

Mississippi Library Commission

3881 Eastwood Drive
Jackson, MS 39211
1.800.MISSLIB (1.800.647.7542)
www.mlc.lib.ms.us

FY 2012 **LIBRARY SERVICES & TECHNOLOGY ACT** *Program Manual*

This is the manual only; applications are published separately on the following website:
<http://www.mlc.lib.ms.us/servicestolibraries/grants.html>

Application Deadlines:
April 15, 2011 – All Competitive
August 30, 2011 – Resource Sharing Transport
April 13, 2012 – All Other Non Competitive

Contents

Section 1 - General Information Page 1

Subgrant Categories
General Requirements

Section 2 - Subgrant Application Instructions Page 37

Application Information
Elements
Submission Instructions

Section 3 - Review Criteria Page 53

Review Forms
Phase I, II, and III Competitive/Non-Competitive
Public Librarian Scholarship

Section 4 – Pre-Award Requirements Page 63

Process
Certifications
Timeline/Activities
Detail Budget
Outcome Based Evaluation

Section 5 – Evaluation Guidelines Page 67

Project Evaluation Information
Sample Forms

Section 6 – Other Page 72

Index
Subgrant Program Calendar



MISSISSIPPI LIBRARY COMMISSION

Dear Colleague:

On behalf of the Mississippi Library Commission Board of Commissioners, I am pleased to announce the Library Services and Technology Act (LSTA) grant opportunities available to eligible Mississippi libraries for the coming fiscal year. As you think about possible grant ideas, remember that all LSTA grants must support the federal purposes of LSTA and the goals of the Mississippi “LSTA Five-Year Plan, 2008 – 2012.”

Library Services and Technology Act Purposes (Museum and Library Services Act)

1. Stimulating excellence and promoting access to learning and information resources in all types of libraries for individuals of all ages;
2. Promoting library services that provide all users access to information through state, regional, national, and international electronic networks;
3. Providing linkages among and between libraries; and
4. Promoting targeted library services to persons of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to persons with limited functional literacy of information skills.

Mississippi “LSTA Five-Year Plan, 2008 – 2012” Goals

- **TECHNOLOGY** – Enhance use of technology in Mississippi libraries to improve services and facilitate access to materials and information resources for Mississippians.
- **LIBRARY DEVELOPMENT** – Enhance library services through access to quality resources and well-managed/operated libraries to provide the best possible services to Mississippians.
- **INTERLIBRARY COOPERATION** – Enhance libraries’ efforts to meet an increasing demand for information and library services through resource sharing and partnerships so that Mississippi libraries can address the needs of residents.
- **SPECIAL POPULATIONS** – Meet the library service needs of all Mississippians regardless of personal circumstance so that all Mississippians can achieve their goals as lifelong learners.
- **SKILLS DEVELOPMENT** – Strengthen library resources, services, and tools & systems; expand services for learning and access; grow electronic networks and linkages; develop partnerships; target services to diverse individuals and those underserved or having difficulty using a library by enhancing the ability of libraries to more effectively utilize resources to deliver services so all Mississippians have equitable access to quality library services.

The Mississippi LSTA grant program includes a number of competitive and noncompetitive categories applicable to these goals/purposes, as well as to library and community research/data. This LSTA program is made possible by funding appropriated by the United States Congress and awarded by the federal Institute of Museum and Library Services (IMLS).

Library Commission Development Services and Administrative Services staffs are available to answer your questions.

It is our hope the coming years LSTA Grant Program will enhance and improve libraries and library services for all Mississippians.

Sincerely,

Sharman B. Smith

Sharman Bridges Smith
Executive Director

SECTION 1

GENERAL INFORMATION

LIBRARY SERVICES & TECHNOLOGY ACT

Program Purpose and Goals

The U. S. Congress enacted the Library Services Act (LSA) of 1956 which was expanded in 1964 to the Library Services and Construction Act (LSCA). In 1996 LSCA was repealed. The Library Services and Technology Act (LISTA), the major federal grant program for libraries, was passed September 30, 1996. Administered by the Institute of Museum and Library Services (IMLS), it replaced the Library Services and Construction Act (LSCA) and Title II of the Higher Education Act. LISTA is authorized under Subtitle B of the Museum and Library Services Act (20 U.S.C. 961 et seq. And PL. 104-208).

