



TEXAS STATE LIBRARY  
AND  
ARCHIVES COMMISSION

# Notice of Funding Opportunity

## State Fiscal Year (SFY) 2021



## Library Technology Academy Program Guidelines

**Application Due Date:**  
September 28, 2020

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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 an intensive, in-depth program 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 online 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 have learned through the training by designing and implementing a technology project supported by a reimbursement grant of up to \$10,000 per library. This training grant aims to assist libraries in small and rural areas serving populations of 30,000 or less and prioritizes those libraries serving high-poverty communities.

As many staff in small and rural libraries are also their own I.T. support, library staff often lack the time and support to create a long-term strategy for managing and planning their library's technology needs. Often libraries may implement grant-funded technology projects without a strategy for ensuring sustainability of resources or without an understanding of community needs, leaving library technology out-of-date, unused, or non-operational.

The Library Technology Academy seeks to deliver the following outcomes:

- Participants implement strategic technology management processes and procedures.
- Participants examine technology decision-making through a digital inclusion lens.
- Participants formulate a library technology project that demonstrates their knowledge of resource sustainability and stewardship.
- Participants identify themselves as someone capable of knowing, using, and contributing to the wider library technology community.

## Goals and Purposes

The purpose of the Library Technology Academy 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 (online) – October 2020 – December 2020

- Learn strategies, processes, and tools for managing library technology using current technology trends and tried-and-true best practices.
- Collect information about their community to better understand user needs.
- Collect information about the library's technology and usage to create a library technology inventory.
- Conduct a user experience audit of current library technology systems and procedures.

Part Two: Project Development – December 2020 – March 2021

- Formulate a technology project in the form of a grant proposal that addresses a need revealed through previous coursework.
- Compile potential resources and services to be purchased during project implementation.
- Discuss project plans with fellow academy participants, with trainer, and with LTA program manager.

- Submit project grant proposal through the TSLAC Grants Management System and receive feedback from past Library Technology Academy participants.
- Draft a library technology plan using the technology inventory.

#### Part Three: Project Implementation – September 2021 – August 2022

- Implement the project using funds to be reimbursed by TSLAC (up to \$10,000) and the strategies, processes and tools subrecipients learned through Part One of the program.
- 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 ensure two participants per library will attend the online Library Technology Academy training. 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.
- Participants will dedicate approximately 10 percent of their time during the program period to complete project deliverables.

#### **Before the Online Training, participants will:**

- Complete the Edge Assessment, a free online technology assessment available to all accredited Texas libraries through TSLAC, at least two weeks prior to the online training. If the participant's library has taken Edge within the last 12 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 Memorandum of Understanding (MOU) with TSLAC through the library's governing authority to participate in and execute deliverables required by 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.
- Develop a library technology project and grant proposal to support activities

**After Completion of Online Training, participants will:**

- Develop a Library Technology Plan for their library
- Execute a contract with TSLAC through the library's governing authority to receive up to \$10,000 in reimbursement funds to implement an approved project informed by library management strategies and best practices as outlined in the Library Technology Academy training.
- Encumber up to \$10,000 for materials or services to be purchased in support of implementing the library technology project
- Fully implement the library technology project
- Receive personalized feedback and assistance 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 and attend webinars and trainings to assist in this effort.
- Revise initial Library Technology Plan, after project implementation
- Present final Library Technology Plan to the library's governing authority by the end of the program 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 \$100,000 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 the following:

### **Part One:** Online Training (October 1, 2020 – December 31, 2020)

- Online training:
  - Initial 1.5 day intensive training (12 hours total)
  - Plus 8 weeks of online training – 4 hours per week for 8 weeks. This consists of one hour of synchronous online training and up to three hours of homework (done on your own).

### **Part Two:** Final Proposal Submission (January 1, 2021 – August 31, 2021)

- Proposal review and consultative help from TSLAC staff and the vendor.
- Application submission in GMS for program implementation taking place in SFY 2021.
- Attend monthly meetings to prepare for program implementation.

