Notice of Funding Opportunity
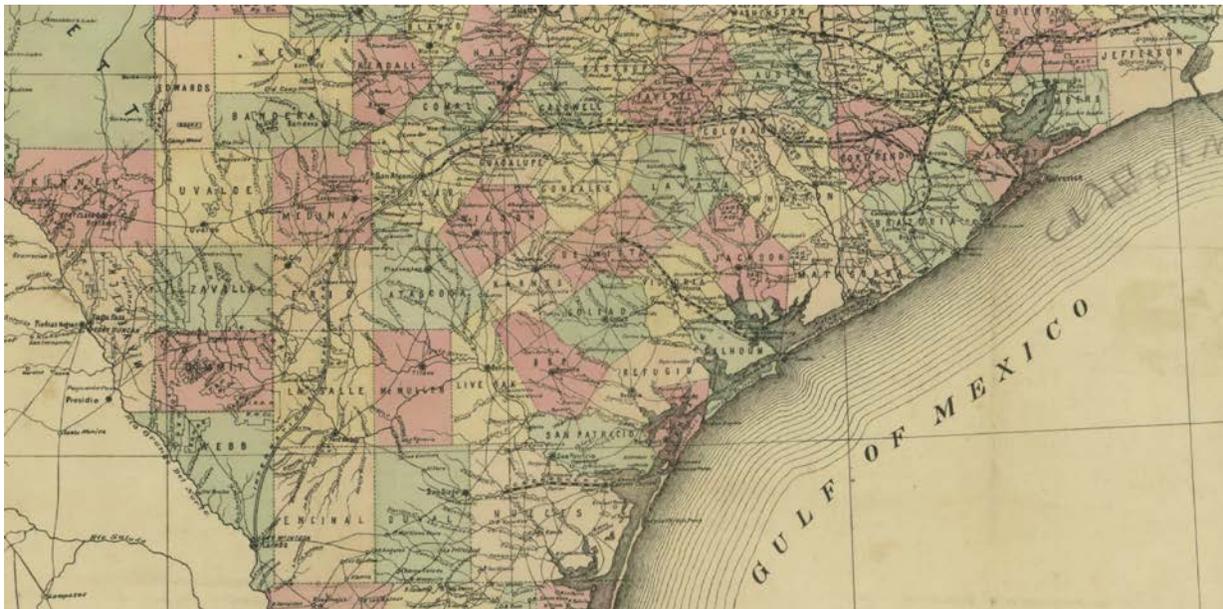
Rebuilding Texas Libraries

Grant Program Guidelines

Application Due Date:
Monday, October 16, 2017

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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 Rebuilding Texas Libraries Grant funds Texas library services and programs to aid libraries that sustained damage by Hurricane Harvey in August 2017. It will assist libraries in restoring services and programs to their patrons.

This grant program will fund operating expenditures such as library supplies and materials, technology, furniture, and contractual services. To be eligible, grant expenses must be reasonable and in accordance with appropriate state or local operating policies and procedures. Further, all grant expenses must be designed to respond directly to the disaster.

B. Award Information

Approximately $300,000 is expected to be available. 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.

Federal Award Identification Number (FAIN): LS-00-16-0044-16

Catalog of Federal Domestic Assistance (CFDA) Number: 45.310

Maximum Award

The maximum grant award will be $5,000 for a single location. If there are multiple locations affected, libraries can apply for up to $5,000 per location for a maximum award of $25,000.

Length of Funding

All funded projects must be completed between August 28, 2017, and January 31, 2018. All grant funds MUST BE OBLIGATED by January 31, 2018.

