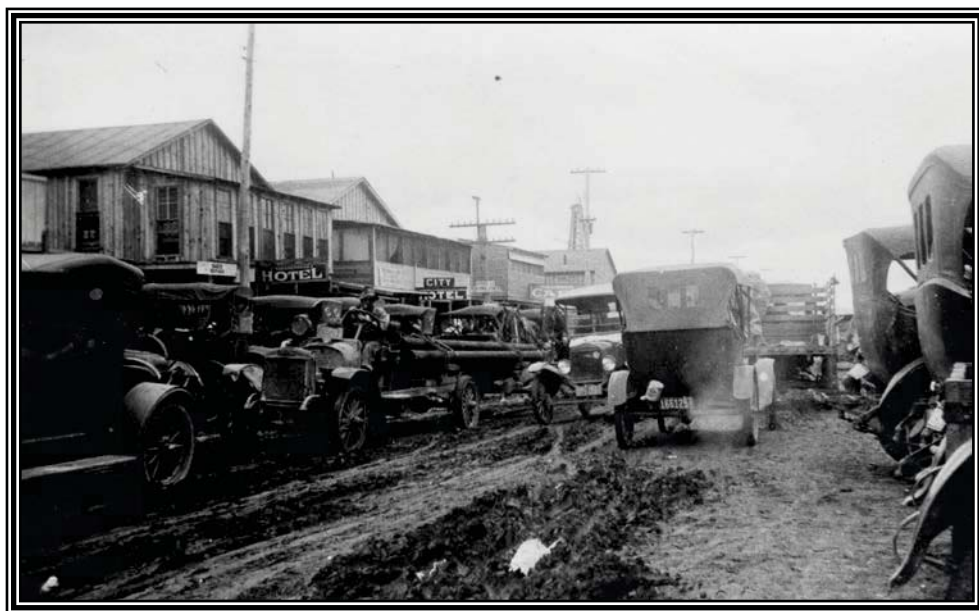


**TEXAS STATE LIBRARY**  
**AND**  
**ARCHIVES COMMISSION**

# Notice of Funding Opportunity

## State Fiscal Year (SFY) 2018



## Impact Grant Program Guidelines

**Application Due Date:**  
Monday, March 6, 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**

**Cover:** Street scene in Desdemona, TX, during oil boom, ca. 1919. Photo by John D. Waring, Jr. *Prints & Photographs Collection, #1966/160-1, Texas State Library and Archives Commission.*

## A. Program Description

Want to try out a new idea for serving your community? Want to implement a best practice that will improve service delivery? Have an innovative notion you want to test? The new **Impact Grants for Library Innovation and Improvement** may be just what your library needs. Focused on broad community needs for economic recovery, early childhood literacy, and electronic access to information, **Impact Grants** are designed to distribute funding as broadly as possible to impact lives all across Texas.

### Goals and Purposes (13 TAC §2.910)

The purpose of this grant is to encourage libraries to create or expand their programming and services in innovative ways that directly impact the lives of Texans. The grant provides seed funding for new library programming or services, or to improve existing programming and services that support best practices in the field.

The programming must be new to the library's community, or improve existing services, and must be sustainable after the first year of grant funding with other or local resources. Libraries or library systems may be awarded more than one grant in a single grant cycle provided the applications are in different focus areas. Applicants will not be awarded a grant for the same, or nearly the same, project in two consecutive grant cycles.

Applications for FY 2018 will be accepted in three focus areas:

1. Business/Workforce Development and Digital Literacy
2. Family and Early Childhood Literacy
3. E-content Access and Delivery

These focus areas address state needs and goals as identified in the Texas LSTA 5 Year Plan ([www.tsl.texas.gov/sites/default/files/public/tslac/ld/pubs/lstaplan/LSTA2013\\_Final.pdf](http://www.tsl.texas.gov/sites/default/files/public/tslac/ld/pubs/lstaplan/LSTA2013_Final.pdf)).

Successful applicants will use the uniform outcome and measure described under each focus area to report the impact of the programming on the library's community to the Texas State Library and Archives Commission (TSLAC). TSLAC will provide the necessary evaluation instruments for grantees.

