TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

Notice of Funding Opportunity

Family Place Libraries

Grant Program Guidelines

Application Due Date:
Friday, October 16, 2026

Library Development and Networking Division
August 2026

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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

512-463-5465 ◆ 512-463-5436 fax

A. Program Description

The Family Place Libraries Training Institute (Family Place) provides theoretical grounding and practical training for library staff in family-centered library services. By expanding the traditional role of children's services, Family Place participants build on the knowledge that good health, early learning, parent or guardian involvement, and supportive communities play a critical role in young children's growth and development.

Family Place participants will be able to create the network that families need to nurture their children's development during the critical first years of life. Family Place provides training and resources to help participants redesign their library environment to:

- Create a welcoming and developmentally appropriate environment for children beginning at birth.
- Connect parents with the resources, programs, and services offered at the library and other family service agencies.
- Connect with non-traditional library users.
- Ensure children have access to resources that will allow them to enter school ready and able to learn.

Following staff participation in the Family Place Training Institute and successful completion of all required program components, the library will earn designation as a Family Place Library location. The Family Place Libraries model was developed by the Middle Country Public Library in Centereach, New York. Currently, there are 138 Family Place library locations in Texas.

Requirements

The Family Place Libraries Training Institute will be delivered in person by Middle Country Public Library staff at a Texas Family Place Library yet to be determined in the Central Texas area in early May 2027. Family Place requires two qualified individuals be trained – one library staff member who will dedicate approximately 25 percent staff time to the development and maintenance of the space for a period of three years following the Family Place Training Institute, and one library administrator.

Prior to the training, participants will:

1. Commit to attending the Family Place Libraries Training Institute, to be held in-person in early May 2027, at a Texas Family Place Library yet to be determined in the Central Texas area.
2. Complete registration, online training, or other requirements prior to attending the Institute as outlined by Middle Country Public Library or TSLAC staff.
3. Notify TSLAC as soon as possible if a selected library staff member or library administrator 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 individual to attend.
4. Execute a contract with TSLAC to receive up to $10,000. This includes $8,000 in reimbursed funds to develop the Family Place Program and up to $1,000 per person in travel reimbursement for individuals from libraries outside of the Austin Metropolitan Statistical Area (MSA). The contract must be executed by an official of the library's governing authority authorized to enter into this agreement. The signed contract must be returned to TSLAC prior to the commencement of training.
5. Make travel arrangements and save all documentation for submission after the training.

After training, participants will:

1. Complete the TSLAC Grant Management Series of training webinars on Communications, Contract Overview, and Financial Management & Reporting.
2. Develop a Family Place Libraries Plan for the library.
3. Purchase recommended items (up to $8,000) by July 31, 2027.

4. Report on expenditures in accordance with the contract requirements and timeline provided by TSLAC.
5. Create and maintain a family friendly, interactive public space within the children's area of the library in accordance with information provided during the training.
6. Develop a Parenting Collection in or adjacent to the library children's area.
7. Provide local in-house library staff orientation about Family Place Libraries.

Within One (1) Year post training, participants will:

1. Develop coalitions/partnerships with community agencies as described during the training.
2. Plan, advertise, and implement Parent-Child Workshops as described during the training.

Within Three (3) Years post training, participants will:

1. Plan, advertise, and implement Parent-Child Workshops as described during the training.
2. Engage in support and consulting provided by staff from the Middle Country Public Library.
3. Work with Middle Country Public Library to coordinate a site visit approximately 18 months after the training.
4. Maintain documentation regarding implementation of their Family Place Plan and report annual statistics related to the Parent-Child Workshop, Early Childhood Programs, Space Usage, Collaborations and Outreach Efforts, as required by and directly to the Middle Country Public Library.
5. Complete all required state and Family Place Evaluations and Progress Reports about their Family Place Library.
6. Replace and refresh the materials and resources in the early learning center, as needed and in accordance with library collection development policy and Family Place guidelines.
7. Contact TSLAC to arrange the training of additional staff as needed to sustain the program in the event of a staff member leaving.