### **Part Three:** Program Implementation (September 1, 2021-August 31, 2022)

- Materials and services purchased to implement a project informed by library management strategies and best practices as outlined in the Library Technology Academy training.
- A one-time, federally funded sub-award up to \$10,000 to implement the proposed project in SFY 2022 upon approval and availability of funds. 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, 2021-August 31, 2022)

## 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.
- Applicant library serves a community with a population of 30,000 or less.
- Libraries serving high-poverty communities as defined by the [2018 Census.gov American Community Survey](#) will receive additional points during the scoring process. The Texas poverty rate is 16.6%. Libraries serving communities with a 16.7%-21.9% poverty rate will receive 4 extra points; libraries serving communities with a poverty rate between 22%-25.9% will receive 6 extra points, and libraries in communities with a poverty rate over 26% will receive 8 extra points.
- Libraries who have not received TSLAC grants in the past 5 years will receive 4 extra points during the scoring process.

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

Past recipients of a Library Technology Academy grant award are not eligible to apply for subsequent Library Technology Grant award opportunities. Please email Cindy Fisher with any questions regarding

eligibility at [cfisher@tsl.texas.gov](mailto:cfisher@tsl.texas.gov).

## Eligible Expenses

### ***Part One – Training***

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

### ***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 2022 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

[2021 Funding Opportunities – TSLAC Competitive Grants – What’s New](#) — Nov. 13, 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, by email at [cfisher@tsl.texas.gov](mailto: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](mailto: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 via email at [cfisher@tsl.texas.gov](mailto: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. Children's 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. Information on how to obtain a DUNS number may be found on D&B's website (<https://www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.html>). Obtaining a DUNS number 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.

### Deadline and Submission

Completed applications and ***all*** required documents must be submitted in GMS by **11:59 p.m. Central Standard Time, Monday, Sept. 28, 2020.**

**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**

<b>August 31, 2020</b>	Guidelines released; application opens.
<b>Sept. 28, 2020</b>	Applications close and required forms due in GMS.
<b>Late Sept</b>	Applicants notified of Review Panel recommendations; grant awardees sent MOU for participation.
<b>Oct. 9, 2020</b>	Applicant Memorandum of Understanding due back to TSLAC
<b>Mid-October – Mid-December</b>	Synchronous online Tech Academy Training
<b>Dec 2020 – March 2021</b>	Part 2 of Project begins: Project development
<b>March 31, 2021</b>	Project Grant proposals due in GMS
<b>August 31, 2021</b>	Submit first draft of Library Technology plan
<b>Sept. 1, 2021</b>	Part 3 of Project implementation begin: Project implementation
<b>Aug. 31, 2022</b>	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.

- Using data from Census.gov's [American Community's Survey](#), provide information about your population and demographics, and include things like poverty level, employment, and access to technology.
- Review TSLAC's definition of [Digital Inclusion](https://www.tsl.texas.gov/ld/tech/digitalinclusion) (<https://www.tsl.texas.gov/ld/tech/digitalinclusion>). Describe how the library currently works in support of digital inclusion efforts.
- Describe your library's current mission and vision.

#### 2. Improvement (30 points)

Describe your library's current approach to managing library technology and how program participation will improve the library.

- Include how purchases and strategic decisions are made concerning the library's technology.
- Describe how the library obtains funding for technology, including the annual budget for library technology (if there is one) and any grants or partnerships that assist in funding technology purchases.
- Describe what issues or obstacles you encounter when making strategic decisions concerning library technology.
- Review the program descriptions, goals and outcomes for Library Technology Academy. Explain how participating in the program will assist you, your library, and your community.

#### 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 (monetary and managerial) you will have from your organization to participate in the Library Technology Academy program; include 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 viewed through a digital inclusion lens. 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 uses data to describes audience (community) demographics. Applicants describe how they are currently working in support of digital inclusion. Applicant describes the library's current vision and mission.

0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> <li>• Audience is not described.</li> <li>• Applicant provides no information on digital inclusion efforts or need for digital inclusion efforts.</li> <li>• Applicant does not provide mission and strategic plan of the library.</li> </ul>	<ul style="list-style-type: none"> <li>• Audience is described but does not use data or statistics.</li> <li>• Applicant provides some information on digital inclusion efforts or need for digital inclusion efforts.</li> <li>• Applicant provides partial/some information on library mission and/or strategic plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Audience is defined with specific examples and statistics.</li> <li>• Applicant provides detailed information on digital inclusion efforts or need for digital inclusion efforts.</li> <li>• Applicant provides clear and detailed library mission and/or strategic plan.</li> </ul>

### 2. Improvement (Points: Raw score = 5 max, weight = 6; Final score = 30 max)

Applicants describe their current approach to managing library technology and how program participation will improve the library. Applicants describe how purchases and strategic decisions are made concerning the library's technology. Applicants describe how the library obtains funding for technology. Applicants describe issues or obstacles encountered during technology decision-making. Applicants describe how program participation will assist the applicant, their library, and their community.