### 2018 Focus Areas

#### 1. Business/Workforce Development and Digital Literacy (Impact 1)

This focus area supports library programs designed to enhance Texas business and workforce development, including entrepreneurial endeavors, and improve the technology skills of Texans so that they may use computers and online/electronic resources to enhance their economic and personal goals. The grant may fund expenses such as: equipment and supplies to establish a business and/or workforce development center at the library (e.g., computer stations) or mobile digital literacy training lab; staff or contract personnel to provide training; or staff training to acquire in-house skills to deliver training to patrons. Projects that include collaboration with local Workforce offices, chambers of commerce, community organizations, other libraries, or businesses will be given preference.

##### *Need*

Texans of working age need access to resources and services for business and workforce development in order to prosper.

##### *Goal*

Texans will enhance their business and workforce development, including entrepreneurial endeavors, through use of materials and services at their libraries.

##### *Outcome*

Library patrons in project-sponsored programs improve their technology and/or business skills.

##### *Measure*

The number of project participants who report, using a Likert scale survey, that they feel more confident in their basic computer skills, searching databases/online information, online workforce/job skills, business management, or other specified computer/technology skills upon program completion.

## 2. Family and Early Childhood Literacy (Impact 2)

This focus area supports library-sponsored family and early childhood literacy programs to help Texans build a strong foundation for early learning, success in school, and lifelong learning. Funds may support expenses such as: staff or contract personnel to provide programming, staff training to acquire in-house skills to deliver programming, and equipment and supplies to provide such programs, including early literacy computers and programs. Use of best practices such as *Día (El Día de los niños/El día de los libros, Born to Read — It's Never Too Early to Start! (www.ala.org/alsc/issuesadv/borntoread)*, *Every Child Ready to Read (www.everychildreadytoread.org/)*, or other model library programs are encouraged. Projects that include collaboration with local Workforce and Head Start offices, community organizations, other libraries, or businesses will be given preference.

### *Need*

Texans of all ages need access to services and resources to further their formal and informal learning goals.

### *Goal*

Texans will have access to library services to build a strong foundation for early learning, success in school, and lifelong learning.

### *Outcome*

Texas parents or caregivers and children in project-sponsored programs acquire skills that enhance family and early childhood literacy.

### *Measure*

The number of parents or caregivers who report, using a Likert scale survey, that they feel more confident with family and/or early childhood literacy skills and value the library as a contributor to their quality of life and that of their children.

## 3. E-content Access and Delivery (Impact 3)

This focus area supports library services to enhance library patrons' access to electronic information and materials. Funds may support expenses such as: equipment (e.g., e-book readers or tablet computers); e-content; adoption of mobile technology or other new technology that enhances patron access; staff training to provide patron assistance with e-content; and supplies to provide programs or training to library patrons. Some potential programs may include enhanced children's and youth services programs, working with patrons to create their own contributed e-content, roving reference, and digital collection development. For projects that include acquisition of e-content (e.g., e-books), those projects that share e-content as part of a consortium or group will be given preference.

### *Need*

All Texans and Texas communities need access to Internet-connected resources and services and the support they need to use them successfully.

### *Goal*

Texans and Texas communities will have access to Internet-connected resources and services through Texas libraries to meet community and personal goals and the support they need to use them successfully.

### *Outcome*

Texans have enhanced access to electronic information and/or materials.

### *Measure*

The number of library patrons using funded materials/services that report, using a survey, enhanced access to and satisfaction with information and/or materials to meet educational, economic, or other personal goals.

## B. Award Information

Approximately \$250,000 is expected to be available for Impact Grants, subject to approval by the Texas State Library and Archives Commission and the availability of funds. 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-00-17-0044-17

Catalog of Federal Domestic Assistance (CFDA) Number: 45.310

## Maximum Award

Applications of all sizes are encouraged up to \$10,000. While the request may be part of a larger program, awards will not exceed \$10,000.

## Length of Funding

Funding will be for one state fiscal year (September 1, 2017–August 31, 2018).

## C. Eligibility Information

Through their governing authority, accredited public libraries, local public library systems, libraries that are members of the TexShare Library Consortium, or non-profit organizations that are applying on behalf of accredited libraries and/or TexShare members, are 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. Libraries and library systems will not be awarded grants in the same focus area in consecutive years.

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

Applicants may be awarded more than one Impact grant in a single grant cycle provided the applications are in different focus areas. Applicants will not be awarded a grant for the same, or nearly the same, project in two consecutive grant cycles.