To facilitate LISTA under the following purposes and goals, the Library Commission expends funds for projects through direct purchase, subgrant, or cooperative agreements.

LSTA Purposes

20 U.S.C. Chapter 72 – Museum and Library Services - Subchapter II - Section 9121

- 1. To consolidate Federal library service programs;**
- 2. To promote improvement in library services in all types of libraries in order to better serve the people of the United States;**
- 3. To facilitate access to resources in all types of libraries for the purpose of cultivating an educated and informed citizenry; and**
- 4. To encourage resource sharing among all types of libraries for the purpose of achieving economical and efficient delivery of library services to the public.**

LSTA funds shall be expended either directly or through subgrants or cooperative agreements for:

20 U.S.C. Chapter 72 - Part 2 – Library Programs - Section 9414

- 1. Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries , for individuals of all ages;**
- 2. Developing library services that provide all users access to information through local, State, regional, national, and international electronic networks;**
- 3. Providing electronic and other linkages among and between all types of libraries;**
- 4. Developing public and private partnerships with other agencies and community-based organizations;**
- 5. Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills; and**
- 6. Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902 (2) of title 42) applicable to a family size involved.**

To simplify reporting IMLS has grouped the six (6) goals listed above into three (3) overall purposes; these have been defined for use in reporting expenditure of funds. Each LSTA project must identify one of the following federal LSTA purposes.

- 1. Library technology, connectivity, and services**
Examples - Digitizing, Database licenses/commercial databases, GIS (geographic information systems), Computer equipment, software, labs, Internet and other networking, Technical training for library staff, interlibrary loan systems, Community information centers, Retrospective conversion and automation, Videoconferencing equipment and connections
- 2. Services for lifelong learning**
Examples - Homework Center/Helper, After school programs, Literacy for children, adults, families, English as a second language (ESOL), Babies and books, Summer reading clubs, Information and computer literacy training, Online and distance education, 24-7 online reference services, Staff development and training, Library development initiatives
- 3. Services to persons having difficulty using a library**
Examples - Services to persons with physical or learning disabilities, Assistive technologies and devices, Prison and jail services, Services to nursing homes and other institutions, Talking books, Outreach services, Bookmobiles, Computer vans, Services for migrant workers and non-English speakers,

In addition to the federal purpose, each project must fit within one of the state goals that has been defined in the Mississippi Library Services and Technology Act State Plan 2008-2012 prepared by the Library Commission and approved by the Institute of Museum and Library Services (IMLS). Each LSTA project must identify one of the following state LSTA goals. These state goals are:

1. **TECHNOLOGY** - Enhance use of technology in Mississippi libraries to improve services and facilitate access to materials and information resources for Mississippians by supporting and providing statewide networking, technology access, subgrants, technology consulting/support and initiatives to libraries.
2. **LIBRARY DEVELOPMENT** - Enhance library services through access to quality resources and well-managed/operated libraries to provide best possible service to Mississippians by providing subgrants, consulting/support, initiatives, resource assistance, and implementation of public library standards.
3. **INTERLIBRARY COOPERATION** - Enhance libraries' efforts to meet an increasing demand for information and library services through resource sharing and partnerships so Mississippi libraries may address the needs of citizens.
4. **SPECIAL POPULATIONS** - Meet the library service needs of all Mississippians regardless of personal circumstance so that all Mississippians can achieve their goals as lifelong learners through subgrants, direct and indirect outreach programs and initiatives, association with multi-faceted organizations, and direct service initiative.
5. **SKILLS DEVELOPMENT** - Strengthen library resources, services, and tools & systems; expand services for learning and access; grow electronic networks and linkages between libraries; develop partnerships; target services to diverse individuals and those underserved or having difficulty using a library by enhancing the ability of libraries to more effectively utilize resources to deliver services so all Mississippians have equitable access to quality library service.

