



TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION

**FY 2020
TSLAC CARES Grant**

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Library Development & Networking Division
August 28, 2020

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What we'll cover

- TSLAC Funding Overview
- Grant program
- Next steps
- Award
- Resources

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FUNDING OVERVIEW

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Funding overview
Source of Funds

- FY 2020 — \$1,250,000
- Federal funds
 - Institute of Museum and Library Services (IMLS)
 - Grants to States Program (CFDA #: 45.310)
 - CARES Act (P. L. 116-136)
 - Library Services and Technology Act (LSTA)

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Funding overview

- Two funding cycles
 - Cycle 1: awarded in July
 - Cycle 2: awarded in November
- Cycle 2: Expenses eligibility
 - April 21, 2020-August 31, 2021
 - All funds must be obligated by July 31, 2021
 - No match or cost sharing required

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Cycle 2: Funding overview

- At least \$250,000 available for Cycle 2
 - Single Library Location: up to \$25,000
 - Multi-Branch Library Location: up to \$50,000
- Funding retroactive to April 21, 2020
 - Expenses incurred before April 21, 2020, are not eligible for reimbursement

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GRANT PROGRAM

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About the Funding

TSLAC CARES grant funds can be used to address:

- Areas of **digital access** and **inclusion** to include programs, training, and tools necessary to increase community access to vital **digital technologies** and **services**.
- Library initiatives that support prevention, preparation, and response to the COVID-19 emergency.

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Digital Inclusion

Individuals and communities, including the most disadvantaged, have access to and use of Information and Communication Technologies (ICTs). This includes:

- Affordable, robust broadband internet service;
- Internet-enabled devices that meet the needs of the user;
- Access to digital literacy training;
- Quality technical support; and
- Applications and online content designed to enable and encourage self-sufficiency, participation and collaboration.

From the [National Digital Inclusion Alliance](#)

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About the Funding

- Resources for Understanding Digital Inclusion and Access
 - TSLAC Digital Inclusion webpage: <https://www.tsl.texas.gov/ld/tech/digitalinclusion>
- Webinar: Towards Digital Equity and Technology Access in Texas Libraries
Cindy Fisher, Digital Inclusion Consultant
Watch: <https://onlinetraining.tsl.texas.gov/course/view.php?id=430>

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Timeline

• August 28, 2020	Guidelines released
• September 20, 2020	Applications due
• September/October 2020	Applications reviewed
• November 2020	Awards announced
• November/December 2020	Contracts issued
• December 2020	Projects begin
• July 31, 2021	Final date to obligate funds
• August 31, 2021	Projects end

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Eligible Libraries

- Accredited Texas public libraries
- Texas academic libraries (TexShare members)
- Non-profit organizations applying on behalf of accredited libraries and/or TexShare members

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Eligible expenses

- Supplies and Materials
 - Camera/Video Equipment/Accessories
 - Computers-Network
 - Consumables (paper, toner, cleaning supplies, etc.)
 - E-books/Books related to program
 - Furniture
 - Mobile devices and related apps
 - Printers/Scanners
 - Computer Hardware, Software, and Accessories
 - Wi-Fi Hotspot (and service through Aug. 2021)

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Eligible expenses

- Services
 - Databases (dissimilar to TexShare or TexQuest offerings)
 - Postage, Printing, Signage
 - Software as a Service (SaaS)
 - IT Support (Computer/Web)
 - Training-Patrons and/or Staff
 - Venue Fees (room rental, etc.)
 - Contract Temporary Help
 - Equipment Rental
 - Professional Services (Workshop Speakers, Graphic Design, etc.)
 - Promotion (advertisement, flyers, boosts)
- Indirect Costs

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Ineligible expenses

- Capital expenditures related to the purchase of real property, buildings, or motor vehicles
- Capital expenditures related to the construction or expansion of facilities, including fixtures and services
- Capital expenditures related to renovation costs, including fixtures and services
- Food, beverages, or food delivery equipment or services
- Awards, honoraria, prizes, or gifts

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 **Ineligible expenses**

- Equipment or technology not specifically associated with the disaster-related services and programs.
- Transportation/travel for participants or library personnel
- 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)
- Collection development purchases not specifically associated with the disaster-related services and programs

