



TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION

Notice of Funding Opportunity



Family Place Libraries Grant Program Guidelines

Application Due Date:
Friday, December 3, 2021

Library Development & Networking Division
October 2021

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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

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 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.

Requirements

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

During the course of training, participants will:

1. Commit to attending a total of 18 hours of training over the course of 4 weeks and watching the recordings of any sessions missed.
2. 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.
3. Execute a contract with TSLAC to receive up to \$6,000 in reimbursed funds to develop the Family Place Program. 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.

Within Six (6) Months post training, participants will:

1. Register for the TSLAC Grant Management Series of training webinars and complete webinars on Communications, Contract Overview, and Financial Management & Reporting.
2. Encumber the \$6000 for items recommended during the training by July 31, 2022.
3. Report on expenditures in accordance with the requirements and timeline provided by TSLAC.
4. Develop a Family Place Libraries Plan for the library.
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 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 early learning center, as needed.
7. Train additional staff as needed to sustain the program in the event of a staff member leaving.

B. Award Information

Approximately \$159,000.00 is expected to be available for the Family Place grants, subject to approval by the TSLAC governing board and the availability of funds.

Up to eleven (11) Libraries may be chosen to be funded at the maximum rate and participate in the Texas State Library and Archives Commission-sponsored Family Place Libraries Project will receive the following:

- Paid tuition for a maximum of two (2), full-time staff members from the participating library to attend online Family Place training.
- A one time, state-funded 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 between Feb. 24, 2022 and July 31, 2022.

C. Eligibility Information

Through their governing authority, accredited public libraries are eligible to apply for funds. Public library applicants must be accredited by the Texas State Library and Archives Commission for the fiscal year in which the training is held and when the grant is implemented.

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

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 800-252-9386 or 512-463-4449**, or by e-mail 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. Proposal narrative

Grant Management System (GMS) Access

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

If needed because of difficulty using the Internet or for other accessibility reasons, potential applicants may submit copies of materials to Bethany Wilson, TSLAC Grants Administrator, via e-mail at grants@tsl.texas.gov.

The fillable PDF version of this application can be found at: <https://tinyurl.com/FPL2022>

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, Friday, December 3, 2021**. *Please be advised that technical support will not be available after 4 p.m., Friday, December 3, 2021.*

If you are unable to submit your application and/or required documentation via GMS, you may submit documents via e-mail to grants@tsl.texas.gov with subject line, **Family Place Libraries Grant**. Please send mail submissions to:

Family Place Libraries Grant
Texas State Library and Archives Commission
Library Development & Networking Division
PO Box 12927 (1201 Brazos St.)
Austin, TX 78711 (78701)

Program Timeline

October 25, 2021	Guidelines released
November 1, 2021	Application Opens
December 3, 2021	Application Deadline
February 2022	Grants awarded
July 31, 2022	Deadline to encumber grant funds
August 1, 2022	Final Request for Funds due
Spring 2023	First performance report due

Spring 2024	Second performance report due
Fall 2024	Projects end
Spring 2025	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)

- Provide details about the community served by your library or branch. Be sure to include information about the population and demographics in your service area as well as a description of both your users and non-users.
- Provide details about any community needs which align with the grant purpose that your library or branch is meeting or striving to meet.

2. Program Design (10 points)

Explain how participation in this program aligns with your library or branch's mission and current programming for children.

3. Project Impact (25 points)

- Explain how the provided training and funding will equip your library or branch to support its mission and goals in service to the community.
- In detail, describe the current programs, services, and space for young children in your library or branch.

4. Sustainability (35 points)

- Describe your library or branch's support from organizational leadership to implement and develop the program initiatives.
- Describe your library or branch's support from local partners and community members to implement and develop the program initiatives
- Describe your library or branch's funding sources and/or any support from partnerships for continued development of the program at the conclusion of the funding period.

5. Evaluation (10 points)

Describe your library or branch's plan for measuring successful outcomes within your Family Place Library.

Funding Decisions

- 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.
- 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 Two Areas: 100 points		
<p>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.</p> <p>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:</p> <p>0-1 Score Points: Project does not meet the goals and purposes of the grant program. 2-3 Score Points: Project partially meets the goals and purposes of the grant program. 4-5 Score Points: Project is a clear fit for the goals and purposes of the grant program.</p>		
1) Needs Assessment (Points: Raw score = 5 max, weight = 4; Final score = 20 max)		
Provide details about the community served by your library or branch. Be sure to include information about the population and demographics in your service area, a description of both your users and non-users, and any community needs which align with the grant purpose that your library or branch is meeting or striving to meet.		
0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> Applicant provides a superficial description of its community that includes very little demographic information and description of its users. Applicant provides a shallow explanation of community need. 	<ul style="list-style-type: none"> Applicant provides an adequate description of its community that includes some demographic information and description of its users. Applicant provides some explanation of community need but provides few details. 	<ul style="list-style-type: none"> Applicant provides a full description of its community that includes detailed demographic information as well as a description of both users and non-users. Applicant provides detailed examples of any community needs it is meeting or striving to meet.
2) Program Design (Points: Raw score = 5 max, weight = 2; Final score = 10 max)		
Explain how participation in this program aligns with your library or branch’s mission and current programming for children.		
0-1 points	2-3 points	4-5 points
Applicant provides a reference to program alignment with its mission and little to no explanation of its goals pertaining to the development of young children.	Applicant provides a perfunctory explanation of program alignment with its mission and a list of its goals pertaining to the development of young children.	Applicant provides an in-depth explanation of program alignment with both its mission and its current programs for young children.
3) Project Impact (Points: Raw score = 5 max, weight = 5; Final score = 25 max)		
In detail, explain how the provided training and funding will equip your library or branch to support its mission and goals in service to the community. Be sure to include a description of the current programs, services, and space for young children in your library or branch.		
0-1 points	2-3 points	4-5 points

