

Mississippi Library Commission FY 2011 LSTA Subgrant Program Manual

New Program

Resource Sharing Transport Cooperative Program

*This amendment serves only to add the program detailed in the following pages.
All regulations and requirements remain the same as originally published.
This program falls under the same requirements and regulations originally published.
Full manual is available at the following link- [FY 2011 LSTA Subgrant Program Manual](#).*

Non-Competitive Subgrant Category

Directed Resource Sharing Transport Cooperative Program

Priority	Enable public library/library systems to meet Mississippians' needs for materials/resources not available locally through the Resource Sharing Program (RSP) by: 1) Encouraging public libraries to provide interlibrary loan services (ILL) to users as a "customary" service free-of-charge. 2) Expanding ILL services via the statewide VUC/ILL.
Available Funds	<p>\$50,000 annually (Agency FY 2011, 2012, 2013)</p> <p>Individual public library/library system award based on participating library's total completed VUC/ILL transactions in the preceding agency fiscal year (July – June).</p> <p><i>Transaction counts used for award purposes</i> will be those reported in the VUC/ILL system as the number of ILL requests a lender updates to "Shipped" (indicating the item is being delivered to the borrower) and by the number of items a borrower updates to "Received" (indicating an item, which must be returned, has been received by the borrower).</p> <p>Annual transaction amount calculated annually based on the total number of successful VUC/ILL transaction's reported through the VUC in the agency's preceding fiscal year (July – June).</p> <p>Example:</p> <ul style="list-style-type: none">▪ Total transactions statewide = 25,000▪ $\\$50,000 / 25,000 = \\2.00 annual transaction amount▪ Individual participants activity = 1,254▪ Amount for that year - $\\$2.00 \times 1,254 = \\$2,508$
Required Match	None
Amount to be Awarded in Category	<p>\$150,000 over 3 years (\$50,000 annually)</p> <p>(Funded from federal LSTA program years 2009, 2010, 2011)</p>
Application Deadline	August 31, 2010 (Covers entire program period)
Cooperative Agreement Period	<p>October 2010 – June 2012</p> <p>Distribution based on VUC transactions from July 2009 – June 2012</p>

<p>Who Can Apply</p>	<p>Applicants must meet the following criteria:</p> <ol style="list-style-type: none"> 1) Public library/library system in Mississippi 2) Current participant in the Virtual Union Catalog (VUC)/Interlibrary Loan System (ILL) 3) Have completed a minimum of 50 successful ILL transactions via the VUC/ILL in the preceding year (July – June). (Statistics from system-generated VUC/ILL reports.) 4) Not charge for ILL services October 2010 – June 2012 <p>Public library/library systems who do not meet all eligibility criteria will not receive reimbursement for 2010.</p> <p>Eligibility must be maintained throughout the agreement period (October 2010 – June 2012).</p> <p>Eligibility of all public library/library systems to be assessed annually during the program period.</p> <ul style="list-style-type: none"> ▪ Public library/library systems found to be eligible in subsequent program year will be given an opportunity to apply for funding. ▪ Current program participants declared ineligible will be disqualified for future funding until declared eligible again in the next assessment. <p>Reports and audits must be current prior to application submission.</p>
<p>What Can be Purchased/Paid For</p>	<p>Funds received under this subgrant category are partial reimbursement of the prior year ILL shipping costs as documented through VUC/ILL statistical reports generated by the Library Commission. Payment is for past activities and not restricted in use. Follow local policy and procedures for receiving and expending public funds.</p> <p>For purposes of calculating a participant’s prior year (July – June) ILL activity under this cooperative grant program - Funds received under this program assists public libraries with the cost of delivery and return of material for VUC/ILL System transactions between Mississippi public libraries. Program counts apply only to transactions for returnables, which are items that must be sent back to the lending Mississippi public library after use.</p> <p><i>Transaction counts used for award purposes</i> are those reported in the VUC/ILL system as the number of ILL requests a lender updates to “<i>Shipped</i>” (indicating the item is being delivered to the borrower) and by the number of items a borrower updates to “<i>Received</i>” (indicating a returnable item has been received by the borrower).</p>
<p># of Applications Allowed</p>	<p>One (1) per public library/library system</p>