For more information on Mississippi's LSTA program, contact:

Mississippi Library Commission
Grant Programs Management
3881 Eastwood Drive
Jackson, MS 39211
1.800.MISLIB (1-800-647-7542)
Website: www.mlc.lib.ms.us

Individuals requiring an alternative format of this or any other grant information may contact Grant Programs Management for assistance.

MISSISSIPPI LIBRARY COMMISSION FISCAL YEAR 2012 LIBRARY SERVICES & TECHNOLOGY ACT PROGRAM OVERVIEW

As a part of the annual program the Library Commission provides funds through competitive and non-competitive Library Services & Technology Act (LSTA) applications to enhance the quality of library services in Mississippi.

Libraries share many common missions. Libraries are public service institutions dedicated to enriching the educational, social, and cultural lives of their communities. Libraries are trusted institutions that provide public access to library resources and serve as gathering places, centers of scholarship, and lifelong learning. The LSTA grant program encourages libraries to enhance their local services and to engage in meaningful new partnerships to extend and broaden the impact on the public good.

To ensure that funding will result in demonstrable and significant benefits to the public, the Library Commission has established a set of funding categories. All applications will be judged on individual merit and completeness as related to the grant category.

2012 Application Categories

The Library Commission will focus LSTA funds on the following *competitive* categories:

- Library 2.0 Services
- Technology
- Public Library Programming
- Public Librarian Scholarship Program – Paper submission

All competitive applications are due April 15, 2011.

In addition, the Library Commission will again focus LSTA funds on *non-competitive* categories:

- Focused Development
- Focused Technology
- Professional Assistance Consulting
- Skills Development

All non-competitive applications are due April 13, 2012.

Mississippi Library Commission

FY 2012 LSTA Subgrant Opportunities

Competitive Subgrant Category

Non-Directed

Library 2.0 Services

Priority	<p><i>Any service, physical or virtual, that successfully reaches users, is evaluated frequently, and makes use of customer input. Older traditional services can be Library 2.0 IF criteria are met. Similarly being new is not enough to make a service Library 2.0.</i> Excerpt from “Library 2.0: Service for the Next Generation Library,” by Michael E. Casey and Laura C. Savastinuk. <u>Library Journal</u>, 9/1/2006.</p> <p>Focus on user assessment and identified needs by:</p> <ul style="list-style-type: none"> • Adding new services or expanding/improving current services • Evaluating new or expanded services frequently <p>Project must:</p> <ul style="list-style-type: none"> • Reflect priority with activities/methods described • Address State Goals defined by agency’s current LSTA Five Year Plan
Subgrant Size	\$2,500 minimum; \$15,000 maximum
Required Match	<p>10% cash match of project total (final match required based on detail budget submitted in pre-award process)</p> <p>FYI Total project cost of at least \$2,778 = \$2,500 in LSTA funds Total project cost of at least \$16,666 = \$15,000 in LSTA funds</p>
Amount to be Awarded in Category	\$75,000
Application Deadline	12:00 pm - April 15, 2011 - Submitted to MLC
Subgrant Period	<p>Approximately twelve (12) months July 1, 2011 - June 30, 2012</p> <p>Activities and purchases must conclude June 30, 2012.</p> <p>Last date to request funds - August 10, 2012. Date is subject to change. Subgrantees will be notified.</p>
Who Can Apply	<p>Public Libraries Public Library Systems Consortiums led by a public library or library system</p> <p>Reports and audits must be current prior to application submission.</p>
What Can be Purchased	<p>Costs associated with:</p> <ul style="list-style-type: none"> • Creation of specific areas for teens or community activities (capital improvement excluded) • Changes in areas of the library to better serve current customers and attract new ones (capital improvement excluded) • Acquisition/implementation of Library 2.0 technologies such as: <ul style="list-style-type: none"> ○ RSS ○ Blogs/wikis ○ Instant messaging reference services ○ Patron reviews in OPAC ○ Gaming systems