0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> <li>• Current approach to managing library technology is not clearly described.</li> <li>• No or vague description of how purchases and decisions are made.</li> </ul>	<ul style="list-style-type: none"> <li>• Current approach to managing library technology is partially described but without specific examples.</li> <li>• Partial description of how purchases and decisions are made.</li> </ul>	<ul style="list-style-type: none"> <li>• Current approach to managing library technology is thoroughly described using specific examples.</li> <li>• Thorough description of how purchases and decisions are made.</li> </ul>

<ul style="list-style-type: none"> <li>• No or vague description of how the library obtains funding for technology.</li> <li>• No or vague description of how program participation would assist applicant's library and community.</li> </ul>	<ul style="list-style-type: none"> <li>• Partial description of how the library obtains funding for technology.</li> <li>• Partial description of how program participation would assist applicant's library and community.</li> </ul>	<ul style="list-style-type: none"> <li>• Thorough description of how library obtains funding for technology.</li> <li>• Makes a thorough case for how program participation would assist applicant's library and community.</li> </ul>
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**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.

0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> <li>• No information about organizational support for program participation.</li> <li>• Vague or no description of potential funding sources to assist library after grant period has ended.</li> <li>• No description of organizational support to implement learned program strategies.</li> </ul>	<ul style="list-style-type: none"> <li>• Partial or incomplete information about organizational support for program participation.</li> <li>• Potential funding sources to assist after the grant has conclude are addressed but without specific examples.</li> <li>• Partial or incomplete information about organizational support to implement learned program strategies.</li> </ul>	<ul style="list-style-type: none"> <li>• In depth explanation of the level of organizational support available for library's participation in the program.</li> <li>• Potential funding sources are addressed with specific examples.</li> <li>• Thorough description of how organizational support for implementing learned program strategies.</li> </ul>

**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.

0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> <li>• No description of key personnel and their qualifications to perform these duties.</li> <li>• No description of time spent on project by each staff member.</li> </ul>	<ul style="list-style-type: none"> <li>• Some description of key personnel and their qualifications.</li> <li>• Time spent on project by each staff member only partially identified and justified.</li> </ul>	<ul style="list-style-type: none"> <li>• Describes qualifications of key personnel in detail, including experience with similar projects, and how each will contribute to the project's success.</li> <li>• Time spent on project by each staff member identified and justified.</li> </ul>

<b>5. Description of Extra Points</b>			
<p>To meet program objectives and goals, libraries that meet certain eligibility will receive extra points toward their total score:</p> <ul style="list-style-type: none"> <li>• Have not received a TSLAC grant in the past 5 years.</li> <li>• Serving a high-poverty community</li> </ul> <p>Points are <b>cumulative</b>, thus libraries that have not received a TSLAC grant and are also serving high poverty areas will be <b>awarded points for each criteria they meet</b>.</p>			
0 points	4 points	6 points	8 points
<ul style="list-style-type: none"> <li>• Have received a TSLAC grant in the past five years.</li> <li>• Serving a community with a poverty level of 16.6% or lower.</li> </ul>	<ul style="list-style-type: none"> <li>• Have not received a TSLAC grant in the past 5 years.</li> <li>• Serving a community with a 16.7%-21.9% poverty rate</li> </ul>	<ul style="list-style-type: none"> <li>• Serving a community with a 22%-25.9% poverty rate</li> </ul>	<ul style="list-style-type: none"> <li>• Serving community with a poverty rate over 26% will</li> </ul>

### **Funding Decisions (13 TAC §2.114)**

- 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.
- Applications for grant funding will be evaluated only upon the information provided in the written application.
- 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.
- 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 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 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  
Email: [cfisher@tsl.texas.gov](mailto:cfisher@tsl.texas.gov)