<p>Results/Measures</p>	<p>A statewide project in which intended results are predefined and assessed annually (July – June).</p> <p>Outcome: Meet Mississippians’ needs for materials/resources not available locally through the Resource Sharing Program (RSP) evidenced by:</p> <ol style="list-style-type: none"> 1) Increase in the number of VUC/ILL participants offering ILL services as a “customary” service, free-of-charge to patrons. 2) Increase in VUC/ILL transactions.
<p>Evaluation Report Required</p>	<p><u>Agency</u> – Library Services staff gathers and reports data on all measures</p> <p><u>Program Participants</u></p> <ul style="list-style-type: none"> ▪ Report on prior year’s practice of charging/not charging for ILL service ▪ Anecdotal information from patrons regarding ILL services ▪ General information to aid in program assessment ▪ Certify intent to charge/not charge for ILL services in future <p>Due October 31, 2010 – Year 1 Due August 31 each year after (2011, 2012)</p> <p>Form provided by Library Commission.</p>
<p>Deadlines</p>	<ul style="list-style-type: none"> ▪ August 20, 2010 – Survey closes (Applications will be sent throughout survey period) ▪ August 31, 2010 – All applications due before midnight (Elements 1 & 2 at minimum) ▪ September 10, 2010 – All contracts released (Contracts will be released earlier if possible) ▪ September 30, 2010 – All signed contracts due (Elements 3 & 4 can be submitted with contracts) ▪ October – All funds paid out to participants (No reimbursement request required) <p><u>Deadlines CANNOT be changed, extended, or exceptions made. The agency is under time constraints with federal funds for this program. All funds must be obligated before the end of September by signed contracts.</u></p>

APPLICATION PACKAGE REQUIREMENTS

General Requirements

- Application must be on prescribed application forms supplied by Library Commission
- Applications completed on the computer
- No cover sheets, transmittal letters or attachments
- Application submitted by e-mail

Required Elements to be Submitted Electronically

Element 1: Face Sheet

Element 2: Project Background/Summary

The following elements must be printed and signed separate from the application. Application is NOT complete until these elements are received by the Library Commission.

Element 3: Internet Certification (CIPA)

Element 4: Assurances

Optional Items

None

Submitting the Application

Applications must be submitted by e-mail before midnight of the deadline dates in either .pdf or read only format. Elements 3 & 4 must be printed out, signed, and a hard copy mailed to the Library Commission at the following address.

Mississippi Library Commission
FY 2011 LSTA Subgrant Program
3881 Eastwood Drive
Jackson, MS 39211

Application Forms

Electronic fill-in application forms will be e-mail to the e-mail address provided by survey respondents.

Survey can be found at <http://www.surveymonkey.com/s/3W9L9SG>.

Survey **MUST BE COMPLETED BY AUGUST 20, 2010** to receive an application.

APPLICATION ELEMENTS FOR CATEGORY

Element 1: FACE SHEET

Required

- #1 Grant Category – completed for you
Priority – completed for you
- #2 – 5 Applicant Information - General information concerning the applicant: names, contact information, etc.
- #6 – 11 Project Information – completed for you

Element 2: PROJECT BACKGROUND/SUMMARY

Required

Background/Summary

Answer the questions

NOTE: If the answer to question #2 is “NO” the library/library system is NOT eligible for the program.

Element 3: INTERNET CERTIFICATION (CIPA)

Required

To summarize: public library/library system applicants for a LSTA subgrant must certify that it

- a.) has complied; or
- b.) Compliance is not required because no funds received through the grant will be used to pay for computers to access the Internet or for Internet access.

NOTE: This has been completed for you, leave it alone.

Element 4: ASSURANCES

Required

The Institute of Museum & Library Services (IMLS) requires the Mississippi Library Commission to obtain certification from subgrant applicants regarding federal debt status, debarment and suspension, non-discrimination, a drug-free workplace, and other applicable assurances.

See Element 4 for detailed information.

Should this organization receive a subgrant, the organization and its leaders will comply with all LSTA regulations, all statutes outlined, requirements as defined in the *Mississippi Library Commission Library Services and Technology Act Subgrant Program Manual*, and all applicable state and federal statutes and regulations.