	<ul style="list-style-type: none"> • Access to and provision of downloadable media • Promotion costs of project such as: <ul style="list-style-type: none"> ○ Advertising ○ Mailing ○ Photographic costs ○ Printing costs ○ Exhibition expenses • Design/redesign of library website to include Library 2.0 activities (portion that is Library 2.0 only) • Assessment of users or potential users • Other eligible and allowable costs determined to be necessary to carry out project described in the application <p>Excludes:</p> <ul style="list-style-type: none"> • Capital improvements/repair/renovation defined by IMLS • Library materials for general collection updates • Staff costs • Administrative overhead fees • General office supplies unrelated to project • Costs related to events/services primarily for entertainment • Other costs not eligible or allowable under federal or state regulations
# of Applications Allowed per Applicant	Two (2)
Results	<p>Projects must have:</p> <ul style="list-style-type: none"> • Measurable effect on service/problem identified in application • Specific and appropriate measures • Input from agency staff on measures and results <p>Award withdrawn if criteria are not met</p>
Evaluation Report Required	<p>Mid-year – Due January 15, 2012 Final – Due August 31, 2012 - Forms provided on agency website</p>

Competitive Subgrant Category

Non-Directed

Technology

Priorities	<p>One of the following:</p> <ul style="list-style-type: none">• Upgrade/replacement of Integrated Library System (ILS) for full participation in Virtual Union Catalog/Interlibrary Loan System including patron-initiated interlibrary loan functions. Requires implementation of Z39.50 server AND SIP2 or NCIP for patron authentication.• Installation of systems to manage public access Internet, workstations, printers• Assistive devices to enable persons with disabilities to use library services (Excludes capital improvement)• Improved network security• Dedicated computers/related software to for targeted populations such as:<ul style="list-style-type: none">○ Learning stations for children○ Employment stations for job seekers (job searches, resumes, etc)○ Stations for training, online courses, certification testing for students and adults○ Linkages for families and active-duty military personnel <p>Project must:</p> <ul style="list-style-type: none">• Reflect priority with activities/methods described• Address State Goals defined by agency's current LSTA Five Year Plan
Subgrant Size	\$2,500 minimum; \$20,000 maximum
Required Match	<p>10% cash match of project total (final match required based on detail budget submitted in pre-award process)</p> <p>FYI Total project cost of at least \$2,778 = \$2,500 in LSTA funds Total project cost of at least \$22,222 = \$20,000 in LSTA funds</p>
Amount to be Awarded in Category	\$200,000
Application Deadline	12:00 pm - April 15, 2011 - Submitted to MLC
Subgrant Period	<p>Approximately twelve (12) months July 1, 2011 - June 30, 2012</p> <p>Activities and purchases must conclude June 30, 2012.</p> <p>Last date to request funds - August 10, 2012. Date is subject to change. Subgrantees will be notified.</p>
Who Can Apply	<p>Public Libraries Public Library Systems Consortiums led by a public library or library system</p> <p>Reports and audits must be current prior to application submission.</p> <p>Applicants awarded a subgrant agree to participate, as a lender and borrower, in the statewide virtual union catalog/interlibrary loan system.</p>
What Can be Purchased	<p>Costs associated with: Acquisition/installation of:</p> <ul style="list-style-type: none">• Hardware/related software such as ILS-specific Z39.50 server and SIP2/NCIP• Time/print management systems

	<ul style="list-style-type: none"> • Firewall computers • Learning stations • Webcams • Mobile computer labs • Assistive devices such as large monitors, specialized keyboards, screen magnification, amplification devices, specialized mouse emulators, voice output software, and related furniture for handicapped-accessible workstations, etc. • Promotion of program such as: <ul style="list-style-type: none"> ○ Advertising ○ Mailing ○ Photographic costs ○ Printing costs ○ Exhibition expenses • Other eligible and allowable costs determined to be necessary to carry out the intended project as described in the application <p>Excludes:</p> <ul style="list-style-type: none"> • Capital improvements/repair/renovation defined by IMLS • Library materials for general collection updates • Staff costs • Administrative overhead fees • General office supplies unrelated to project • Costs related to events/services primarily for entertainment • Other costs not eligible or allowable under federal or state regulations
# of Applications Allowed per Applicant	Two (2)
Results	<p>Projects must have:</p> <ul style="list-style-type: none"> • Measurable effect on service/problem identified in application • Specific and appropriate measures • Input from agency staff on measures and results <p>Award withdrawn if criteria are not met</p>
Evaluation Report Required	<p>Mid-year – Due January 15, 2012 Final – Due August 31, 2012 - Forms provided on agency website</p>