<ul style="list-style-type: none"> • Applicant provides a reference to participation in the program equipping it to support its mission and goals in service to the community. • Applicant provides little or no information about the library's current programs, services, and space for children. 	<ul style="list-style-type: none"> • Applicant provides a vague explanation of how participation in the program will equip it to support its mission and goals in service to the community. • Applicant provides some information about the library's current programs, services, and space for children but no specific examples. 	<ul style="list-style-type: none"> • Applicant provides an extensive explanation of how participation in the program will equip it to support its mission and goals in service to the community. • Applicant provides detailed information about the library's current programs, services, and space for children with specific examples.
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4) Sustainability (Points: Raw score = 5 max, weight = 7; Final score = 35 max)

Describe your library or branch's support from organizational leadership, local partners, and community members to implement and develop the program initiatives. Be sure to include your library or branch's funding sources and/or any support from partnerships for continued development of the program at the conclusion of the funding period.

0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> • Applicant provides little or no information about support from organizational leadership to implement and develop the program initiatives. • Applicant provides little or no information about relationships with local partners and community members in support of the implementation and development of the program initiatives. • Applicant provides little or no plan for the financial sustainability of the program. 	<ul style="list-style-type: none"> • Applicant provides some information about support from organizational leadership to implement and develop the program initiatives but no specific details. • Applicant provides an explanation of potential relationships with local partners and community members that could support the implementation and development of the program initiatives. • Applicant provides vague ideas about where financial support might be sought out for continued development of the program. 	<ul style="list-style-type: none"> • Applicant provides a detailed description of organizational leadership to implement and develop the program initiatives with specific examples. • Applicant provides a detailed description of existing relationships with local partners and community members willing to support the implementation and development of the program initiatives. • Applicant provides a demonstration of financial support for continued development of the program through established funding sources and/or partnerships.

5) Evaluation (Points: Raw score = 5 max, weight = 2; Final score = 10 max)

Describe your library or branch's plan for measuring successful outcomes within your Family Place Library.

0-1 points	2-3 points	4-5 points
Applicant provides little or no plan for the measurement of successful outcomes within their Family Place Library.	Applicant provides vague ideas about how successful outcomes might be measured within their Family Place Library.	Applicant provides a detailed plan for the measurement of successful outcomes within their Family Place Library.

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
- (5) A certification that a copy of the protest has been mailed or delivered to all interested persons

(e) Upon receipt of a protest conforming to the requirements of this section, the commission shall not proceed with the solicitation, award, or contract until the protest is resolved, unless the Director and Librarian makes a written determination that delay would harm the substantial interests of the state.

(f) The Director and Librarian has the authority to decide, settle, or resolve the protest and will make a written determination. The Director and Librarian may solicit written responses to the protest from other parties. The Director and Librarian shall inform the protesting party and other interested parties by letter of his determination, and how to appeal the determination to the commission.

(g) An interested party may appeal the determination of the Director and Librarian. An appeal must be in writing and conform to paragraphs (1) - (3) of this subsection:

- (1) The appeal must be received in the office of the Director and Librarian no later than 15 days after the date the determination is mailed to interested parties;
- (2) A copy of the appeal must be mailed or delivered by the appealing party to all interested parties and contain a certification of mailing or delivery;
- (3) The appealing party must state whether or not an opportunity is requested to make an oral presentation to the commission in open meeting.

(h) The Director and Librarian shall refer the matter to the commission for their consideration at an open meeting.

(i) The chair of the commission has the discretion to allow an appeal filed more than 15 days after the Director and Librarian's determination if the appealing party shows good cause for the late filing or if the appeal raises an issue significant to the general policies or procedures of the commission.

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

Policy Requirements

TSLAC competitive grant recipients are subject to the Texas Grant Management Standards (TxGMS) <https://comptroller.texas.gov/purchasing/docs/grant-management-reader.pdf>

Reporting

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

G. Contacts

TSLAC staff members are available via e-mail during regular business hours (7:30 a.m.-4:30 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

Bethany Wilson, Grants Administrator
Phone: 800-252-9386 (toll free)
Fax: 512-936-2306
E-mail: bwilson@tsl.texas.gov