Notice of Funding Opportunity

State Fiscal Year (SFY) 2020

Library Services for Border Cities
Grant Program Guidelines

REVISED & EXTENDED

Application Due Date:
Wednesday, January 15, 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

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A. Program Description

Goals and Purposes – 13 Texas Administrative Code (TAC) §2.410

This grant program will provide funds for activities that lead to the construction of a library facility (facility planning) or expansion or creation of library services to all members of the library's community. Specifically, this grant will fund the expansion of municipal libraries or library services serving communities in or near the following south Texas communities: Edcouch, La Feria, Peñitas, La Joya, Harlingen, and Sullivan City.

Expansion may include activities that lead to the construction of a new library or extension of services to currently unserved or underserved areas, or the provision of mobile services to reach those referenced communities.

Needs
- Texans of all ages need access to resources and services that promote and enhance literacy and further formal and informal learning.

Goals
- Texans will have access to library services that support literacy and educational attainment, especially early childhood and family literacy, digital literacy, and lifelong learning.
- Texans will receive library services that effectively respond to community needs.

The purpose of this grant is *not* for library programming. Preference will be given to cooperative projects and projects serving areas currently not served by a library.

Facility Planning

Eligible entities may use funds for activities leading to the construction of a library facility. Eligible costs include architect and/or consultant fees, community surveys or needs assessment, and other costs associated with producing a library facility plan.

Library Service Expansion

Eligible entities may use funds to expand facilities to new locations not requiring construction or renovation. Funds may also be used to provide services to underserved areas through mobile units (i.e., book mobile, mobile trailer units, and other mobile options) or through cooperative services with existing library facilities.

B. Award Information

Approximately $1.7 million is expected to be available for this program, subject to approval by the Texas State Library and Archives Commission.

Funding is provided by the State of Texas as General Revenue Funds, per Rider 12. Library Services for Border Cities, Texas State Library and Archives Commission, House Bill 1, General Appropriations Act, 86th Legislature.

Maximum Award

Applications of all sizes are encouraged. While the request may be part of a larger program or reflect a collaborative project involving multiple entities, awards will not exceed $400,000.

Length of Funding

The grant period will run March 1, 2020-August 31, 2021. All funds must be expended or encumbered by July 15, 2021.

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C. Eligibility Information

Incorporated jurisdictions serving communities in or near Edcouch, La Feria, Peñitas, La Joya, Harlingen, and Sullivan City are eligible to apply. "Near" is defined as within four (4) miles of the targeted community.

Through their governing authority, accredited public libraries and local public library systems are also 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 grant contracts are issued.

There is no requirement for cost sharing, matching funds, or cost participation with this grant program. However, applicants will be asked to disclose all available funds for the proposed projects.

Applicants may only submit one application for consideration. If an applicant proposes to collaborate with another entity or entities, the other entity or entities may only participate in one proposal.

Eligible Expenses

This grant program may fund costs for equipment, capital expenditures, and professional services as permitted by 13 TAC §2.116 (Uniform Grants Management Standards). ***Note: Equipment costing $5,000 or more per unit will require approval before purchase.*** <u>The grant will not cover indirect costs or library staffing.</u>

Eligible expenses may include

  a. Architect fees
  b. Consultant fees
  c. Community surveys or needs assessments
  d. Library equipment (new facilities only)
  e. Opening day collection (new facilities only)
  f. Furniture and shelving (new facilities only)
  g. Signage (new facilities only)
  h. Mobile library facility or unit
  i. Other costs associated with producing a library facility plan

The purpose of this grant is *not* for library programming.

Ineligible Expenses

This grant program will <u>NOT</u> fund the following costs:

a. Building construction, renovation, or repair, including fixtures and services
b. Land acquisition, surveying, grading or other site preparation, landscaping
c. Facility rental
d. Administrative costs related to construction/renovation incurred by city
e. Food, beverages, or food delivery equipment or services
f. Awards, honoraria, prizes, or gifts
g. Equipment or technology not specifically needed to carry out the goals of the grant
h. Transportation/travel for participants or non-grant funded personnel
i. 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)
j. Collection development purchases not targeted directly to the grant goals nor integral to the service program
k. Advertising or public relations costs not directly related to promoting awareness of grant-funded activities
l. Performers or presenters whose purpose is to entertain rather than to educate
m. Indirect costs
n. Library staffing
o. Other expenses as excluded in the guidelines

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D. Application and Submission Information

TSLAC strongly encourages potential applicants to attend the following webinar to learn more about the TSLAC grant program and application process (www.tsl.texas.gov/ld/workshops/webinars/index.html):

- **Webinar — Applying for** *2020 TSLAC Library Services for Border Cities Grant* — *2-3 p.m.,* Wednesday, November 6, 2019; To register, go to https://www.tsl.texas.gov/ld/workshops/webinars/index.html.