C. Eligibility Information

Public, school, and academic libraries, through their governing authority (city, county, corporation, or district), are eligible to apply for grants. For school libraries, please submit one district-wide application.To receive a grant, an applicant must be currently accredited with TSLAC; be a member of TexShare; or be eligible to participate in TexQuest. Libraries located in the following counties declared disaster areas by the Governor are eligible:

Angelina	DeWitt	Kerr	Refugio
Aransas	Fayette	Kleberg	Sabine
Atascosa	Fort Bend	Lavaca	San Augustine
Austin	Galveston	Lee	San Jacinto
Bastrop	Goliad	Leon	San Patricio
Bee	Gonzales	Liberty	Trinity
Brazoria	Grimes	Live Oak	Tyler
Brazos	Guadalupe	Madison	Victoria
Burleson	Hardin	Matagorda	Waller
Caldwell	Harris	Milam	Walker
Calhoun	Jackson	Montgomery	Washington
Cameron	Jasper	Newton	Wharton
Chambers	Jefferson	Nueces	Willacy
Colorado	Jim Wells	Orange	Wilson
Comal	Karnes	Polk	

Bexar, Dallas, Tarrant, and Travis counties are eligible for funding only for programming for displaced populations.

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

Eligible Activities

This grant program will fund operating expenditures such as library supplies and materials, technology, furniture, and contractual services. To be eligible, grant expenses must be reasonable and in accordance with appropriate state or local operating policies and procedures. Further, all grant expenses must be designed to respond directly to the disaster.

The grant may also cover indirect costs as permitted in 2 CFR 200.

Ineligible Activities

This grant program will NOT fund the following costs:

a. Capital expenditures related to the purchase of real property, buildings, or motor vehicles
b. Capital expenditures related to the construction or expansion of facilities, including fixtures and services
c. Capital expenditures related to renovation costs, including fixtures and services
d. Food, beverages, or food delivery equipment or services
e. Awards, honoraria, prizes, or gifts
f. Equipment or technology not specifically associated with the disaster-related services and programs.
g. Transportation/travel for participants or library personnel
h. 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)
i. Collection development purchases not specifically associated with the disaster-related services and programs
j. Advertising or public relations costs not specifically associated with the disaster-related services and programs
k. Performers or presenters whose purpose is to entertain rather than to educate
l. Staffing or fringe benefit costs
m. Other expenses as excluded in the guidelines

D. Application and Submission Information

Application Assistance

Texas State Library and Archives Commission staff is available to help throughout the application process. Contact **Stacey Malek, Program Coordinator at 800-252-9386 or 512-463-5532,** or by e-mail at smalek@tsl.texas.gov for assistance with the proposal.

Application Components

A complete grant application consists of the following components:

1. Signed application and grant proposal
2. Signed Children's Internet Protection Act (CIPA) certification form

Other requirements

Each applicant organization must have a current and active D-U-N-S® Number and SAM.gov (System for Award Management) registration. If your D-U-N-S® and SAM registrations are not active and current at the time of submission, please contact us for assistance. If they are not active and current at the time of award, your proposal cannot be funded.

Information on how to obtain a DUNS number may be found on D&B's website (fedgov.dnb.com/webform) or by calling D&B, toll-free, at 866-705-5711. Information regarding SAM registration may be found at www.sam.gov. Obtaining a DUNS number and registering in SAM.gov is free.

Who can sign the application?

The application certification form must be signed by an individual authorized to enter into contracts or other legal agreements on behalf of the library with the State of Texas. In many cases this will be a city manager, county judge, governing board chair, superintendent or other official representative of the library's governing authority. In some cases the library director has been granted signature authority for these purposes by the library's governing authority.

Deadline and Submission

The completed application and any required documents must be submitted to TSLAC by **11:59 p.m. Central Time, Monday, October 16, 2017.**

You may submit documents via e-mail, mail, or fax. Please send to the attention of: **Rebuilding Texas Libraries Grant.**

> **E-mail:** grants@tsl.texas.gov
>
> **Fax:** 512-936-2306
>
> **Mail to:** Rebuilding Texas Libraries Grant
> Texas State Library and Archives Commission
> Library Development & Networking Division
> P.O. Box 12927 (Street address: 1201 Brazos)
> Austin, TX 78711 (78701)

If mailing the application, only submit one original packet. Do not staple or bind application packet.