This element also contains certification of the required business systems for entities receiving federal funds. If all systems are not in place at the time of submission of the application, applicant will be given an opportunity to re-certify prior to award. **Failure to have all business systems in place by the beginning of the award period (July 1) can disqualify the application from the final award process.**

APPLICATION CHECKLIST

Use checklist to ensure all elements of application have been completed and included. Ensure electronic version of application is in correct order.

1. Review .pdf or *Read Only* file to ensure elements are in the following order.

Required Elements:

Element 1: Face Sheet - Submit by e-mail

Element 2: Project Background/Summary – Submit by e-mail

Element 3: CIPA Certification – Submit signed hardcopy by regular mail

Element 4: Assurances – Submit signed hardcopy by regular mail

2. Assemble application package.

It is suggested applicants print the application and any attachments after conversion to .pdf or a read only file for review. Identifying formatting issues or missing elements is the responsibility of the applicant. An incomplete application or applications that cannot be reviewed due to technical issues will be rejected.

3. Application submitted by 12:00 p.m. (Midnight) on the due date to the following e-mail address.

grantsprog@mlc.lib.ms.us

Subject of e-mail must be title of project

4. E-mail acknowledgement of receipt of application by Library Commission.

Contact the Mississippi Library Commission if acknowledgement is not received by 12:00 p.m. one week after the deadline for the category OR one week after submission, whichever is earlier.

Following are the actual review sheets that will be used in conducting all reviews.

Mississippi Library Commission FY 2011 LSTA APPLICATION REVIEW

NAME	
PROJECT TITLE	
APPLICATION #	

PHASE 1: REVIEW FOR COMPLETENESS

		Yes	No	N/A
1.	Received by application deadline			
2.	Applicant has completed all required reports and audits for other subgrants. (Application will be rejected if not completed.)			
2.	Packet includes the following required items:			
	Element 1 Face Sheet			
	Element 2 Project Background/Summary			
	Element 3 Internet Certification (CIPA)			
	Element 4 Assurances / Certification of Authorizing Officials			
Elements 3 & 4 can be submitted in paper form after application has been submitted through e-mail.				
3.	Rejected / Notice Sent: (Date: _____)			
4.	Forwarded for Phase 2 Review: (Reviewer's Initials: _____)			

PHASE 2: REVIEW FOR FORM

	YES	NO	
CATEGORY REQUIREMENTS (Application must meet minimum requirements)			
> Applicant meets minimum category eligibility requirements			
Element 1: FACE SHEET			
All sections completed			
Element 2: PROJECT BACKGROUND/SUMMARY			
Applicant indicates patrons will NOT be charged for ILL services for the duration of the program period			
Applicant answers all questions			
Element 3: INTERNET CERTIFICATION (CIPA)			
Appropriate signatures in blue ink			
Element 4: ASSURANCES / CERTIFICATION OF OFFICIALS			
Appropriate signatures in blue ink			
Rejection Notice Mailed: (Date: _____)			
Forwarded for Phase 3 Review: (Reviewer's Initials: _____)			

Internal Reviewer's Notes:

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PHASE 3: REVIEW FOR APPROVAL Non-Competitive Applications Only

Approved for funding	Signature	Date
Retuned for information	Signature	Date

Pre-Award Process

- None – There are no pre-award processes for the applicant in this category.

Project Evaluation

- Annual report is required
 - First report due date - October 31, 2010
 - Second and third report due - August 31 each successive program year
- Agency is responsible for providing statistical information regarding usage and participation in the VUC.
- Participants are responsible for providing the following types of information

Resource Sharing Transport Cooperative Program – Annual Evaluation

Subgrant Information	
Subgrantee:	SAMPLE
Project #:	SAMPLE
Narrative Information	
Give anecdotal pieces of information from patrons using ILL services. (Minimum 2)	
<p>In the application the library/library system indicated patrons would not be charged for ILL services for the program period.</p> <p>Has the library/library system charged patron for ILL services since October 2010?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
If the answer to the previous question is “Yes”, why is the library/library system now charging for ILL services?	
Does the library/library system actively promote the availability of free ILL services?	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No.</p>