B. Award Information

Approximately $100,000.00 is expected to be available for the Family Place grants, subject to approval by the TSLAC governing board and the availability of funds.

Up to 10 libraries may be chosen to participate in the TSLAC-sponsored Family Place Libraries Project and may receive the following:

- Paid tuition for a maximum of two (2) individuals from the participating library to attend Family Place training.
- A one-time travel reimbursement of up to $1,000 per attendee. See below for more information.
- A one-time sub-award up to $8,000 to establish a family space and learning environment in the library as outlined in the Family Place training. Funds will be disbursed on a reimbursement basis. Libraries will be able to spend funds from May–July 31, 2027.

C. Eligibility Information

Through their governing authority, accredited public libraries are eligible to apply for funds. Public library applicants must be accredited by TSLAC for the current state fiscal year (September 1, 2026–August 31, 2027) and for the life of the grant (three consecutive years).

This grant program may fund costs for supplies and materials recommended by the Family Place Libraries Program, as well as travel expenses for library staff to attend training. As with all grant-funded purchases, expenditures must support the goals of the Family Place program and meet grant eligibility requirements. Furniture that is not

specifically intended for use by young children and adults in the early childhood area may be considered an ineligible expenditure. Requests for these types of purchases may require additional justification and supporting documentation to determine eligibility.

Applicants may submit an application to become a new Family Place Library or expand their current program to an additional location, with a maximum of two expansion locations per fiscal year.

Current Family Place Libraries may participate in the training to sustain an existing program or train additional staff if space is available. Please do not submit an application. Contact Gabriella Trinchetta at gtrinchetta@tsl.texas.gov for more information.

There is no requirement for cost sharing, matching funds, or cost participation with this grant program. For additional questions related to eligibility, please email Gabriella Trinchetta at gtrinchetta@tsl.texas.gov.

Applicants may only submit one application for consideration under the Family Place Libraries grant program per funding cycle.

Eligible and Ineligible Expenses (13 TAC § 2.112)

(a) Except as provided in grant guidelines, competitive grants may fund costs for staff, equipment, capital expenditures, supplies, professional services, and other typical operating expenses, as permitted by §2.110(b) of this title (relating to Scope of Subchapter). The purpose of competitive grants is not for collection development or other activities primarily focused on the acquisition of library materials or resources.

(b) Except as provided in grant guidelines, competitive grants may NOT fund the following:

(1) Capital expenditures related to the purchase of real property or buildings;

(2) Capital expenditures related to the construction or expansion of facilities, including fixtures and services;

(3) Capital expenditures related to renovation costs, including fixtures and services;

(4) Food, beverages, or food delivery equipment or services;

(5) Awards, honoraria, prizes, gifts, or incentives;

(6) Equipment or technology not specifically needed to carry out the goals of the grant;

(7) Transportation/travel for project participants or non-grant funded personnel;

(8) 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);

(9) Collection development purchases not targeted directly to the grant goals nor integral to the service program;

(10) Advertising or public relations costs not directly related to promoting awareness of grant-funded activities;

(11) Performers or presenters whose purpose is to entertain rather than to educate; or

(12) Other expenses as excluded in the grant guidelines.

D. Application and Submission Information

Application Assistance

Texas State Library and Archives Commission staff is available to help throughout the application process. Contact **Gabriella Trinchetta, Youth Services Consultant at gtrinchetta@tsl.texas.gov** for assistance with the application.

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 completed GMS Import Template (https://www.tsl.texas.gov/ldn/grants/forms-tools) 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, please reach out to the TSLAC Grants Team, via e-mail at grants@tsl.texas.gov or phone at 512-463-5465.

Application Components

The grant application consists of the following components to be submitted in GMS by the deadline:

1. Application Certification Form signed by appropriate signing authority

- Print the Grant Application Certification form located inside your grant application in GMS
- Obtain appropriate signature
- Upload completed form to GMS.