Competitive Subgrant Category

Non-Directed

Public Library Programming

Priority	Program aimed at an identified target audience, using input from local community leaders and the target audience. Project must: <ul style="list-style-type: none">• Reflect priority with activities/methods described• Address State Goals defined by agency's current LSTA Five Year Plan
Subgrant Size	\$2,500 minimum; \$15,000 maximum
Required Match	10% cash match of project total (final match required based on detail budget submitted in pre-award process) FYI Total project cost of at least \$377,8 = \$2,500 in LSTA funds Total project cost of at least \$16,667 = \$15,000 in LSTA funds
Amount to be Awarded in Category	\$50,000
Application Deadline	12:00 pm - April 15, 2011 - Submitted to MLC
Subgrant Period	Approximately twelve (12) months July 1, 2011 - June 30, 2012 Activities and purchases must conclude June 30, 2012. Last date to request funds - August 10, 2012. Date is subject to change. Subgrantees will be notified.
Who Can Apply	Public Libraries Public Library Systems Consortiums led by a public library or library system Reports and audits must be current prior to application submission.
What Can be Purchased	Costs associated with: <ul style="list-style-type: none">• Program presenters/artists WITH an educational component for the program• Supplies and materials necessary for program• Program-related library materials• Promotion of program such as:<ul style="list-style-type: none">○ Advertising○ Mailing○ Photographic costs○ Printing costs○ Exhibition expenses• Other eligible and allowable costs determined to be necessary to carry out the intended project as described in the application Excludes: <ul style="list-style-type: none">• Capital improvements/repair/renovation defined by IMLS• Library materials for general collection update• Staff costs

	<ul style="list-style-type: none"> • Administrative overhead fees • General office supplies unrelated to project • Costs related to events/services primarily for entertainment • Other costs not eligible or allowable under federal or state regulations
# of Applications Allowed per Applicant	Two (2)
Results	<p>Projects must have:</p> <ul style="list-style-type: none"> • Measurable effect on service/problem identified in application • Specific and appropriate measures • Input from agency staff on measures and results <p>Award withdrawn if criteria are not met</p>
Evaluation Report Required	<p>Mid-year – Due January 15, 2012</p> <p>Final – Due August 31, 2012 - Forms provided on agency website</p>

Competitive Subgrant Category

Directed

Public Librarian Scholarship Program

Priority	Provide funding opportunities to aid in developing skills and knowledge of library staff to improve library resources, services, systems & tools so that all Mississippians have access to quality library service.
Subgrant Size	Up to \$10,000 or costs for the amount of semester hours needed to complete a course of study at the time applicant is awarded; whichever is less
Required Match	None
Amount to be Awarded in Category	\$30,000
Application Deadline	April 15, 2011 (Paper submission. Applications must be delivered to MLC by 5:00 pm this date)
Subgrant Period	36 months beginning with the semester/quarter immediately following notification of award
Who Can Apply	Public library staff seeking a Master's degree in Library Science from an ALA-accredited program and meeting the following requirements when application is submitted: <ol style="list-style-type: none">1) Employed in a Mississippi public library for at least 18 hours per week2) Employed in a Mississippi public library for at least one continuous year3) Accepted in a Master's degree program for Library Science accredited by the American Library Association4) A resident of Mississippi for at least one continuous year5) Citizen of the United States of America or one of its territories
What Can be Purchased	Costs associated with: Tuition reimbursement for eligible courses/classes in a Master's degree program for Library Science from an ALA accredited program. Excludes: All other expenses which are not tuition for eligible courses/classes.
# of Applications per Applicant	One (1)
Results	Increase the skill, knowledge, and ability of libraries to more effectively utilize resources and deliver services so all Mississippians have equitable access to quality library services. Measures and results are included as a part of the application document; Applicants will be agreeing to report these on these if an award is made.
Required Documentation After Award	The following documents will be provided and required annually from participants. Annual Financial Plan – Due by May 31 Annual Audit Report– Due by March 31 Annual Evaluation Report – Due by August 31

Public Librarian Scholarship – Requirements

The following information is specific to this grant category and is in addition to “General Requirements”.

