Notice of Funding Opportunity
State Fiscal Year (SFY) 2020

Library Technology Academy
Program Guidelines

Application Due Date:
October 20, 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

The Library Technology Academy is a project from the Texas State Library and Archives Commission (TSLAC) to educate and prepare public library staff to be strategic managers of their library’s technology. This project-based training grant will use both online and in-person learning experiences to enable library staff more time, guidance, and individualized attention to support technology planning and management. Each library will build on what they’ve learned through the training by designing and implementing a technology project supported by a reimbursement grant of up to $11,000 per library.

Goals and Purposes

The purpose of the Library Technology Academy grant is to provide an in-depth learning opportunity for small and rural public library staff to acquire, develop, and implement the skills and tools needed to manage library technology strategically.

Library Technology Academy Participants will:

Part One: Training (in-person and online) – December 2019 – March 2020

- Learn strategies, processes, and tools for managing library technology through an in-person and online training program.
- Collect information about their respective library’s technology and usage to create a library technology inventory.
- Design a library technology plan that is in line with the library’s mission and vision using the technology inventory.

Part Two: Project Development – April 2020 – August 2020

- Formulate a project that is in line with their library’s mission and vision and addresses a need revealed through their library technology plan.
- Application development and submission for activities taking place in SFY2021

Part Three: Project Implementation – September 2020 – August 2021

- Implement the project using strategies, processes and tools learned through the program. Resources used in pilot will be reimbursed through awarded TSLAC grant funds.
- Update their library technology plan to reflect changes implemented from their technology project.
- Report on and assess the project at its conclusion to measure the impact and learn where improvements can be made.

Requirements

- Selected libraries will send two participants per library to attend the in-person Library Technology Academy training in Austin, Texas. At least one representative should be a full-time, paid staff member (director, assistant director or manager). The other participant may be another library staff member (full or part-time of the same library) or a city/county I.T. person, board member, volunteer, or community partner of the same library. **Attendees who are not paid by the library, cannot be reimbursed for travel; however, they are still encouraged to participate as part of the grant.**

- Participants will dedicate approximately 15 percent of their time during the grant period to complete project deliverables.
Before the in-person training, participants will:

- Complete the Edge Assessment, a free online technology assessment available to all accredited Texas libraries through TSLAC, at least one month prior to the in-person training. If the participant’s library has taken Edge within the last twelve months, the library does not have to retake it.
- Participate in a welcome and orientation webinar to go over program logistics and expectations.
- 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.
- Execute a contract with TSLAC through the library’s governing authority to receive up to $11,000 in reimbursement funds to implement an approved project informed by library management strategies and best practices as outlined in the Library Technology Academy training.

During Online Training, participants will:

- Dedicate up to four (4) hours per week for eight (8) weeks to participate in the synchronous online training
- Submit assignments and materials on time and be an active and engaged participant of the online course.
- Submit a library technology inventory at the conclusion of the online course.

After In-Person and Online Training, participants will:

- Develop a library technology plan for their library
- Develop a library technology project and submit application for activities
- Encumber up to $11,000 for materials or services to be purchased in support of implementing the library technology project
- Fully implement the library technology project
- Receive in-person site visits from TSLAC staff and receive personalized guidance from vendor to discuss library technology project
- Report on expenditures in accordance with the requirements and timeline provided by TSLAC
- Revise initial Library Technology Plan, post project implementation
- Present final library technology plan to the library’s governing authority by the end of the grant period
- Share training experience through webinar, blog post, panel session or other format to colleagues in the profession at the end of the grant period
B. Award Information

Approximately $110,000 is expected to be available for the Library Technology Academy grants, subject to approval by the TSLAC governing board and the availability of funds. 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.