2. Proposal narrative and budget

Multiple Applications (13 TAC §2.119)

Applicants for competitive grants may submit more than one grant application in the same grant cycle only if:

(1) the applications are for different projects in different grant programs and the applications are not the same, or nearly the same; or

(2) the grant program has specified separate categories for application and the proposals submitted are not the same, or nearly the same, project.

Other Requirements

Before submitting an application, applicant organizations must have a current federal Unique Entity ID (UEI). The federal government uses a unique identifier for each entity (company, nonprofit, organization, etc.) that does business with the federal government.

If you are currently registered in SAM.gov, you've been assigned a SAM Unique Entity ID. It's viewable on your entity registration record in SAM.gov. If you have never registered at SAM.gov or have never applied for a grant with TSLAC or other state or federal agency, you will need to initiate the process of obtaining a SAM UEI at SAM.gov.

To get started registering your entity, to renew your registration, or for more information, visit SAM.gov or refer to the *Quick Start Guide for Getting a Unique Entity ID*, published by the U.S. General Services Administration (GSA).

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 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.).

Deadline and Submission

Completed applications and ***all*** required documents must be submitted to TSLAC **by 11:59 p.m. Central Time, Friday, October 16, 2026.** *Please be advised that technical support will not be available after 5 p.m., Friday, October 16, 2026.* Applications for grant funding will be evaluated only upon the information provided in the written application. A completed grant application must be submitted for review. Incomplete applications will not be reviewed.

If you are unable to submit your application and/or required documentation via GMS, you may submit documents via e-mail, fax, or mail. Please send to the attention of: **2027 Family Place Libraries Grant, Library Development & Networking Division,** 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). *Required items must be postmarked no later than October 16, 2026.*

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

September 2026	Guidelines released, Application opens
October 16, 2026	Applications and required forms due in GMS
November 2026	Application packets evaluated by Grant Review Panel
December 2026	Applicants notified of Grant Review Panel recommendations
February 2027	TSLAC Commission approves recommendations. Contracts issued.
May 2027	Family Place Training Institute in Texas
	TSLAC Grantsmanship Training
July 31, 2027	Deadline to encumber grant funds
August 31, 2027	Last day to submit final request for funds and documentation
Winter 2027	First Family Place recertification form due.
Winter 2028	Second Family Place recertification form due.
Winter 2029	Third Family Place recertification form due.
Spring 2029	Project ends.

E. Application Review Information

Criteria for Award

This grant program is competitive. A grant review panel consisting of agency staff and staff from previously awarded Family Place Library locations in Texas will score proposals on the five criteria listed below. The maximum number of points for each category is included.

The detailed scoring rubric that will be used by the grant review panel is provided on the following pages.

1. Needs Assessment (20 points)

Describe any community needs which align with the grant purpose that your library or branch is striving to meet. If this is an expansion project, be sure to explain why this *additional* location is needed – why the current location is insufficient to meet the community's needs.

2. Program Design (20 points)

Explain how participation in this program aligns with your library or branch's mission and goals in service to the community. If this is an expansion project, be sure to provide an explanation that focuses on this branch – rather than the entire library system.

3. Program Impact (20 points)

Explain how the Family Place model and funding will equip your library or branch to enhance the current programs, services, and space for young children in the library or branch. If this is an expansion project, be sure to provide an explanation that focuses on this branch – rather than the entire library system.

4. Sustainability (20 points)

Describe your library or branch's plan for support and continued development of the program at the conclusion of the funding period. Be sure to include funding sources AND programmatic support from organizational leadership, partners, and community members. If this is an expansion project, be sure to provide an explanation that focuses on this branch – rather than the entire library system.

5. Evaluation (20 points)

Explain how your library or branch uses program evaluation results to ensure that the library's activities support its mission and goals. If this is an expansion project, be sure to provide an explanation that focuses on this branch – rather than the entire library system.