General Information

- 1) Complete application packet consist of – completed application, letter of acceptance to Master's program accredited by American Library Association (ALA), three recommendations, and Certification of Employment.
- 2) Application, recommendations, and Certificate of Employment must be completed and submitted on forms provided by the Library Commission by the deadline.
- 3) Regardless of person completing document, the applicant is responsible for timely submission of all application documents.
- 4) Applicant must meet eligibility requirements described in this manual.

- 5) Funds may only be used to pay for tuition for courses/classes in a Master's degree program for Library Science accredited by the ALA.
- 6) No funds may be used to pay costs incurred prior to award.

Eligible Requirements

Applicant must be:

- 1) Employed in a Mississippi public library for at least 18 hours per week
- 2) Employed in a Mississippi public library for at least one continuous year
- 3) Accepted in a Master's degree program for Library Science accredited by the American Library Association
- 4) A resident of Mississippi for at least one continuous year
- 5) A citizen of the United States of America or one of its territories

Application Process

- 1) Apply and be accepted in a Master's program accredited by the ALA. (Conditional acceptance in the program will not qualify for this program.)
- 2) Submit Public Librarian Scholarship Program application form with copy of acceptance letter attached.
- 3) Make 3 copies of the recommendation form and give them to three individuals familiar with your professional work and/or capabilities. (See "Application Elements" in this manual for information on who should complete form.)
- 4) Give Certificate of Employment to appropriate local personnel for completion.
- 5) Have the 3 recommendations and the certification of employment sent directly to the Library Commission.
- 6) Applicant will receive notification via e-mail of receipt of application and successful completion of each phase of review. Contact agency if notification of receipt is not received within one week of the application deadline.
- 7) Finalists will be required to participate in an interview either at the Library Commission or in their place of employment.

Requirements for Successful Applicants

- 1) Enroll in a Master's degree program accredited by the American Library Association, and
- 2) Complete the Master's degree program of study in Library of Science thirty-six (36) months from the beginning of the semester/quarter immediately following notification of award, and
- 3) Complete at least six (6) semester hours each academic year throughout award period, and
- 4) Remain employed in a public library in Mississippi a minimum of 18 hours per week during completion of the program, and
- 5) Maintain a 3.0 cumulative GPA on a 4.0 scale, or equivalent, for each semester/quarter, and
- 6) Request an official transcript be provided from the institution to the Mississippi Library Commission within thirty (30) days of the end of each semester for all classes funded through this grant and request an official transcript be provided from the institution to the Mississippi Library Commission following graduation showing degree awarded. It is the Subgrantee/Payee's responsibility to ensure transcripts are sent by the institution to the Mississippi Library Commission, and
- 7) Provide a financial plan to the agency each May, and
- 8) Work as a full-time employee in a Mississippi public library for twenty-four (24) months within the first thirty-six (36) months after graduation, and
- 9) Repay all or parts of funds received if unable to complete the Master's program or if above requirements are not fulfilled.

Receipt of Funds

- 1) Participants are reimbursed for eligible tuition for each semester/quarter. Reimbursement requests can be completed based on invoice from school.
 - a) Enroll in eligible courses/classes that will be taken that semester/quarter
 - b) Receive invoice from school
 - c) Submit reimbursement form to agency with copy of invoice from school
 - d) Request will be reviewed and processed for payment
 - e) Funds will be deposited into participants bank account via electronic funds transfer
- 2) Participants must use monies received for eligible courses/classes or repay to Library Commission.
 - a) Within 45 days of determination that the courses/classes for which funds have been received will not be taken, funds must be repaid to the agency.
 - b) Submit brief statement as to why funds are being repaid and make certified check or U.S. Postal Service Money Order payable to the Mississippi Library Commission.
 - c) Funds repaid to the Library Commission will be deducted from the amount previously paid-out to the participant and be available for future courses/classes.