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 request paper copies of materials from Erica McCormick, TSLAC Grants Administrator, at 512-463-5527, via e-mail at grants@tsl.texas.gov.

Application Components

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

1. Application certification form (print in GMS, sign, and upload)

2. Program narrative and budget

3. Letter of support (mandatory) from the governing authority or incorporated jurisdiction — Letters should be addressed to Erica McCormick, Grants Administrator, TSLAC, P. O. Box 12927, Austin, Texas 78711-2927. Applicants are encouraged to upload letters in GMS.

4. Letters of support from community organizations — Letters should be addressed to Erica McCormick, Grants Administrator, TSLAC, P. O. Box 12927, Austin, Texas 78711-2927. Applicants are encouraged to upload letters in GMS. TSLAC will accept up to five (5) letters.

5. Letters of cooperation (if applicable) — If the project is collaborative in nature, letters of cooperation indicating commitment of time, funds, volunteers, or other resources <u>must</u> be submitted from all participating organizations. Letters should be addressed to Erica McCormick, Grants Administrator, TSLAC, P. O. Box 12927, Austin, Texas 78711-2927. Applicants are encouraged to upload letters in GMS.

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.).

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Deadline and Submission

Completed applications and **_all_** required documents must be submitted in GMS **by 11:59 p.m. Central Time, Wednesday, January 15, 2020.** *Please be advised that technical support will not be available **after 5 p.m.,** **Wednesday, January 15, 2020.***

If you are unable to submit your application and/or required documentation via GMS, you may submit documents via mail, e-mail, or fax. Please reference as the subject: **Border Cities Grant, Attn: Erica McCormick,** via e-mail to grants@tsl.texas.gov, fax at 512-936-2306, or mail to Library Development & Networking Division, TSLAC, P. O. Box 12927, Austin, TX 78711, (TSLAC street address: 1201 Brazos, Austin, TX 78701).

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

November 6, 2019	Webinar — *Applying for 2020-21 TSLAC Border Cities Grants*
January 15, 2020	Applications and required forms due in GMS
February 20, 2020	Commission meets and approves projects; Contracts issued
March 1, 2020	Projects begin
July 15, 2021	All funds expended or encumbered
August 31, 2021	Projects end

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E. Application Review Information

Criteria for Award

This grant program is competitive. Reviewers will score proposals on the seven criteria listed below. The maximum number of points for each category is shown.

The detailed scoring rubric that will be used to score applications is provided on the following pages.

1. ### Needs Assessment (35 points)
   Describe why the project is needed and the targeted audience. Describe the greater community to be served using demographic statistics, library records, or surveys to support these statements. Describe the impact your project will have on users regionally. Describe the level of library service currently available to this community and how the project will increase availability of library service to residents of the community or area. Attach letters of cooperation demonstrating commitment to the project from all agencies involved.

2. ### Program Design (20 points)
   Thoroughly describe the services and activities. Please describe how this project will lead to library construction or expansion or will extend service to communities that are currently unserved or underserved by a public library. Present a timetable for project activities within the project period (i.e., a list of actions with a date by which they will be accomplished). Provide verification that facilities will be available, and equipment and materials delivered. Collaborative projects have priority and inclusion of relevant community organizations is encouraged.

3. ### Personnel (5 points)
   Identify who will administer the funds and which positions will provide the services. List how much time will be spent in each position on assigned duties. List how the qualifications of each person relate to their job duties.

4. ### Sustainability (20 points)
   Describe the resources that will be used to support the services developed through the grant in the future. A written commitment of future support from governing bodies is required. Applicants for projects that intend to lead to newly established public library service are encouraged to include plans to meet minimum standards for public library accreditation as described in Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C. Additional information on library accreditation may be found at https://www.tsl.texas.gov/ldn/accreditation.

5. ### Budget (20 points)
   Provide a complete budget for the proposed project and fully justify the budget by describing how budgeted items will contribute to the project; identify a source for the stated costs (e.g., city/county bid list for equipment or vendor quote); costs are reasonable to achieve project objectives. There is no requirement for cost sharing, matching funds, or cost participation with this grant program.

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Peer Review (13 TAC §2.113)

(a) The commission may use peer review panels to evaluate applications in competitive grant programs.

(b) The director and librarian may select professionals, citizens, community leaders, and agency and library staff to evaluate grant applications. Peer reviewers must have appropriate training or service on citizen boards in an oversight capacity and may not evaluate grant applications in which there is, or is a possible appearance of, a conflict of interest.

(c) The agency staff will distribute selected applications to reviewers and will provide written instructions or training for peer reviewers. Reviewers must complete any training prior to reviewing applications.

(d) The reviewers score each application according to the review criteria and requirements stated in the grant guidelines.