## Eligible Expenses

This grant program may fund costs for staff, equipment\*\*, capital expenditures, supplies, professional services, and other typical operating expenses, as permitted by 13 TAC §2.116 (Uniform Grants Management Standards). The grant may also cover indirect costs as permitted in 2 CFR 200.

The purpose of this grant is *not* for collection development or other activities primarily focused on the acquisition of library materials or resources, or digitization projects, except as noted in the grant guidelines.

**\*\* Equipment costing \$5,000 or more per unit will require approval from IMLS before purchase.**

## Ineligible Expenses

This grant program will NOT fund the following costs:

- a. Building construction, renovation, or repair, including fixtures and services
- b. Food, beverages, or food delivery equipment or services
- c. Awards, honoraria, prizes, or gifts
- d. Equipment or technology not specifically needed to carry out the goals of the grant
- e. Transportation/travel for participants or non-grant funded personnel
- f. 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)
- g. Collection development purchases not targeted directly to the grant goals nor integral to the service program
- h. Advertising or public relations costs not directly related to promoting awareness of grant-funded activities
- i. Performers or presenters whose purpose is to entertain rather than to educate
- j. Other expenses as excluded in the guidelines

## D. Application and Submission Information

TSLAC strongly encourages potential applicants to attend or review the archives of three webinars to learn more about the competitive grant programs and process ([www.tsl.texas.gov/ld/workshops/webinars/index.html](http://www.tsl.texas.gov/ld/workshops/webinars/index.html)):

- *2018 Funding Opportunities — TSLAC Competitive Grants* — Thursday, January 12, 2017; 2-3:30 p.m.
- *Applying for TSLAC Competitive Grants: What You Need to Know for FY 2018* — Thursday, January 19, 2017; 2-3:30 p.m.
- *Applying for TSLAC Competitive Grants Q & A* — Tuesday, February 7, 2017; 2-3 p.m.

### Project Development and Draft Review

The Texas State Library and Archives Commission (TSLAC) recommends that applicants discuss their projects with TSLAC staff before developing a proposal. TSLAC consultants are available to help throughout application development and in determining the best grant program for your project. For more information, contact Erica McCormick at 512-463-5527 or via e-mail at [grants@tsl.texas.gov](mailto:grants@tsl.texas.gov).

TSLAC also strongly encourages applicants to submit a draft of the proposal to TSLAC for review. TSLAC has created a Microsoft® Word® grant application template, available on the TSLAC website at <https://www.tsl.texas.gov/ld/funding/index.html> for applicants to use in preparing a draft which can then be used to populate the online application.

To allow adequate time to review the draft proposal, submit the draft via e-mail to [grants@tsl.texas.gov](mailto:grants@tsl.texas.gov), with the subject line “2018 Draft Proposal,” **by Friday, February 10, 2017.**

### 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 in order 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 director send an e-mail requesting access with your name and contact information to [grants@tsl.texas.gov](mailto: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](mailto: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, sign, and upload)
2. Program narrative and budget
3. Children’s Internet Protection Act (CIPA) certification form (print, sign, and upload)
4. Letters of cooperation (if applicable) — If the project is collaborative in nature, letters of cooperation indicating commitment of time, funds, volunteers, or other resources must 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.
5. Letters of support (optional) — A maximum of three (3) letters of general support may also be submitted. 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.

## Other requirements

Before submitting an application, the applicant organization must have a current and active D-U-N-S® Number and SAM.gov (System for Award Management) registration. Check your materials and registrations well in advance of the application deadline to ensure that they are accurate, current, and active.

If your D-U-N-S® and SAM registrations are not active and current at the time of submission, your proposal will be rejected; if they are not active and current at the time of an 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](http://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](http://www.sam.gov). Obtaining a DUNS number and registering in SAM.gov is free.