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 **Ineligible expenses**

- Advertising or public relations costs not specifically associated with the disaster-related services and programs
- Performers or presenters whose purpose is to entertain rather than to educate
- Staffing or fringe benefit costs

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NEXT STEPS

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Application

- Application
 - Narrative sections limited to 5000 characters
- Application Certification Form
 - Signed by individual authorized to enter into contracts on behalf of library (i.e., city manager, county judge, governing board chair, academic official, etc.)
- Children's Internet Protection Act (CIPA) certification form
 - Must be submitted by every applicant
 - May be signed by library director

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Application

- Needs Assessment (50 points)
 - Describe identified community needs arising from or highlighted by the COVID-19 emergency.
- Program Purpose (25 points)
 - Describe how your program or service can meet identified community need arising from or highlighted by the COVID-19 emergency.
- Budget (15 points)
 - Please indicate what items the library will purchase, as well as a cost per unit, where indicated. If exact quantity and/or cost information is unavailable, please provide an estimate.
- Sustainability (10 points)
 - Describe the resources that will be used to support the program or service developed through the grant in the future.

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Application

- Due September 20, 2020
 - E-mail: grants@tsl.texas.gov
 - Mail: Must be postmarked by September 20, 2020
 TSLAC CARES Grant
 Texas State Library and Archives Commission
 Library Development & Networking Division
 P.O. Box 12927 (1201 Brazos St.)
 Austin, TX 78711 (78701)

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<https://www.tsl.texas.gov/ldn/cares>

Next steps

- Download and read notice of funding opportunity (grant guidelines)
 - <https://www.tsl.texas.gov/ldn/cares>
- Application Options
 - Complete an application in GMS
or
 - Download and complete a digital application
 - <https://www.tsl.texas.gov/ldn/cares>

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Next steps

- Double-check for current and active DUNS number with city/county administration or business office
- Find out who is authorized to sign contracts for your organization

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AWARD

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Upon Award

- Webinar
 - *Next Steps Webinar (TBA) and other training*
- Contract will be sent for execution
- Applications and accompanying documentation submitted outside of the Grant Management System (GMS) will be entered into GMS by TSLAC staff
- TSLAC staff will work with grantees to set up user access to GMS

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Award requirements

- Program/project implementation
 - Activities ending August 31, 2021
 - Encumbered by July 31, 2021
- Online reporting via GMS
 - Performance and financial reports/documentation
- Document retention (12/31/2026)

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RESOURCES

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Grant Resources

- TSLAC CARES Grant Notice of Funding Opportunity (NOFO)
- TSLAC CARES Grant FAQ
 - <https://www.tsl.texas.gov/ldn/cares>
- WEBINAR: Towards Digital Equity and Technology Access in Texas Libraries*
 - <https://onlinetraining.tsl.texas.gov/course/view.php?id=430>

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Grant Resources

- Federal and state guidance
 - Texas Uniform Grants Management Standards (UGMS)
<https://comptroller.texas.gov/purchasing/grant-management/>
 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR §200 and §3187 (Supercircular))
<https://federalregister.gov/a/2013-30465>

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Grant Resources

- Funding Information Center (Texas Dept. of State Health Services)
<https://www.dshs.texas.gov/fic/>
- The Foundation Center – Funding Information Network
<http://foundationcenter.org/ask-us/funding-information-network>
- The Grantsmanship Center
<https://www.tgci.com/resources>

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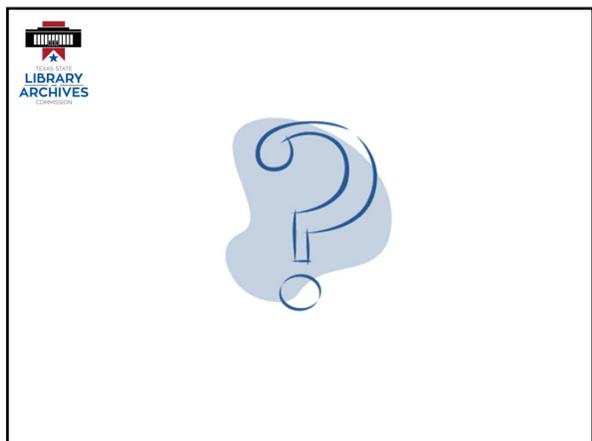
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