Selection Process (13 TAC §2.113)

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

(b) Agency staff will review each application for the following:

(1) legal eligibility of the institution to participate in a grant program and appropriate authorizing signature;

(2) conformance to the federal and state regulations pertaining to grants;

(3) inclusion of unallowable costs;

(4) errors in arithmetic or cost calculations;

(5) submission of all required forms;

(6) compliance with submission procedures and deadlines; and

(7) relevance and appropriateness of the project design and activities to the purpose of the grant program.

(c) 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 review panel with the applications for consideration by the panel.

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

(1) Applications with significant errors, omissions, or eligibility problems 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.

(2) Agency staff will be available to offer technical assistance to reviewers.

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

(1) Peer reviewers may include 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.

(2) 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.

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

(4) Each 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) 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 who stands to benefit directly from an application will serve on the review panel for the grant program in which the application is submitted for that grant cycle. Any reviewer who is associated with a potential applicant in the respective category must inform the agency and their organization about a potential conflict of interest. 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, but 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 communication 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 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.

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 will be made by the commission in an open meeting.

(b) Applications for grant funding will be evaluated only upon the information provided in the written application, including attachments, if any.

(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.

(e) The agency 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.

Grant Recommendation and Award Process (13 TAC §2.115)

To be considered eligible for funding, any application must receive a minimum adjusted mean score of more than 60 percent of the maximum points available. However, eligibility does not guarantee funding. The commission may also choose to award extra points to libraries that have not received funding within a specified time frame to be determined by the agency or that have limited resources. 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 may 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.

Scoring Rubric

Project Scoring Total in Seven Areas: 100 points

The purpose of this grant is to create a welcoming, family-centered environment that empowers caregivers of young children as they become their child's first teachers. This grant will provide funding for the equipment and training necessary for each library to host workshops for children 0-3 and their caregivers; develop an interactive space for this age group to play and learn in the library; and forge strong partnerships with community organizations serving young children and their families.

The specific needs of each library and their community as well as their ability to sustain the program through the three-year grant period and beyond will be considered in the evaluation of all criteria. Each criterion will be scored as follows:

0 Points: Project does not meet the goals and purposes of the grant program.
1 Point: Project minimally meets the goals and purposes of the grant program.
2 Points: Project partially meets the goals and purposes of the grant program.
3 Points: Project adequately meets the goals and purposes of the grant program.
4 Points: Project fully meets the goals and purposes of the grant program.
5 Points: Project thoroughly meets the goals and purposes of the grant program.

1) Expansion or New Project (Points: Raw score = 0 max, weight = 0; Final score = 0 max)

Is this an expansion or new project? Expansion projects are established, qualified, Family Place Libraries that want to expand the Family Place program into an additional branch in their library system this fiscal year.

2) Needs Assessment (Points: Raw score = 5 max, weight = 4; Final score = 20 max)

Describe any community needs which align with the grant purpose that your library or branch is striving to meet. If this is an expansion project, be sure to explain why this *additional* location is needed – why the current location is insufficient in the face of the community's needs.

0 Points	1 Point	2 Points	3 Points	4 Points	5 Points
● Response provides **no** explanation of community need.	● Response provides **minimal** explanation of community need.	● Response provides a **limited** explanation of community need with sparse, if any, details.	● Response provides an **adequate** explanation of community need with **some** details.	● Response provides a **full** explanation of community need that is **supported by examples**.	● Response provides a **thorough** description of any community needs it is meeting or striving to meet that is **supported by detailed examples**.

