



TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION

FY 2020 TSLAC CARES Grant

Presented by

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Library Development & Networking Division

May 8, 2020



What we'll cover

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



FUNDING OVERVIEW



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)



Funding overview

- ❑ At least two funding cycles
 - Cycle 1: awarded in July (\$250,000+)
 - Cycle 2: awarded in November (\$500,000+)

- ❑ Cycle 1: Expenses eligibility
 - April 21, 2020-November 30, 2020
 - All funds must be obligated by October 31, 2020
 - No match or cost sharing required



Cycle 1: Funding overview

- ❑ At least \$250,000 available for Cycle 1
 - 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



GRANT PROGRAM



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.



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](#)



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

Friday May 15th (10am-11am)

Cindy Fisher, Digital Inclusion Consultant

Register: <https://www.tsl.texas.gov/ld/workshops/webinars/index.html>



Timeline

- **May 8, 2020** Guidelines released
- **May 31, 2020** Applications due
- **June 2020** Applications reviewed
- **June 2020** Awards announced
- **July/August 2020** Contracts issued
- **July/August 2020** Projects begin
- **October 31, 2020** Final date to obligate funds
- **November 30, 2020** Projects end



Eligible Libraries

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



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)



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



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



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



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





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



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.



Application

Due May 31, 2020

- E-mail: grants@tsl.texas.gov
- Mail: Must be postmarked by May 31, 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)



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>



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



AWARD



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



Award requirements

- Program/project implementation
 - Activities ending November 30, 2020
 - Encumbered by October 31, 2020
- Online reporting via GMS
 - Performance and financial reports/documentation
- Document retention (12/31/2026)



RESOURCES



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*
 - Friday, May 15, 2020 (10-11am)



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>



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>



Contact

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