The ten (10) libraries chosen to participate in the Library Technology Academy program will receive a one-time, federally funded sub-award of up to $11,000 to reimburse for the following:

**Part One: Training (SFY 2020 — September 1, 2019 – August 31, 2020)**

- A stipend to cover the costs of travel for participants currently paid by the library to attend the in-person training in Austin, TX. Participants will receive a stipend if they are currently employed by the library, e.g. (director, assistant director or manager) and (full or part-time staff of the same library) or a city/county I.T. person. While board members, volunteers, or community partners of the same library are encouraged to participate, as non-employees of the library, they will not be reimbursed for travel expenses. The travel stipend will not exceed $1,000 for both attendees.

  - Federal Award Identification Number (FAIN): LS-00-19-0044-19
  - Catalog of Federal Domestic Assistance (CFDA) Number: 45.310

  Length of Funding: Funding will be for expenses incurred in SFY 2020 to attend the training.

**Part Two: Final Proposal Submission (SFY 2020 — September 1, 2019 – August 31, 2020)**

- Proposal review and consultative help from the trainer.
- Application submission for program implementation taking place in SFY 2021.

**Part Three: Program Implementation (SFY 2021 — September 1, 2020-August 31, 2021)**

- Materials and services purchased to implement a project informed by library management strategies and best practices as outlined in the Library Technology Academy training. Participants will create and submit a separate plan application for approval.
- A one-time, federally funded sub-award up to $10,000 to implement the proposed project in SFY 2021 upon approval. Funds will be disbursed on a reimbursement basis.

  - Federal Award Identification Number (FAIN): To Be Announced
  - Catalog of Federal Domestic Assistance (CFDA) Number: 45.310 Grants to States

  Length of Funding: Funding will be for one state fiscal year (September 1, 2020-August 31, 2021)

C. Eligibility Information

Eligibility to apply for Library Technology Academy participation 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 fiscal year in which the training is held and when the grant is implemented.
- Applicants work in or assist a library in a community with a population of 30,000 or less.
- There is no requirement for cost sharing, matching funds or cost participation with this grant program.

Please call or email Cindy Fisher with any questions regarding eligibility at 1-800-252-9386 or cfisher@tsl.texas.gov.
Eligible Expenses

Part One – Training

This grant program will award a stipend to cover transportation costs. A stipend to cover the costs of travel for participants currently paid by the library to attend the in-person training in Austin, TX. Participants will receive a stipend if they are currently employed by the library, e.g. (director, assistant director or manager) and (full or part-time staff of the same library) or a city/county I.T. person. While board members, volunteers, or community partners of the same library are encouraged to participate, as non-employees of the library, they will not be reimbursed for travel expenses. The travel stipend will not exceed $1,000 for both attendees.

Transportation costs may include lodging, meals, mileage, parking, airfare, car rental, parking and taxi or shuttle expenses.

This 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

Part Two – Final Proposal Submission

No program expenses will be funded during this portion of the program.

Part Three – Program Implementation

The subsequent grant to support the resulting project in SFY 2021 may fund costs for staff, equipment**, capital expenditures, supplies, professional services and other typical operating expenses, as permitted by 13 TAC §2.116 (Uniform Grants Management Standards). The grant may also cover indirect costs as permitted in 2 CFR 200.

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

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

Ineligible Expenses

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

TSLAC strongly encourages potential applicants to review the following webinar to learn more about the competitive grant programs and process

Applying for TSLAC Competitive Grants: What You Need to Know for FY 2020 —Jan. 23, 2019

Application Assistance and Project Review

TSLAC consultants are available to help throughout application development. For more information, contact Cindy Fisher, Library Technology Academy Coordinator, at 1-800-252-9386 or 512-463-4855, or by email at cfisher@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 Cindy Fisher, Library Technology Academy Coordinator, at 1-800 252-9386 or 512-463-4855, via email at cfisher@tsl.texas.gov.

Application Components

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

1. Proposal narrative.
2. Application certification form signed by a governing authority. Print out from GMS, get signatures, then upload in GMS.
3. Childrens Internet Protection Act (CIPA) Form. Print from GMS, sign, then upload in GMS.
4. Letter(s) of support of participation by 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, Oct. 18, 2019.