Annual Reports & Plans

The following documents will be required annually from participants.

- 1) Annual Financial Plan – Due May 31 (Date will vary first year of award due to award schedule.)

Because each participant's needs vary, the agency will assess financial needs for each participant each year to coincide with agency fiscal year. A form will be provided in spreadsheet format. After submission, the agency will return one signed form to the participant to verify funding obligated for the fiscal year.

2) Annual Audit Report– Due March 31

Agency policy governing grants requires submission of an appropriate audit for recipients of grant funds. An audit form will be provided in spreadsheet format. Participants will record financial and other information to verify receipt and expenditure of funds.

3) Annual Evaluation Report – Due August 31

The federal funds used in this program required certain types of information be reported back to the funding entity. This program requires activities, measures, and results. A form will be provided asking questions to gather the required information.

Extraordinary Circumstances

The Mississippi Library Commission Executive Director, in cases where an extraordinary circumstance creating a hardship is demonstrated, may give an extension.

Extensions are limited to:

Extension of the 36 months allowed to complete program of study for a Master's degree in Library Science.

Extension of the 36 months allowed to complete 24 months of service in a Mississippi public library after graduation.

Participant must request extension in writing, to the Executive Director, prior to expiration of allowed time.

Under no circumstance will extensions be given for reasons of personal convenience, employment opportunities outside Mississippi public libraries, or to participants who are out of compliance with other terms and conditions of agreement.

Each circumstance will be evaluated on its own merits and a determination will be made by the Executive Director as to the additional time given and under what additional conditions, if any.

Non-Competitive Subgrant Category

Funding for all non-competitive subgrant categories is capped at \$293,000. This is cumulative for all non-competitive categories; subgrants will be funded on a first come, first served basis.

Directed

Focused Development Grant Program

Priorities	<p>Choose one:</p> <ul style="list-style-type: none"> • Enhance identified areas of existing non-fiction/specialized fiction collections • Introduce new collection format (audio books, DVD's, graphic novels, etc.) • Improve picture book collection <p>Promotion of project is <u>required</u>; include in application.</p>
Subgrant Size	\$3,000 (no minimum or maximum flexibility in this category)
Required Match	None
Amount to be Awarded in Category	Undetermined – will share in \$293,000 maximum for all non-competitive categories
Application Deadline	April 13, 2012 (Submitted to MLC by 12:00 pm this date)
Subgrant Period	<p>Approximately twelve (12) months July 1, 2011 - June 30, 2012</p> <p>Activities and purchases must conclude June 30, 2012.</p> <p>Last date to request funds - August 10, 2012. Date is subject to change. Subgrantees will be notified.</p>
Who Can Apply	<p>Public Libraries Public Library Systems</p> <p>Reports and audits must be current prior to application submission.</p>
What Can be Purchased	<p>Costs associated with:</p> <ul style="list-style-type: none"> • Library materials and related supplies • Promotion of project such as: <ul style="list-style-type: none"> ○ Advertising ○ Mailing ○ Photographic costs ○ Printing costs ○ Exhibition expenses • Other eligible and allowable costs determined to be necessary to carry out the intended project as described in the application <p>Excludes:</p> <ul style="list-style-type: none"> • Capital improvements/repair/renovation defined by IMLS • Staff costs • Administrative overhead fees • General office supplies unrelated to project • Costs related to events/services primarily for entertainment • Other costs not eligible or allowable under federal or state regulations

# of Applications Allowed per Applicant	Two (2) Two (2) Focused Development OR Two (2) Focused Technology OR One (1) of each
Results	Required results are tailored to the category and consist of outputs (how much was done) and anecdotal information. For this category, report of the following: <ul style="list-style-type: none"> • Number of materials purchased • 1 piece of anecdotal information on use of materials
Evaluation Report Required	Mid-year – Due January 15, 2012 (if awarded prior to December 31, 2011) Final – Due August 31, 2012 Forms on agency website. Same form for all non-competitive subgrants. Submit a separate form for each subgrant being reported.

