



HARRIS COUNTY, TEXAS

Office of Management and Budget 1001 Preston; Suite 500 Houston, TX 77002 713-274-1135
Grants Coordination Section - Conveyance Form Application ☒ Award ☐

Department Name / Number	DUNs	Grant Title
Library - 285	Not Applicable	Texas Reads FY '25
Funding Source: Texas State Library and Archives Commission: CFDA#	Grant Agency: Texas State Library and Archives Commission	
Program Year: 1 st	Program Ending:	
Grant Begin Date: 09/01/2024	Grant End Date: 08/31/2025	
Grant Org. Key:	If applicable, Prior Year Org. Key: N/A	

Grant Description:

The Texas State Library and Archives Commission assists the people of Texas to effectively use information, archival resources, public records and library materials to improve their lives, the lives of their families, and their communities. The agency has oversight over statewide library programs, meeting the reading-related needs of Texans with disabilities, and preserving and providing access to significant Texas documents.

	Total Budget	Grant Funded	County Funded
Salary & Benefits	\$0.00	\$0.00	\$0.00
Non-Labor	\$10,000.00	\$10,000.00	\$0.00
Sub Tot. Incremental Cost	\$10,000.00	\$10,000.00	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00*
TOTALS	\$10,000.00	\$10,000.00	\$0.00

* under development

Full Time Equivalent Positions	0.00
% of Positions Paid by Grant	0.00 %

Date Guidelines are Available	
Grant Submittal Deadline Date	

Grant Discussion:

If awarded, this would be the first year for this project under this grant program. Grant funds would be used to expand capacity at the existing English as a Second Language (ESL) program at the Public Library. The proposed budget would cover program supplies, course materials, postage, office supplies, and operational expenses. There is no local match requirement.

County Funded Cost Projection

Year	Required	Discretionary
2024	-	-
2025	-	-
2026	-	-
2027	-	-
2028	-	-

Completed by :		Mattingly, Mike
Reviewed by :		

Date :	4/10/24
Date :	4/12/2024

ORDER OF COMMISSIONERS COURT

The Commissioners Court of Harris County, Texas, convened at a meeting of said Court at the Harris County Administration Building in the City of Houston, Texas, on the ____ day of _____, 2024 with all members present except _____.

A quorum was present. Among other business, the following was transacted:

ORDER AUTHORIZING HARRIS COUNTY PUBLIC LIBRARY TO APPLY FOR A GRANT FROM THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION TO ENHANCE THE LIBRARY ENGLISH AS A SECOND LANGUAGE PROGRAM.

Commissioner _____ introduced an order and moved that Commissioners Court adopt the order. Commissioner _____ seconded the motion for adoption of the order. The motion, carrying with it the adoption of the order, prevailed by the following vote:

	Yes	No	Abstain
Judge Lina Hidalgo	☐	☐	☐
Comm. Rodney Ellis	☐	☐	☐
Comm. Adrian Garcia	☐	☐	☐
Comm. Tom S. Ramsey, P.E.	☐	☐	☐
Comm. Lesley Briones	☐	☐	☐

The County Judge thereupon announced that the motion had duly and lawfully carried and that the order had been duly and lawfully adopted. The order adopted follows:

IT IS ORDERED that County Judge is hereby authorized to approve Harris County Public Library to apply for a grant in the amount of \$10,000 from the Texas State Library and Archives Commission. The funding period begins September 1, 2024 and ends August 31, 2025.

All Harris County officials and employees are authorized to take such action and execute such other documents as they deem necessary or convenient to carry out the purposes of this Order.

Presented to Commissioners Court

Approve:

State Fiscal Year

SFY 2025

Grant Program *

Texas Reads 2025

Project Title *

ESL Program Expansion-Harris County Public Library Application

Application Number

3042

Organization Name

Harris County Public Library

5749 S Loop East Houston TX 77033-1604

Project Manager *

Michelle Carnahan

Phone Number:**Email:**

michelle.carnahan@hcpl.net

Legal Entity

Harris County

5749 S Loop East Houston TX 77033-1604

EIN:

Federal Unique Entity ID:

SAM Exp. Date:

State House District:

X46

State Senate District:

13

US Congress District:

9

Modified On

3/1/2024 5:17 PM

I certify, to the best of my knowledge, that the statements made in this application are true, that the information provided is correct, and that I am authorized to enter into legally binding commitments on behalf of the applicant organization.

Application Approved by (name):

Job Title:

Date:

Signature:

Texas State Library & Archives Commission

Texas Reads Grant Application— ESL Program Expansion-Harris County Public Library Application

Budget (20 points)

Maximum award = \$10,000. Enter whole numbers only. Amounts should be rounded to the nearest dollar. Do not use dollar signs, cents or commas. For example, enter "1250," not \$1,249.87.