3) Program Design (Points: Raw score = 5 max, weight = 4; Final score = 20 max)					
Explain how participation in this program aligns with your library or branch's mission and goals in service to the community. If this is an expansion project, be sure to provide an explanation that focuses on this branch – rather than the entire library system.					
0 Points	1 Point	2 Points	3 Points	4 Points	5 Points
• Response provides **no** explanation of how participation in this program aligns with its mission goals.	• Response provides **minimal** explanation of how participation in this program aligns with its mission and goals.	• Response provides a **partial** explanation of how participation in this program aligns with its mission and goals.	• Response provides an **adequate** explanation of how participation in this program aligns with its mission and goals.	• Response provides a **full** explanation of how participation in this program aligns with its mission and goals that is **supported by examples**.	• Response provides a **thorough** explanation of how participation in this program aligns with its mission and goals that is **supported by detailed examples**.
4) Project Impact (Points: Raw score = 5 max, weight = 4; Final score = 20 max)					
Explain how the Family Place model and funding will equip your library or branch to enhance the current programs, services, and space for young children in the library or branch. If this is an expansion project, be sure to provide an explanation that focuses on this branch – rather than the entire library system.					
0 Points	1 Point	2 Points	3 Points	4 Points	5 Points
• Response provides **no** explanation of how the provided training and funding will equip it to enhance the current programs, services, and space for young children.	• Response provides **minimal** explanation of how the provided training and funding will equip it to enhance the current programs, services, and space for young children.	• Response provides a **partial** explanation of how the provided training and funding will equip it to enhance the current programs, services, and space for young children.	• Response provides an **adequate** explanation of how the provided training and funding will equip it to enhance the current programs, services, and space for young children.	• Response provides a **full** explanation of how the provided training and funding will equip it to enhance the current programs, services, and space for young children that is **supported by examples**.	• Response provides a **thorough** explanation of how the provided training and funding will equip it to enhance the current programs, services, and space for young children that is **supported by detailed examples**.

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

Describe your library or branch's plan for support and continued development of the program at the conclusion of the funding period. Be sure to include funding sources AND programmatic support from organizational leadership, partners, and community members. If this is an expansion project, be sure to provide an explanation that focuses on this branch, rather than the entire library system.

0 Points	1 Point	2 Points	3 Points	4 Points	5 Points
• Response provides **no** explanation of its plan for financial support and continued development of the program at the conclusion of the funding period.	• Response provides **minimal** explanation of its plan for financial support and continued development of the program at the conclusion of the funding period.	• Response provides a partial explanation of its plan for financial support and continued development of the program at the conclusion of the funding period.	• Response provides an **adequate** explanation of its plan for financial support and continued development of the program at the conclusion of the funding period.	• Response provides a **full** explanation of its plan for financial support and continued development of the program at the conclusion of the funding period that is **supported by examples**.	• Response provides a **thorough** explanation of its plan for financial support and continued development of the program at the conclusion of the funding period that is **supported by detailed examples**.

6) Evaluation (Points: Raw score = 5 max, weight = 4; Final score = 20 max)

Explain how your library or branch uses program evaluation results to ensure that the library's activities support its mission and goals. If this is an expansion project, be sure to provide an explanation that focuses on this branch – rather than the entire library system.

0 Points	1 Point	2 Points	3 Points	4 Points	5 Points
• Applicant provides **no** explanation of how it uses what it learns from program evaluations to ensure that the library's activities support its mission and goals.	• Applicant provides a **minimal** explanation of how it uses what it learns from program evaluations to ensure that the library's activities support its mission and goals.	• Applicant provides a **partial** explanation of how it uses what it learns from program evaluations to ensure that the library's activities support its mission and goals.	• Applicant provides an **adequate** explanation of how it uses what it learns from program evaluations to ensure that the library's activities support its mission and goals.	• Applicant provides a **full** explanation of how it uses what it learns from program evaluations to ensure that the library's activities support its mission and goals that is **supported by examples**.	• Applicant provides an **extensive** explanation of how it uses what it learns from program evaluations to ensure that the library's activities support its mission and goals that is **supported by detailed examples**.

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. The agency staff will notify unsuccessful applicants in writing.

Protest Procedure (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 paragraph– (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.

Policy Requirements

This competitive grant program is subject to the Texas Grant Management Standards (TxGMS) https://comptroller.texas.gov/purchasing/docs/grant-management-reader.pdf

Reporting

Grantees must submit financial and performance reports as instructed in the official Family Place Libraries grant contract should a grant be awarded. Reports will be submitted electronically through TSLAC's Grant Management System (GMS).

G. Contacts

TSLAC staff members are available via e-mail during regular business hours (9:00 a.m.-6:00 p.m., Central) to assist with competitive grants.

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