## 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.).

## Deadline and Submission

Completed applications and ***all*** required documents must be submitted in GMS **by 11:59 p.m. Central Time, Monday, March 6, 2017**. *Please be advised that technical support will not be available after 5 p.m., Monday, March 6, 2017.*

In the event that you are unable to submit your application and/or required documentation via GMS, you may submit documents via mail, e-mail, or fax. Please send to the attention of: **2018 Grants, Library Development & Networking Division**, via e-mail to [grants@tsl.texas.gov](mailto: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

<b>January 2017</b>	Guidelines released
<b>February 10, 2017</b>	Draft proposals due to TSLAC for review (recommended, but not required)
<b>March 6, 2017</b>	Applications and required forms due in GMS
<b>April/May 2017</b>	Application packets evaluated by Grant Review Panel
<b>June 2017</b>	Applicants notified of Grant Review Panel recommendations
<b>August 2017</b>	Commission meets and approves projects; Contracts issued
<b>September 1, 2017</b>	Projects begin
<b>August 31, 2018</b>	Projects end

## E. Application Review Information

### Criteria for Award

This grant program is competitive. The Grant Review Panel will score proposals on the 11 criteria listed below (13 TAC §2.912). The maximum number of points for each category is shown.

**The detailed scoring rubric that will be used by the Impact Grant Review Panel is provided on the following pages.**

- 1. Applicant Information (10 points)**  
Describe your library, mission, strategic goals, and capacity to complete the project successfully.
- 2. Community Need (10 points)**  
Describe the community you serve, why the program is needed, and the targeted audience; also describe how the need was determined.
- 3. Project activities (20 points)**  
Describe project activities from start to finish. Projects that include collaboration or acquire e-content as part of a consortium or group will be given preference.
- 4. Innovation or Improvement (5 points)**  
Describe how the project is innovative for your community, or how the project will enhance or improve current programs and services and/or how the program/service integrates an established best practice in the field.
- 5. Timetable (5 points)**  
Present a timetable for project activities within the project year (state fiscal year) (i.e., a list of actions with a date by which they will be accomplished).
- 6. Alignment with Desired Outcome (10 points)**  
Explain how the project aligns with the desired uniform outcome for your chosen focus area as set by the grant guidelines.
- 7. Budget (10 points)**  
Provide a complete budget and budget narrative describing how costs were determined and justified. All costs must be justified. There is no requirement for cost sharing, matching funds, or cost participation with this grant program.
- 8. Personnel (5 points)**  
Describe who is responsible for project activities and their qualifications to perform these duties.
- 9. Evaluation/Documentation of Impact (10 points)**  
Describe how you will accurately collect, maintain, and provide the uniform performance measures, as listed under your chosen focus area, to TSLAC. Also describe how you will administer the survey. *Note: TSLAC will provide the survey instrument.* Funded programs will be required to use outcomes-based evaluation methods and submit a completed IMLS Outcomes Logic Model template, which is downloadable from the application screen in the online application system (GMS). Funded programs will also be required to evaluate their programs in accordance with Legislative Budget Board (LBB) measures.
- 10. Marketing (5 points)**  
Describe how you will publicize the programs or services to the community and how you will share best practices and lessons learned with the library community.
- 11. Sustainability (10 points)**  
Describe how the program or services will be supported with other funding after the grant period ends. Plans must demonstrate that the program will be continued after the close of the grant period. Projects that include collaboration or acquire e-content as part of a consortium or group, will be given preference.

## 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.

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.

## Multiple Applications (13 TAC §2.119)

Applicants for competitive grants may submit more than one grant application for different projects, in different grant programs. Applicants may not submit the same, or nearly the same, application in more than one grant category. Applicants may submit more than one grant application for a grant program if the grant program has specified categories for application and the proposals submitted are not the same, or nearly the same, project.

