at the conference

B. Award Information

The ten (10) libraries chosen to receive the 2019 ARSL Scholarship will receive a one-time, federally funded award of up to $2,500 to cover expenses incurred for the following:
- Travel, lodging, and meals and incidentals to attend the ARSL Conference
- Registration for the ARSL 2019 Conference

Registrants will be expected to register for the conference using their own funds. A stipend will be granted to cover funds up to $2,500, depending on budget provided in the application.

Length of Funding

This one-time, federally funded award of up to $2,500 covers expenses directly related to the conference and associated travel to and from the conference.

Approximately $25,000 is expected to be available for the ARSL 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-00-18-0044-18

Catalog of Federal Domestic Assistance (CFDA) Number: 45.310

C. Eligibility Information

Eligibility to apply for the ARSL 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.
- Applicants have not previously attended the ARSL conference.
- Participants are paid library staff at a community with a population of 25,000 or less.
- Please call or email Kyla Hunt with any questions regarding eligibility at 1-800 252-9386 or khunt@tsl.texas.gov.

Eligible Expenses

This grant program may fund expenses for:

- Travel within the United States, lodging, and meals and incidentals to attend the ARSL Conference.
  - All mileage must be verified by Google maps showing any needed car travel and must fall within GSA per diem limits.
  - Lodging rates, as well as rates for meals and incidentals, must follow the rates found at GSA.gov and must not exceed 5 nights.
  - Scholarship recipients will be responsible for making travel arrangements themselves; no travel assistance will be provided by Texas State Library staff during the reservation process.
- Registration to the ARSL 2019 Conference.
  - This includes early bird and regular rates, as well as member and non-member rates.
  - Scholarship recipients will be responsible for registering themselves; no registration assistance will be provided by Texas State Library staff during the registration process. Be aware that the conference sells out quickly. The Texas State Library does not guarantee registration if not completed by the recipient in a timely manner.

Ineligible Expenses

This grant program will NOT fund the following costs:
  a. Transportation/travel for non-grant funded personnel
  b. Purchase of alcohol
  c. Tips
  d. Tax on shared meals if you are traveling with a companion
  e. Meal at your home airport
e. Other expenses as excluded in the guidelines.

D. Grant Recipient Expectations

Send one paid library staff member per library to attend the Association of Rural and Small Libraries (ARSL) 2019 Conference in Burlington, Vermont scheduled for Sept. 4th-7th, 2019. The attendee should be a paid staff member at the library. Require that participants submit a 1-2 page conference report within 6 weeks following the conference providing a narrative of sessions attended and how they intend to apply what they learned at the conference.

Before the ARSL conference, participants will:
- Complete registration for the ARSL conference.
- Complete travel and lodging booked at rates found at GSA.gov.
- Notify TSLAC as soon as possible if a selected participant 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 participant to attend.
- Request that your governing authority execute a contract with TSLAC to receive up to a $2,500 stipend to attend the Association of Rural and Small Libraries (ARSL) Conference.

During the ARSL conference, participants will:
- Attend conference sessions and networking opportunities.
- Keep track of conference sessions and networking opportunities attended.

After the ARSL conference, participants will:
- Submit a 1-2 page conference report within 6 weeks following the conference providing a narrative of sessions attended and how they intend to apply what they learned at the conference

E. Application and Submission Information

TSLAC strongly encourages potential applicants to review the following archived webinar to learn more about the competitive grant programs and process (https://www.tsl.texas.gov/ld/workshops/webinars/archivedannexfy2018.html):
- Applying for TSLAC Competitive Grants: What You Need to Know for FY 2019 —Jan. 31, 2018; 1:30- 3:00 p.m.

Application Assistance and Project Review

TSLAC consultants are available to help throughout application development. For more information, contact Kyla Hunt, Library Management Consultant, at 1-800-252-9386 or 512-463-4855, or by email at khunt@tsl.texas.gov.

Grant Management System (GMS) Access

TSLAC uses a grant management system (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 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 grant appropriate access.

Applicants may request paper copies of materials if necessary due to difficulty using the Internet or other accessibility reasons from Kyla Hunt, Library Management Consultant, at 1-800 252-9386 or 512-936-4449, via email at khunt@tsl.texas.gov.

Application Components

The grant application consists of the following components to be **submitted in GMS** (unless noted):
1. Proposal narrative.
2. Detailed information on budget for registration, travel, lodging, and meals and incidentals.
3. Detailed information on personnel who will be attending the conference.
4. Application certification form signed by a governing authority. Print out form in GMS, get signatures, then upload in GMS.
5. Letter(s) of support of participation by a governing authority.