Capitalization Level: \$

Budget Category	Grant Funds*	Other Funds (if applicable)(\$)	Description*	Total Costs (\$)
Salaries/Wages/Benefits				
Consultant Fees				
Travel				
Supplies/Materials	9000		Program supplies 300 course materials (Levels 1-5 ESL Lesson Plans, Student books and workbooks, Teacher Resources, classroom supplies)	9000
Equipment				
Services				
Indirect Costs	1000		Administrative and Operational expenses: postage, office supplies, administrative and operational expenses	1000
Rate				
Base				
Totals				10000
Expected program income:				

*mandatory fields

Budget Category Descriptions

Capitalization Level

Capitalization threshold is a dollar amount assigned by your City/County/Board on items of property that have an estimated life of more than one year. If the library purchases an item that costs that amount or above, the City/County/Board requires you to report those items as inventory on an annual report. The state of Texas has assigned a dollar amount of \$5,000 as the capitalization threshold for items purchased by the State of Texas. The dollar amount assigned by your City/County/Board may be less but it cannot be higher. If the library purchases items that are less than the capitalization it is not reported on an annual financial report. **Example:** Your City requires you to put into inventory any item over \$500. You are buying a desk for \$550. This purchase will go under **Equipment**, and you will list your Capitalization Threshold at \$500. **Note: A letter stating your Capitalization Threshold must be submitted with your signed contract if an amount is budgeted in Equipment.**

Salaries/Wages/Benefits

Includes all salaries, wages, and fringe benefits paid to staff directly contributing to the project. Narrative should include position titles (but not names) and number of FTEs in description.

Consultant Fees

All expenses related to acquiring the services of a consultant for a specific activity within the project can be included in this category. Costs may include fees, travel, accommodation, and support services hired directly by the consultant. Narrative should include description of expertise of consultant along with actions/contributions to project. Include consultant name.

Travel

Travel costs must be related to the project activities and must be incurred by the staff working on the project. The costs include airfare, ground transportation, accommodation, meals, etc. For airfare, economy class must be used at all times. Narrative should include number of travelers and description of types of travel expenditures.

Supplies/Materials

Include costs for supplies and materials including computing devices (if the acquisition cost per unit is less than the lesser of the capitalization level established by the governmental unit for financial statement purposes, or \$5,000) purchased specifically for the project. **Narrative should include descriptions, quantities, and prices of supplies/materials requested.**

Equipment

Includes tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. (2 CFR 200.33)

Services

List the costs of project activities to be undertaken by a third-party contractor or vendor, including a formal partner. Narrative should include description of services provided. Databases

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should be described here and names of vendors included. All service providers will be required to register in the federal System for Award Management (www.sam.gov).

Indirect Costs

Incurred costs that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as “overhead costs.” The amount is included as part of the total grant award. Typical examples of indirect costs are general telephone service, postage, office supplies, office space expenses, and administrative or financial operations for an entire organization. You may do one of the following:

1. Use a current indirect cost rate already negotiated with a federal agency;
2. Use an indirect cost rate proposed to a federal agency but not yet approved;
3. Use a rate not to exceed 10% of modified total direct costs if you have never had a federally negotiated indirect cost rate and you are not subject to other requirements (e.g., for States and Local Governments, and Indian Tribes); or
4. Not include any indirect costs.

Program Income

The gross income earned by a subrecipient from the activities supported by grant funds or from products resulting from grant activities. It includes, but is not limited to, income from fees for services performed and from the sale of items created under a grant, usage or rental fees for equipment or property acquired under a grant, and license fees and royalties from patents and copyrights. If income is expected to be earned during the grant period, please indicate to what budget category the income will be applied.