## Scoring Rubric

Project Scoring Total in Eleven Areas: 100 points		
<p>Relevance and appropriateness of the project design and activities to the goals and purpose of the Impact grant program will be considered in the scoring of all criteria. Members of the Grant Review Panel may score each criteria as follows:</p> <p><b>0-1 points:</b> Project does not meet the goals and purposes of the Impact grant program</p> <p><b>2-3 points:</b> Project partially meets the goals and purposes of the Impact grant program.</p> <p><b>4-5 points:</b> Project is a clear fit for the goals and purposes of the Impact grant program</p>		
1. Applicant Information (Points: Raw score = 5 max, weight = 2; Final score = 10 max)		
Applicant describes their library, their mission, strategic goals, and their capacity to complete the project successfully.		
0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> <li>Library, mission, and strategic goals not described.</li> <li>No description of library's capacity to complete the project successfully.</li> </ul>	<ul style="list-style-type: none"> <li>Library, mission and strategic goals partially or incompletely described.</li> <li>Provides some description of library's capacity to successfully complete project.</li> </ul>	<ul style="list-style-type: none"> <li>Library, mission and strategic goals clearly described.</li> <li>Provides thorough description of library's capacity to successfully complete project.</li> </ul>
2. Community Need (Points: Raw score = 5 max, weight = 2; Final score = 10 max)		
Applicant describes the community they serve, why the program is needed, and the target audience. Applicant also describes how the need was determined.		
0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> <li>Community to be served is not described.</li> <li>Provides no evidence of need for program; or community need does not relate to proposed project.</li> <li>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).</li> </ul>	<ul style="list-style-type: none"> <li>Community to be served is partially or incompletely described.</li> <li>Provides partial/some evidence of need for program; community need vaguely relates to proposed project.</li> <li>Needs assessment process seems vague and incompletely describes how stated need was determined.</li> </ul>	<ul style="list-style-type: none"> <li>Community is clearly defined.</li> <li>Provides clear and convincing evidence of need for program and why they are best suited to meet this need.</li> <li>Clearly describes needs assessment process including how stated need was determined (e.g., statistics, records, surveys).</li> </ul>

<b>3. Project activities (Points: Raw score = 5 max, weight = 4; Final score = 20 max)</b>		
Applicant describes project activities from start to finish.		
0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> <li>• Program activities lack definition and are unclear.</li> <li>• Project appears to lack direction and planning, and does not relate to described needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Services, programs and activities are defined.</li> <li>• Project has direction and some relationship to described needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Services, programs and activities are clearly defined, including timelines and resources required.</li> <li>• Project shows evidence of clear direction and planning and strong relationship to described needs.</li> <li>• Project includes collaboration or acquisition of e-content as part of a consortium or group.</li> </ul>
<b>4. Innovation or Improvement (Points: Raw score = 5 max, weight = 1; Final score = 5 max)</b>		
Applicant describes how the project is innovative for their community, or how the project will enhance or improve current programs and services and/or how the program/service integrates an established best practice in the field.		
0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> <li>• No description of how project is innovative, an enhancement/improvement of current programs and services, and/or integrates established best practice in the field.</li> </ul>	<ul style="list-style-type: none"> <li>• Partial or incomplete description of how project is innovative, an enhancement/improvement of current programs or services, and/or integrates established best practice in the field.</li> </ul>	<ul style="list-style-type: none"> <li>• Makes a thorough case for how project is innovative, an enhancement / improvement of current programs or services, and/or integrates established best practice in the field.</li> </ul>
<b>5. Timetable (Points: Raw score = 5 max, weight = 1; Final score = 5 max)</b>		
Applicant presents a timetable for project activities within the project year (state fiscal year) (i.e., a list of actions with a date by which they will be accomplished.)		
0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> <li>• Timetable is missing or incomplete (i.e., does not include a list of actions with specific target dates for completion).</li> </ul>	<ul style="list-style-type: none"> <li>• Timetable exists, but is not clearly relevant to achieving the project goals.</li> <li>• Timetable seems unachievable within the project period.</li> <li>• No time given for staff to be hired, if applicable.</li> </ul>	<ul style="list-style-type: none"> <li>• Timetable includes a list of actions with specific target dates and is clearly relevant to achieving the established objectives.</li> <li>• Timetable seems achievable within the project period.</li> <li>• Realistic timeline for hiring of new staff, if applicable.</li> </ul>
<b>6. Alignment with Desired Outcome (Points: Raw score = 5 max, weight = 2; Final score = 10 max)</b>		
Applicant explains how their project aligns with the desired uniform outcome for the chosen focus area as set by the grant guidelines.		
0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> <li>• Project does not align with desired uniform outcome, or description is not present.</li> </ul>	<ul style="list-style-type: none"> <li>• Project only partially aligns with uniform goal. Description vague.</li> </ul>	<ul style="list-style-type: none"> <li>• Project clearly aligns with uniform outcome.</li> </ul>