(e) Each peer review evaluation of an application for competitive grants shall be appropriately documented by the peer reviewer conducting the evaluation. The documentation shall include the scores assigned by the peer reviewer. The peer reviewer may also include comments that may be shared with the applicant.

(f) To be eligible for review, each application must be submitted by the specified deadline with all required components and all necessary authorization signatures.

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 Texas State Library and Archives Commission.

(b) Applications for grant funding will be evaluated only upon the information provided in the written application.

(c) The agency staff may negotiate with selected applicants to determine the terms of the award. To receive an award, the applicant must accept any additional or special terms and conditions listed in the grant contract and any changes in the grant application.

(d) The agency staff will notify unsuccessful applicants in writing.

Awarding of Grants (13 TAC §2.115)

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 (13 TAC §2.117)

The Texas State Library and Archives Commission (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
- Inclusion of unallowable costs
- Errors in arithmetic or cost calculations
- Submission of all required forms
- Compliance with submission procedures and deadlines
- Relevance and appropriateness of the project design and activities to the purpose of the grant program

Agency staff will raise issues and questions regarding the needs, methods, staffing, and costs of the applications. Staff will also raise concerns regarding the relevance and appropriateness of the project design and activities to the purpose of the grant program. Staff comments will be sent to the grant review panel with the applications for consideration by the panel.

Applicants will be sent a copy of the staff comments to give applicants an opportunity to respond in writing. Applicants may not modify the grant proposal in any way; however, applicants' responses to staff will be distributed to the panel.

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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.

Agency staff will be available to offer technical assistance to reviewers.

Grant Review Panel Responsibility (13 TAC §2.117)

Applications will be scored using the following process:

(1) The peer reviewers will review all complete and eligible grant applications forwarded to them by agency staff and complete a rating form for each. Each reviewer will evaluate the proposal in relation to the specific requirements of the criteria and will assign a value, depending on the points assigned to each criterion.

(2) No reviewer who is associated with an applicant or with an application, or who stands to benefit directly from an application, will evaluate that application. Any reviewer who feels unable to evaluate a particular application fairly may choose not to review that application.

(3) Reviewers will consider and assess the strengths and weaknesses of any proposed project only on the basis of the documents submitted. Considerations of geographical distribution, demographics, type of library, or personality will not influence the assessment of a proposal by the review panel. The panel members must make their own, individual, decisions regarding the applications. The panel may discuss applications. The panel's recommendations will be compiled from the individual assessments, not as the result of a collective decision or vote.

(4) Reviewers may not discuss proposals with any applicant before the proposals are reviewed. Agency staff is available to provide technical assistance to reviewers. Agency staff will conduct all negotiations and communications with the applicants.

(5) Reviewers may recommend setting conditions for funding a given application or group of applications (e.g., adjusting the project budget, revising project objectives, modifying the timetable, amending the evaluation methodology, etc.). The recommendation must include a statement of the reasons for setting such conditions. Reviewers who are ineligible to evaluate a given proposal will not participate in the discussion of funding conditions.

(6) Reviewers will submit their evaluation forms to the agency. In order to be counted, the forms must arrive before the specified due date.

Decision Making Process (13 TAC §2.118)

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.

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Scoring Rubric

Project Scoring Total in Seven Areas: 100 points

Relevance and appropriateness of the project design and activities to the goals and purpose of the grant program will be considered in the scoring of all criteria. Reviewers may score each criterion as follows:
 	
        0-1 points: Project does not meet the goals and purposes of the grant program.
        2-3 points: Project partially meets the goals and purposes of the grant program.
        4-5 points: Project is a clear fit for the goals and purposes of the grant program.

1. Needs Assessment (Points: Raw score = 5 max, weight = 7; Final score = 35 max)
Applicants describe why the program is needed, the program goals and audience. They describe the greater community to be served. They include demographic statistics, library records, or surveys to support these statements. They describe how this project will lead to library construction or expansion or will extend service to communities that are currently unserved or underserved by a public library. They attach letters of cooperation showing commitment to the project from agencies to be involved.

0-1 points	2-3 points	4-5 points
• Provides no evidence of need for program. • Program goals and audience are not defined. • Does not describe needs assessment process and/or how need was determined (i.e., no description of community served, demographic statistics, library records or evidence or surveys). • If partners are part of the Project, no letters of support are provided.	• Provides partial/some evidence of need for program. • Program goals and audience are defined but show little to no connection to description of need. • Needs assessment process seems vague and incompletely describes how stated need was determined. • If partners are part of the Project, letters of support are provided.	• Provides clear and convincing evidence of need for program and why they are best suited to meet this need. • Program goals and audience are clearly connected to description of need. • Clearly describes needs assessment process including how stated need was determined (e.g., statistics, records, surveys). • If partners are part of the Project, letters of support are provided that clearly define roles and responsibilities of partnering agencies.

