



HARRIS COUNTY, TEXAS

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

Department Name / Number	DUNs	Grant Title
County Public Library - 285	072206378	Texas Digital Navigators '22
Funding Source: Institute of Museum and Library Services: CFDA# 45.310	Grant Agency: Texas State Library and Archives Commission	
Program Year: 1 st	Program Ending:	
Grant Begin Date: 12/01/2021	Grant End Date:	08/31/2022
Grant Org. Key:	If applicable, Prior Year Org. Key: N/A	

Grant Description:

Funded by the Federal Institute of Museum and Library Services via the Texas State Library & Archives Commission, the Texas Digital Navigators grant program funds libraries to develop and implement a unique Digital Navigator program with the help of a trusted community partner to close the digital divide within their community.

	Total Budget	Grant Funded	County Funded
Salary & Benefits	\$291,200.00	\$291,200.00	\$0.00
Non-Labor	\$8,800.00	\$8,800.00	\$0.00
Sub Tot. Incremental Cost	\$300,000.00	\$300,000.00	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00*
TOTALS	\$300,000.00	\$300,000.00	\$0.00

* under development

Full Time Equivalent Positions

Date Guidelines are Available

% of Positions Paid by Grant

Grant Submittal Deadline Date

Grant Discussion:

This award is related to an application approved by Commissioners Court on 10/12/21. Grant funds will be used to employ four digital navigators, one for each Harris County Precinct, to highlight, assist, and communicate with marginalized residents within the County about resources available for their specific needs. Navigators will assist individual residents with device configuration, troubleshooting, online assistance with state forms related to benefits and other services, and serve as a resource for ideas navigators encounter while out in the community. The enclosed budget will cover navigator salaries, laptops, wifi hotspots, marketing materials, training, and needed supplies. There is no match requirement.

County Funded Cost Projection

Year	Required	Discretionary
2022	-	-
2023	-	-
2024	-	-
2025	-	-
2026	-	-

Completed by: Michael Mattingly Mattingly, Mike

Date: 11/10/21

Reviewed by: [Signature]

Date: 11/16/21

ORDER

STATE OF TEXAS

COUNTY OF HARRIS

On this, the 30th day of November, 2021, the Commissioners' Court of Harris County, Texas, sitting as the governing body of Harris County, upon motion of Commissioner _____, seconded by Commissioner _____, duly put and carried,

IT IS ORDERED that County Judge Lina Hidalgo or her designee be hereby authorized to approve, and on behalf of Harris County, Texas, to accept, the following grant from the Institute of Museum and Library Services via the Texas State Library and Archives Commission:

Texas Digital Navigators '22 – Public Library

Grant Award: \$300,000

Grant Period: 12/1/21 – 8/31/22



**Official Award Notification for ARPA
Competitive Grants
State Fiscal Year 2022**

Subrecipient Information

Harris County, Harris County Public Library
5749 S Loop East
Houston-HCPL, TX 77033-1604
FUEI No.: 072206378

Project Manager: Megan LeMaster, megan.lemaster@hcpl.net
Library Director: Edward Melton, leovigilda.genova@hcpl.net

Basic Award Information	
Awarding Agency:	Texas State Library & Archives Commission
Grant Program:	Competitive — Texas Digital Navigators 2022
State Award Date:	November 5, 2021
Grant Number:	TDN-22003
Grant Period Start Date:	December 1, 2021
Grant Period End Date:	August 31, 2022
Source of funds:	Federal — Institute of Museum and Library Services (IMLS)
CFDA No. & Name:	45.310 — Grants to States
Federal Award Identification Number (FAIN):	LS-250239-OLS-21
Federal Award Date:	April 8, 2021
Amount of Federal Funds Obligated by this Action:	\$300,000.00
Total Amount of Federal Funds Obligated:	\$300,000.00
Total Amount of Award: *grantee approved up to this amount. Final amount dependent upon approved post training budget.	\$300,000.00
Indirect Cost Rate:	0.000
Funding Type:	Reimbursement

Basic Award Information

1. This grant award is governed by the approved grant application and signed grant contract. Subrecipient shall provide services as outlined in the approved grant application (Texas Digital Navigators) as approved by TSLAC. Grant funds must be used to meet TSLAC and Federal goals. The Subrecipient must report information relating to best practices and performance outcomes as designated in the TSLAC grant contract. The approved grant application submitted by Subrecipient is incorporated into the contract as if fully set forth therein. In the event of any conflict between the grant application and the contract, the contract shall prevail.
2. Grant support is provided under the following state and federal rules as applicable:
 - a. Texas Digital Navigators Grant Program Guidelines;
 - b. General Grant Guidelines, Texas Administrative Code, Title 13, Part 1, Chapter 2, Subchapter C, Division 1, Rules 2.110–2.119;
 - c. Texas Uniform Grants Management Standards (UGMS) (<https://comptroller.texas.gov/purchasing/docs/ugms.pdf>); and
 - d. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR §200 and §3187 (Supercircular)) (<https://federalregister.gov/a/2013-30465>).
3. The Subrecipient's grant-related staff must attend all TSLAC grant management training as applicable to their grant duties.
4. The Subrecipient's authorizing official must sign and return the required grant contract to indicate acceptance of the award and compliance with the statutory and regulatory requirements before any funds will be reimbursed.

Performance Goals:

Subrecipient is to report on grant performance as designated and scheduled in the TSLAC grant contract.

TSLAC Contact Information

Questions or concerns about programmatic issues, budget and/or program revisions, performance reports, and equipment/property should be directed to:

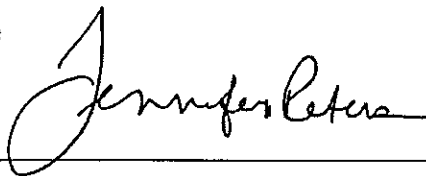
Bethany Wilson, Grants Administrator
E-mail: grants@tsl.texas.gov

Questions or documentation relating to requests for funds, payments, and financial status should be directed to:

Arturo Villarreal, Grants Accountant
E-mail: grants.accounting@tsl.texas.gov

TSLAC Authorized Official

Signature



Jennifer Peters, Division Director
Library Development and Networking
November 5, 2021

Harris County Public Library is asking for grant assistance in the amount of \$300,000.00

The anticipated use of the awarded grant funds would breakdown along the following cost lines described below:

Description	Quantity	Amount
Digital Navigator Salaries	4	\$ 291,200.00
Laptops	4	\$ 3200.00
Hotspots	4	\$ 1440.00

Marketing Materials	Varies	\$ 1600.00
Training Resources	Varies	\$ 1500.00
Miscellaneous supplies	Varies	\$ 1060.00
	Total	\$300,000.00

Much of the grant would be used to pay the salary of the Digital Navigators. Harris County Library