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 D-U-N-S number may be found on Dun & Bradstreet website (fedgov.dnb.com/webform) or by calling Dun & Bradstreet, toll-free, at 1-866-705-5711. Information regarding SAM registration may be found at www.sam.gov. Obtaining a D-U-N-S 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 Standard Time, Friday, Feb. 22, 2019.**

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

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

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
Jan. 29, 2019 Guidelines released.
Feb. 22, 2019 Applications and required forms due in GMS.
Feb. 25- Mar. 3, 2019 Application packets evaluated by Review Panel.
Mar. 4, 2019 Applicants notified of Review Panel recommendations, stipends start being released.
Sept. 13, 2019 All funds pertaining to project must be spent.

F. Application Review Information

Criteria for Award
This grant program is competitive. The Grant Review Panel will score proposals on the criteria listed below (13 TAC §2.912). The maximum number of points for each category is shown.

The detailed scoring rubric that will be used by the ARSL Scholarship Review Panel is provided on the following pages.

1. Needs Assessment (50 points)
Provide details about the community (audience) you serve:
- 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 the Association of Rural and Small Libraries will better equip you to meet those goals.

2. Project Impact (50 points)
Provide details about the impact information learned and networking that will occur at the conference will have on library services and users locally, as well as regionally or statewide.
- Include programs that the library wishes to improve or begin that could be impacted by attending the conference.
- Describe how participation at the conference will enhance or improve your library's ability to make strategic decisions concerning library programming and management.
- Describe how participation at the conference will impact the library's community.
- Describe how participation at the conference will impact succession planning at the library.

3. Budget (0 points)
Provide a detailed budget and justify budgeted costs.
- Include cost of ARSL conference registration. Note if you are an ARSL member and if you plan on registering at the Early Bird rate. *Please note that at the release of this NOFO the 2019 registration costs have not been released; 2018 conference rates can be found at https://arsl.info/2018-registration-costs/*
- 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
- Include anticipated meals and incidentals 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.

4. Personnel (0 points)
Describe who will attend the Association of Rural and Small Libraries Conference.
- Include whether the staff member has previously attended the ARSL Conference.

Scoring Rubric Project

Project Scoring Total in Two Areas: 100 points

Relevance and appropriateness of the project design and activities to the goals and purpose of the grant program will be considered in the scoring of all criteria. Members of the Grant Review Panel may score each criterion as follows:

0-10 points: Project does not meet the goals and purposes of the ARSL scholarship grant program
20-30 points: Project partially meets the goals and purposes of the ARSL scholarship grant program.
40-50 points: Project is a clear fit for the goals and purposes of the ARSL scholarship grant program

1. Needs Assessment

The purpose of this grant is to provide an opportunity for paid library staff in libraries that serve populations of under 25,000 to attend the ARSL conference for the first time.

Applicant describes audience demographics, population and unique needs the library is meeting or striving to meet for the community.

0-10 points	20-30 points	40-50 points
• Applicant provides no information on unique needs the library is meeting or striving to meet for the community. • Applicant provides no information on audience demographics or population.	• Applicant provides partial/some information on unique needs the library is meeting or striving to meet for the community with no specific examples. • Applicant provides partial/some information on audience demographics or population.	• Applicant provides detailed information and/or examples on unique needs the library is meeting or striving to meet for the community. • Applicant provides detailed information on audience demographics or population.

2. Project Impact

The ARSL scholarship is intended to provide an opportunity to provide learning and networking that will occur at the conference, impacting library services and users locally, as well as regionally or statewide.

Applicant describes programs that the library wishes to improve or begin that could be impacted by attending the conference. Applicant describes how participation at the conference will enhance or improve the library's ability to make strategic decisions concerning library programming and/or management. Applicant describes how participation at the conference will impact succession planning at the library.

0-10 points	20-30 points	40-50 points
• Applicant provides no information on programs that the library wishes to	• Applicant provides partial/some information on programs that the	• Applicant provides detailed information and/or examples on

improve or begin that could be impacted by attending the conference. • Applicant provides no information on how participation at the conference will enhance or improve the library's ability to make strategic decisions concerning library programming and/or management. • Applicant provides no information on how participation at the conference will impact succession planning at the library.	library wishes to improve or begin that could be impacted by attending the conference with no specific examples. • Applicant provides partial/some information on how participation at the conference will enhance or improve the library's ability to make strategic decisions concerning library programming and/or management with no specific examples. • Applicant provides partial/some information on how participation at the conference will impact succession planning at the library.	programs that the library wishes to improve or begin that could be impacted by attending the conference. • Applicant provides detailed information on how participation at the conference will enhance or improve the library's ability to make strategic decisions concerning library programming and/or management. • Applicant provides detailed information on how participation at the conference will impact succession planning at the library.

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 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 TSLAC governing board 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)

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.
- 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 grant 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 grant with the next ranked applicant. *(Not applicable to this grant 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 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 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 grant 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 grants.

Kyla Hunt, Library Management Consultant, Program Coordinator 512-936-4449, 800-252-9386 (toll free) Fax: 512-936-2306 Email: khunt@tsl.texas.gov

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