

LSTA PANEL REVIEW

LSTA Panel Review Meeting. The panel makes funding recommendations on all grant applications submitted by eligible organizations. The LSTA Panel meeting is a public meeting. The Division of Library and Information Services strongly encourages applicants to participate in the grant panel meeting, however it is not required. Participation instructions will be emailed to applicants and posted on the division's website. Participation can be in person or by conference call.

The total amount of funding that will be available for the LSTA Panel to award will be allocated by the Florida Legislature in the General Appropriations Act.

The panel review and funding process will take place in two parts, a Statewide Project Application Review and a Competitive Project Application Review. The review and associated actions will take place in this order:

a. Statewide Project Application Review

Statewide projects will be reviewed but not scored by the panel.

Individual panel members will review statewide project applications prior to the meeting. Each statewide project application will be reviewed and discussed individually by the panel during the meeting. During the meeting, prior to discussing an individual project, the applicant will have the opportunity to provide a verbal update of the application. Applicants will also be given an opportunity to answer questions asked by panel members during the discussion of the individual project. The panel will make recommendations of funding amounts for each application.

- The panel can recommend revisions or changes to applications as a condition for funding.
- The panel cannot recommend more funding than is requested for each project.
- The panel may choose to reduce up to five percent (5%) from each statewide project.

Once the funding recommendations are finalized for the statewide projects, the funding recommendations for statewide projects will be *locked* and no further funding adjustments or revisions to the grants will be made by the panel.

Division staff will determine how much funding remains after the statewide project funding recommendations are completed. If residual funds are available, the panel will go to Competitive Project Application Review.

b. Competitive Project Application Review

Competitive projects will be reviewed by the panel in two rounds:

1. Scoring Round

Individual panel members will review and score each competitive application prior to the meeting. Initial panel member scores must be entered into the DOS Grants System at dosgrants.com no later than one week before the panel meeting.

Each competitive application will be reviewed and discussed individually by the panel during the meeting. During the meeting, prior to discussing an individual project, the applicant will have the opportunity to provide a verbal update of the application. Applicants will also be given an opportunity to answer questions asked by panel members. Panel members will have an opportunity to modify and/or finalize their scores during the meeting. After discussion of each

project, each panel member will voice their final score on the application. The official score is the one voiced at the meeting.

Once the finalized scores are received from the panelists, each application score will then be averaged. The averaged scores will not include points for the Internet safety education program.

The average of the individual panelist scores will be rounded to a whole number. If there is a decimal in the average, and the decimal is a 5 or greater, the score will be rounded up in favor of the applicant. For example, 79.5 will be rounded to 80 but 79.2 would remain 79.

Competitive projects that score at or above 60 points will be considered by the panel for funding recommendations. Those applications that receive an average score equal to 59 or lower will not be considered further for funding.

Once the average scoring has been completed, division staff will add the Internet safety education points, as applicable, to the average score and will provide a list to the panel, ordered by score, for all projects scoring at or above 60 points.

2. Funding Round

The panel will make a recommendation of a funding amount for each application, totaling up to the amount of remaining grant authority allocated by the Florida Legislature in the General Appropriations Act after funding recommendations were finalized for the statewide projects.

- Funding recommendations can be from \$0 up to the full amount of the funding request.
- The panel can recommend revisions or changes to applications as a condition for funding.
- The panel cannot recommend more funding than is requested.
- The panel can determine the final funding recommendation for each project in various ways such as fully funding from the highest scored application until all of the funds are allocated, percentage funding for all applications, or any other method chosen by the panel.