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2. Program Design (Points: Raw score = 5 max, weight = 4; Final score = 20 max)		
Applicant thoroughly describes the services and activities and how this project will lead to library construction or expansion or will extend service to communities that are currently unserved or underserved by a public library. Applicants will present a timetable for project activities within the project period (i.e., a list of actions with a date by which they will be accomplished). Applicant will provide verification that facilities will be available, and equipment and materials delivered. Collaborative projects have priority and inclusion of relevant community organizations is encouraged.		
0-1 points	2-3 points	4-5 points
• Services, programs and activities lack definition and are unclear. Project appears to lack direction and planning and does not relate to described needs. • Does not describe location(s) where project will be offered or is vague. • Does not describe how project services will attract library users. • Issue of collaboration not addressed. • Timetable is missing or incomplete (i.e., does not include a list of actions with specific target dates for completion).	• Services, programs and activities are defined. Project has direction and some relationship to described needs. • Location where services will be offered is described but does not clearly relate to project activities and described needs. • Describes how project services will attract library users. • Issue of collaboration addressed, even if not a collaborative project. • Timetable exists but is not clearly relevant to achieving the project goals. • Timetable seems unachievable within the project period.	• Services, programs and activities are clearly defined, including timelines and resources required. Project shows evidence of clear direction and planning and strong relationship to described needs. • Location where services will be offered is described and clearly relates to project activities and described needs. • Clearly describes how project services will attract library users and ties to project activities and described needs. • Collaborative project; collaboration clearly addressed and described in full. • Timetable includes a list of actions with specific target dates and is clearly relevant to achieving the established objectives. • Timetable seems achievable within the project period.

3. Personnel (Points: Raw score = 5 max, weight = 1; Final score = 5 max)		
Applicant identifies who will administer the funds and which positions will provide the services, lists how much time will be spent in each position on assigned duties, and details how the qualifications of each person relate to their job duties.		
0-1 points	2-3 points	4-5 points
• Does not identify fiscal agent and which positions will provide services. • No description of time spent in each position. on assigned duties	• Fiscal agent identified without explanation and positions briefly described. • Time spent on project by each staff member briefly identified.	• Fiscal agent identified with full explanation and positions that will provide the services fully described. • Time spent on project by each staff member identified and justified.

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• No description of qualifications of key personnel. • No job descriptions for new hires.	• Some description of qualifications of key personnel. • Partial or seemingly incomplete job descriptions available for new hires.	• Describes qualifications of key personnel in detail, including experience with similar projects, and how each will contribute to the project's success. • Full job descriptions provided for new hires.

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

Applicants describe the resources that will be used to support and sustain the services developed through the grant in the future. A written commitment of future support from governing bodies is required. Applicants for projects that intend to lead to newly established public library service are encouraged to include plans to meet minimum criteria for public library accreditation as described in Texas Administrative Code, Title 13, Part 1, Chapter 1, Subchapter C.

0-1 points	2-3 points	4-5 points
• Description of resources used to support and sustain the project after grant completion is vague and unspecific. • Accreditation plan is not included (New services only)	• Some evidence of future support and sustainability described. • Some details of an accreditation plan are included (New services only)	• Clear evidence of sustainability described. • A written commitment of future support from governing bodies is provided, if applicable. • A full accreditation plan is included (New services only)

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

Applicants provide a complete budget for the proposed project and fully justify the budget by describing how budgeted items will contribute to the project; identify a source for the stated costs (e.g., city pay classification for staff, catalog or city/county bid list for equipment); the costs are reasonable to achieve project objectives. If new staff members are to be hired, applicants consider the time for a realistic hiring process to occur.

0-1 points	2-3 points	4-5 points
• Budget table is incomplete. • Provides no narrative description (justification), beyond the budget column, of how funds will be spent.	• Budget table is complete. • Budget narrative description exists but does not clearly relate to the project and sources for costs are not stated. • Items listed in the budget description do not match those in the budget form. • Costs do not seem reasonable and description is unclear.	• Budget table is complete and clearly describes how the dollars will be used for the project. • Clearly identifies source of stated costs and justification for their reasonableness. • Items listed in the budget description match those in the budget form.

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F. Award Administration Information

Notice of Award

Applicants will be notified of the grant review panel's recommendations via e-mail. The notification will include the applicant rankings, panel recommendation, panel comments and scores relevant to respective applications, and protest procedures, which are also included in this notice.

The panel recommendations will be submitted to the Texas State Library and Archives Commission at its August meeting for consideration and approval. Once the awards have been approved, successful applicants will receive instructions on how to proceed and mandatory training required for all TSLAC competitive grant recipients.

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.

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(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 State of Texas Uniform Grant Management Standards (UGMS) (*https://www.comptroller.texas.gov/purchasing/docs/ugms.pdf*)).

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 Grant Management System (GMS).

G. Contacts

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

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

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