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Narrative
Project Location: Harris County Public Library
Project Title: ESL Program Expansion
Project Director (Name & Title): Edward Melton, Library Director of Harris County Public Library
New program? (Y or N) N
Please list your project partners (if applicable)
N/A
Program Abstract (750 characters)
The ESL program is designed to support non-native English speakers in acquiring essential language skills for successful integration into the community. Expanding access to ESL programs in Harris County, Texas, is crucial to meet the needs of its diverse immigrant population and will enable the library to take a strategic approach centered on equity and ease of access.
1. Needs Assessment (20 points): Describe why the program is needed in the community. (7500 characters)
Harris County, Texas, has a population of more than 4.7 million, which includes 1.2 million immigrants. Nearly 150 languages are spoken in Harris County, posing a specific challenge to the Harris County Public Library system: how to accommodate best this diverse population in literacy and culturally appropriate outreach and programming? Public libraries nationwide are the primary resource for immigrant families to access English Second Language (ESL) courses and learn about the path to citizenship. HCPL received a grant to expand the Citizenship program which identified the need also to expand the ESL program. Expanding access to ESL programs is crucial to meet the needs of its diverse immigrant population and will enable the library to take a strategic approach, centered on equity and ease of access.
2. Program Purpose (20 points): Describe the program goals, audience, intended outcomes, and relationship to the library long-range plan or goals. (7500 characters)
The Harris County Public Library (HCPL) serves the residents of Harris County with a variety of educational opportunities, notably including a comprehensive array of English as a Second Language (ESL) classes. These ESL classes are vital in supporting non-native English speakers as they endeavor to learn, read, write, and speak English fluently. Importantly, these classes are provided free of charge and are accessible across all 27 branches of HCPL, thanks to the collaborative efforts of library staff and trained volunteers who serve as instructors. With the infusion of funding into this project, HCPL aims to significantly bolster its service capacity, ensuring that it can effectively reach and serve eligible participants in every corner of Harris County. English Language Acquisition sessions, formerly identified as English as a Second Language (ESL), typically involve small group settings, with each group consisting of two to eight individuals. These classes and meetings are designed to be flexible, accommodating both daytime and evening schedules, and can be held at locations convenient for both students and tutors. It is worth emphasizing that all HCPL English-learning classes are conducted under trained volunteer tutors' guidance and are free of charge for participants. Furthermore, HCPL provides all necessary books and materials at no cost to the students, ensuring that financial constraints do not impede

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access to education. The ESL curriculum offered by HCPL encompasses Beginner, Intermediate, and Advanced levels, catering to learners with varying proficiency levels.

To further enhance the learning experience, HCPL furnishes tutors and students with materials and training that facilitate practice in reading, writing, and speaking English. These resources are carefully curated to encompass the types of words and phrases learners will likely encounter and utilize daily.

Over the past five years, HCPL has demonstrated its commitment to providing valuable educational opportunities by offering a significant number of ESL classes, totaling 14,782 sessions. Additionally, HCPL has facilitated 2,236 citizenship classes, further assisting individuals in their journey towards integration and citizenship. These classes have been conducted within HCPL's library branches and partner locations, ensuring widespread accessibility and impact within the community. HCPL is currently unable to meet the demand of the community and all HCPL locations have long waiting lists for ESL classes.

8. Program Design (20 points): Provide a detailed description of the program and its activities. Describe any collaboration planned with other community organizations. (7500 characters)

Curriculum Design:

Tailored curriculum covering Beginner, Intermediate, and Advanced levels.
Focus on practical language skills for real-life situations, including everyday conversations, workplace communication, and civic engagement.
Integration of culturally relevant content and topics to reflect the diverse backgrounds of participants.

Instructional Methods:

Small and large group sessions led by trained ESL instructors.
Interactive activities such as role-plays, group discussions.
Utilization of multimedia resources, including videos, audio recordings, and online platforms for blended learning.

Flexible Schedule:

Daytime and evening classes to accommodate diverse schedules.
Multiple class formats, including intensive courses.

Individualized Support:

Regular progress assessments to track individual learning goals.
One-on-one tutoring sessions for personalized support and feedback.
Access additional resources such as language learning software, textbooks, and online tutorials.

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Community Engagement:

Promotion of Cultural events to promote cross-cultural understanding.
Collaboration with local organizations and businesses to facilitate language exchange and networking opportunities.

4. Timetable (10 points): Provide a timetable of program activities. (7500 characters)

September- December 2024, upon receipt of funding, Procure additional course materials for ESL program.

January -May 2025 Add additional courses to the program - Spring-Summer 2024 schedule.

January-July 31, 2025 Track students and courses-ongoing

August 31, 2025 Complete Grant reporting requirements to TSLAC

5. Evaluation (10 points): Describe how the anticipated outcomes will be measured. Please note that a draft survey instrument will be provided to all funded applicants. (7500 characters)

Language Proficiency Tests: Administer tests to evaluate reading, writing, speaking, and listening at different proficiency levels.

Assessments: Conduct assessments at the beginning and end of program to gauge improvements in vocabulary, grammar, pronunciation and comprehension.

Speaking and Listening Activities:

Performance on Classroom Tasks: Evaluate performance in classroom activities, exercises, and assignments to assess engagement, participation, and understanding of language concepts.

Teacher Observations

Evaluation: Ongoing evaluation of program effectiveness through participant surveys and assessments.

Continuous program improvement is based on participant, instructor, and stakeholder feedback.