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

Sept. 16, 2019    Guidelines released; application opens.

Oct. 18, 2019    Applications and required forms due in GMS.


Nov. 12, 2019    Applicants notified of Review Panel recommendations.

Nov. 28, 2019    Part 1 of Project begins: Training

Dec. 9-10, 2019    In-person Tech Academy Training (Austin, TX)

Jan. 2020 – March 2020    Online Tech Academy Training

April 2020 – Aug. 2020    Part 2 of Project begins: Project development

August 1, 2020    Project Grant proposals due in GMS

Sept. 1, 2020    Part 3 of Project implementation begins.

Aug. 31, 2021    Projects end.
E. Application Review Information

Criteria for Award

Acceptance into the training program is competitive. The 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 Library Technology Academy Review Panel is provided on the following pages.

1. Needs Assessment (30 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 participation in the Library Technology Academy will better equip you to meet those goals.
- Describe the current mission and strategic plan for your library.

2. Improvement (30 points)

Describe your library’s current approach to managing library technology:

- Include how purchases, upgrades, and strategic decisions are made concerning the library’s technology.
- Describe how the library obtains funding for technology, including any grants or partnerships that add to the library’s annual budget.
- Describe how participation in this project will enhance or improve your library’s ability to make strategic decisions concerning library technology.

3. Sustainability (20 points)

Provide details about the support you have to participate in this project and to sustain the project’s goals:

- Describe the support you will have from your organization for your participation in the Library Technology Academy program as well as outside support from local partners and community members.
- Include information about additional partnerships and/or funding sources that could be utilized for continued support in the future.

Describe the support you will have from your organization to implement strategies learned from the Library Technology Academy after the conclusion of the grant cycle.

4. Personnel (20 points)

Describe who will attend Library Technology Academy:

- Include their qualifications to perform these duties
- Include time they will spend fulfilling duties associated with this project for the length of the grant period.
### Scoring Rubric

**Project Scoring Total in Eleven Areas: 100 points**

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

- **0-1 points**: Project does not meet the goals and purposes of the Library Technology Academy grant program
- **2-3 points**: Project partially meets the goals and purposes of the Library Technology Academy grant program.
- **4-5 points**: Project is a clear fit for the goals and purposes of the Library Technology Academy grant program

#### 1. Needs Assessment (Points: Raw score = 5 max, weight = 6; Final score = 30 max)

The purpose of this grant is to educate and prepare library staff to be strategic managers of their library’s technology. This grant will provide funding for training on strategic management of technology in libraries and to assist with each library’s individual implementation of a technology project based on the training.

Applicant describes audience demographics, population and unique need. Applicants describe how the program training and funding provided will allow them to better serve community need. Applicant demonstrates ways in which the Library Technology Academy aligns with the mission and strategic plan of their library.

<table>
<thead>
<tr>
<th>0-1 points</th>
<th>2-3 points</th>
<th>4-5 points</th>
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<tbody>
<tr>
<td>- Audience for the program is not clearly defined.</td>
<td>- Audience for the program is defined but demand is not clearly demonstrated.</td>
<td>- Audience is defined with specific examples and statistics indicating need.</td>
</tr>
<tr>
<td>- Applicant provides no information on community need.</td>
<td>- Applicant provides partial/some information on community need with no specific examples.</td>
<td>- Applicant provides detailed information and/or examples about ways in which the program will meet community need.</td>
</tr>
<tr>
<td>- Applicant demonstrates ways in which the Library Technology Academy aligns with the mission and strategic plan of the library.</td>
<td>- Applicant provides partial/some information on program alignment with library mission and/or strategic plan.</td>
<td>- Applicant provides clear and convincing evidence of program alignment with library mission and/or strategic plan.</td>
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#### 2. Improvement (Points: Raw score = 5 max, weight = 6; Final score = 30 max)

Applicants describe their current approach to managing library technology. Applicants describe how the library obtains funding for technology, including any grants or partnerships that add to the library’s annual budget. Applicant describes how the Library Technology Academy will enhance or improve their library’s ability to make strategic library technology decisions.