7. Budget (Points: Raw score = 5 max, weight = 2; Final score = 10 max)		
Applicant provides a complete budget and budget narrative describing how costs were determined and justified. All costs must be justified.		
0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> <li>Budget table is incomplete.</li> <li>Provides no narrative description (justification), beyond the budget column, of how funds will be spent.</li> </ul>	<ul style="list-style-type: none"> <li>Budget table is complete.</li> <li>Budget narrative description exists but does not clearly relate to the project and sources for costs are not stated.</li> <li>Items listed in the budget description do not match those in the budget form.</li> <li>Costs do not seem reasonable and description is unclear.</li> </ul>	<ul style="list-style-type: none"> <li>Budget table is complete and clearly describes how the dollars will be used for the project.</li> <li>Clearly identifies source of stated costs and justification for their reasonableness.</li> <li>Items listed in the budget description match those in the budget form.</li> </ul>
8. Personnel (Points: Raw score = 5 max, weight = 1; Final score = 5 max)		
Applicant describes who is responsible for project activities and their qualifications to perform these duties.		
0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> <li>No description of key personnel and their qualifications to perform these duties.</li> <li>No job descriptions for new hires.</li> <li>No description of time spent on project by each staff member.</li> </ul>	<ul style="list-style-type: none"> <li>Some description of key personnel and their qualifications.</li> <li>Partial or seemingly incomplete job descriptions available for new hires.</li> <li>Time spent on project by each staff member only partially identified and justified.</li> </ul>	<ul style="list-style-type: none"> <li>Describes qualifications of key personnel in detail, including past experience with similar projects, and how each will contribute to the project's success.</li> <li>Full job descriptions provided for new hires.</li> <li>Time spent on project by each staff member identified and justified.</li> </ul>
9. Evaluation/Documentation of Impact (Points: Raw score = 5 max, weight = 2; Final score = 10 max)		
<p>Applicant describes how they will accurately collect, maintain, and provide the uniform measure as listed under the chosen focus area. Applicants set achievable, measurable outcomes, and present a reasonable method to collect data. Applicants present a method to count users of the services as well as administer the survey to measure the effectiveness of the service. <b>Note:</b> TSLAC will provide the survey instrument.</p> <p><b>Note:</b> Some projects lend themselves to outcomes-based evaluation (OBE) better than others. TSLAC strongly encourages the use of OBE, but we do not require it for proposals, and points should not be deducted from strong evaluation plans that use outputs instead of outcomes when it is reasonable not to employ OBE.</p>		
0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> <li>Description of how measure will be collected, maintained, and provided to TSLAC is not provided.</li> <li>Description of how survey will be administered is not provided.</li> </ul>	<ul style="list-style-type: none"> <li>Description of how measure will be collected, maintained, and provided to TSLAC is vague or not complete.</li> <li>Description of how survey will be administered is brief.</li> </ul>	<ul style="list-style-type: none"> <li>Description of how measure will be collected, maintained, and provided to TSLAC is thorough and complete.</li> <li>Description of how survey will be administered is thorough and complete.</li> </ul>

<b>10. Marketing (Points: Raw score = 5 max, weight = 1; Final score = 5 max)</b>		
Applicant describes how they will publicize the programs or services to their community, and how they will share best practices and lessons learned with the library community.		
0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> <li>Provides no description of how programs or services will be publicized or marketed to their community.</li> <li>Provides no mention of sharing best practices or lessons learned with larger library community.</li> </ul>	<ul style="list-style-type: none"> <li>Description of how programs or services will be publicized or marketed to their community is vague or not complete.</li> <li>Sharing best practices or lessons learned with larger library community is addressed but not clearly spelled out.</li> </ul>	<ul style="list-style-type: none"> <li>Description of how programs or services will be publicized or marketed to their community is well described.</li> <li>Sharing best practices or lessons learned with larger library community is clearly described.</li> </ul>
<b>11. Sustainability (Points: Raw score = 5 max, weight = 2; Final score = 10 max)</b>		
Applicant describes how the program or service will be supported with other funding after the grant period ends. Plans must demonstrate that the program will be continued after the close of the grant period.		
0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> <li>Description of resources used to support/sustain the project after grant completion is vague and unspecific.</li> </ul>	<ul style="list-style-type: none"> <li>Some evidence of future support/sustainability described.</li> </ul>	<ul style="list-style-type: none"> <li>Clear evidence of sustainability described.</li> <li>A written commitment of future support from governing bodies is provided, if applicable.</li> <li>Project includes collaboration or acquisition of e-content as part of a consortium or group.</li> </ul>

## 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.

- (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>) and federal Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (also known as the Supercircular) (<https://federalregister.gov/a/2013-30465>).

## 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](mailto:grants@tsl.texas.gov)