Program Timeline

September 2017	Guidelines released
October 16, 2017	Applications and required forms due
November 3, 2017	Grants awarded
January 31, 2018	Projects end
February 28, 2018	Requests for funds and performance report due

E. Application Review Information

Criteria for Award

This grant program is competitive. Commission staff will score proposals on the three criteria listed below. The maximum number of points for each category is listed.

The detailed scoring rubric that will be used is provided below.

1. Needs Assessment (50 points)

Describe how the library and its services were impacted by Hurricane Harvey. Describe the damage to your library building(s), collections, and/or services, if any.

2. Program Purpose (25 points)

Describe the materials, services, and/or activities to be funded.

3. Budget (25 points)

Provide a detailed budget narrative indicating which 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.

Grant Review and Award Process

(a) Commission staff will review and score grants based on established criteria under an expedited process.

(b) Applications with significant errors, omissions, or eligibility problems will not be scored.

Decision-Making Process

(a) The director and librarian will make all decisions regarding the funding of the applications.

(b) The State Library and Archives Commission will be informed of the funding decisions.

(c) At an open meeting, the State Library and Archives Commission may hold a public hearing to consider petitions from applicants that did not receive funding.

Scoring Rubric

Project Scoring Total in Six Areas: 100 points
Relevance and appropriateness of the project design and activities to the purpose of the Rebuilding Texas Libraries grant program will be considered in the scoring of all criteria. Staff may score each criteria as follows: **0-1 points:** Project does not meet the purposes of the grant program. **2-3 points:** Project partially meets the purposes of the grant program. **4-5 points:** Project is a clear fit for the purposes of the grant program.

1. Needs Assessment (Points: Raw score = 5 max, weight = 10; Final score = 50 max)

Describe how the library and its services were impacted by Hurricane Harvey. Describe the damage to your library building(s), collections, and/or services, if any.

0-1 points	2-3 points	4-5 points
• Provides no evidence of need for program in community. • 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).	• Provides partial/some evidence of need for program in community. • Program goals and audience are defined but show little to no connection to description of community need. • Needs assessment seems vague and incompletely describes how stated need was determined.	• Provides clear and convincing evidence of need for program in community. • Program goals and audience are clearly connected to description of community need. • Clearly describes needs including how stated need was determined.

2. Program Purpose (Points: Raw score = 5 max, weight = 5; Final score = 25 max)

Describe the materials, services, and/or activities to be funded.

0-1 points	2-3 points	4-5 points
• Program goals are not defined. • Audience is not defined. • Project purpose is unclear.	• Program goals are defined. • Audience is defined. • Project purpose is defined and has some relationship to community needs.	• Program goals are clearly defined and related to the Needs Assessment. • Audience is clearly defined and related the Needs Assessment. • Project purpose is clearly defined and is strongly related the Needs Assessment.

3. Budget (Points: Raw score = 5 max, weight = 5; Final score = 25 max)

Provide a detailed budget indicating what items the library will purchase, as well as a cost per unit, where indicated.

0-1 points	2-3 points	4-5 points
• Budget table is incomplete. • Provides no narrative description, beyond the budget column, of how funds will be spent.	• Budget table is complete. • Budget description exists but does not clearly relate to the project. • Costs do not seem reasonable.	• Budget table is complete. • Budget clearly describes how the funds will be used for the project. • Costs are reasonable and justified in the program purpose.

F. Award Administration Information

Notice of Award

Applicants will be notified of the funding decisions via e-mail. 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. TSLAC will provide mandatory training for successful applicants.

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.

(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.

Reporting

Grantees must submit financial and a performance report at the end of 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 (7:30 a.m.-4:30 p.m., Central) to assist with competitive grants.

Stacey Malek, Program Coordinator
Phone: 512-463-5532, 800-252-9386 (toll free)
Fax: 512-936-2306
E-mail: smalek@tsl.texas.gov

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