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<th>0-1 points</th>
<th>2-3 points</th>
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<tbody>
<tr>
<td>- Current approach to managing library technology is not clearly described.</td>
<td>- Current approach to managing library technology is partially described but without specific examples.</td>
<td>- Current approach to managing library technology is thoroughly described using specific examples.</td>
</tr>
<tr>
<td>- No description of how library obtains funding for technology.</td>
<td>- Partial or incomplete description how library obtains funding for technology is partially described</td>
<td>- Thorough description of how library obtains funding for technology, including grants or partnerships.</td>
</tr>
<tr>
<td>- No description of how program would improve the library’s ability to make strategic</td>
<td>- Partial or incomplete description of how program would improve</td>
<td>- Makes a thorough case for how program would help improve the</td>
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decisions regarding the library’s technology.

the library’s ability to make strategic decisions regarding the library’s technology.

library’s ability to make strategic decisions regarding the library’s technology.

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

Applicant describes level of organizational support for participation in the Library Technology Academy program. Applicant provides information about additional partnerships or funding sources that could be utilized for continued support at the end of the funding period. Applicant describes level of organizational support to implement strategies learned from the Library Technology Academy at the end of the grant cycle.

<table>
<thead>
<tr>
<th>0-1 points</th>
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<th>4-5 points</th>
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<tr>
<td>• No information about organizational support for program participation.</td>
<td>• Partial or incomplete information about organizational support for program participation.</td>
<td>• In depth explanation of the level of organizational support available for library’s participation in the program.</td>
</tr>
<tr>
<td>• Vague or no description of potential funding sources to assist library after grant period has ended.</td>
<td>• Potential funding sources to assist after the grant has conclude are addressed but without specific examples.</td>
<td>• Potential funding sources are addressed with specific examples.</td>
</tr>
<tr>
<td>• No description of organizational support to implement learned program strategies.</td>
<td>• Partial or incomplete information about organizational support to implement learned program strategies.</td>
<td>• Thorough description of how organizational support for implementing learned program strategies.</td>
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4. **Personnel (Points: Raw score = 5 max, weight = 4; Final score = 20 max)**

Applicant describes who will attend Library Technology Academy, their qualifications to perform duties associated with the program, and the time they will spend fulfilling duties associated with this project for the length of the grant period.

<table>
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<tr>
<td>• No description of key personnel and their qualifications to perform these duties.</td>
<td>• Some description of key personnel and their qualifications.</td>
<td>• Describes qualifications of key personnel in detail, including experience with similar projects, and how each will contribute to the project’s success.</td>
</tr>
<tr>
<td>• No description of time spent on project by each staff member.</td>
<td>• Time spent on project by each staff member only partially identified and justified.</td>
<td>• Time spent on project by each staff member identified and justified.</td>
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**Funding Decisions (13 TAC §2.114)**

(a) The agency staff will submit a recommended priority-ranked list of applicants for possible funding. Final approval of a grant award is solely at the determination of the TSLAC governing board.

(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 by the TSLAC governing board, 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 TSLAC governing board.
(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. The applicant will be informed of this situation prior to presentation to the TSLAC governing board and may negotiate a revision to the application. A positive recommendation to the TSLAC governing board 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 TSLAC governing board.
F. 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 Librarians 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 at scheduled intervals throughout the reporting period as will be outlined in the grant contract. Reports will be submitted electronically through TSLAC’s GMS.

G. Contacts

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

Cindy Fisher, Digital Inclusion Consultant, Program Coordinator
512-463-4855, 800-252-9386 (toll free)
Fax: 512-936-2306
Email: cfisher@tsl.texas.gov