Non-Competitive Subgrant Category

Directed

Focused Technology Grant Program

Priorities	<p>Choose one:</p> <ul style="list-style-type: none"> • Enhance technologies used by library staff to deliver services and/or carry out operations • Enhance technologies used by library patrons to access or use services – (Promotion required for enhanced technologies for public; include in application)
Subgrant Size	\$3,000 (no minimum or maximum flexibility in this category)
Required Match	None
Amount to be Awarded in Category	Undetermined – will share in \$293,000 maximum for all non-competitive categories
Application Deadline	April 13, 2012 (Submitted to MLC by 12:00 pm this date)
Subgrant Period	<p>Approximately twelve (12) months July 1, 2011 - June 30, 2012</p> <p>Activities and purchases must conclude June 30, 2012.</p> <p>Last date to request funds - August 10, 2012. Date is subject to change. Subgrantees will be notified.</p>
Who Can Apply	<p>Public Libraries Public Library Systems</p> <p>Reports and audits must be current prior to application submission.</p>
What Can be Purchased	<p>Costs associated with:</p> <ul style="list-style-type: none"> • Computers and related equipment/software • Promotion of project if technologies are used by patrons: <ul style="list-style-type: none"> ○ Advertising ○ Mailing ○ Photographic costs ○ Printing costs ○ Exhibition expenses • Other costs determined to be necessary to carry out the intended project as described in the application <p>Excludes:</p> <ul style="list-style-type: none"> • Capital improvements/repair/renovation defined by IMLS • Staff costs • Administrative overhead fees • General office supplies unrelated to project • Costs related to events/services primarily for entertainment • Other costs not eligible or allowable under federal or state regulations
# of Applications Allowed per Applicant	<p>Two (2)</p> <p>Two (2) Focused Development OR Two (2) Focused Technology OR One (1) of each</p>

<p>Results</p>	<p>Required results are tailored to the category and consist of outputs (how much was done) and anecdotal information.</p> <p>For this category, report of the following:</p> <ul style="list-style-type: none"> • Number and type of items purchased • 1 piece of anecdotal information on benefit of items (for items for patrons use, information should be from patrons or based on patron impact)
<p>Evaluation Report Required</p>	<p>Mid-year – Due January 15, 2012 (if awarded prior to December 31, 2011) Final – Due August 31, 2012</p> <p>Forms on agency website. Same form for all non-competitive subgrants. Submit a separate form for each subgrant being reported.</p>

Non-Competitive Subgrant Category

Directed

Skills Development

Priority	Provide funding opportunities to aid in developing skills and knowledge of library staff to improve library resources, services, systems, and tools so that all Mississippians have access to quality library service. Project activities must: <ul style="list-style-type: none">• Reflect priority with activities/methods describe• Address Federal LSTA Purpose
Subgrant Size	\$1,500 minimum; \$3,500 maximum
Required Match	None
Amount to be Awarded in Category	Undetermined – will share in \$293,000 maximum for all non-competitive categories
Application Deadline	April 13, 2012 (Submitted to MLC by 12:00 pm this date)
Subgrant Period	Approximately twelve (12) months July 1, 2011 - June 30, 2012 Activities and purchases must conclude June 30, 2012. Last date to request funds - August 10, 2012. Date is subject to change. Subgrantees will be notified.
Who Can Apply	Public Libraries Public Library Systems Reports and audits must be current prior to application submission.
What Can be Purchased	Costs associated with: <ul style="list-style-type: none">• Registration fees/tuition for educational sessions• In-state academic courses directly related to library services (non-degree seekers only)• Required workbooks/manuals• Travel costs for educational sessions (within continental US)<ul style="list-style-type: none">○ Transportation costs (mileage, airfare, taxi, shuttles, etc)○ Lodging○ Meals• Costs associated with local in-house training<ul style="list-style-type: none">○ Fees for trainer○ Mileage○ Lodging○ Meals Excludes: <ul style="list-style-type: none">• Non-instructional computer software• Capital improvements and repair/renovation of library facilities as defined by IMLS• Library materials• Staff costs• Administrative overhead fees• Office supplies/materials unrelated to project• Costs related to events/services primarily for entertainment• Costs related to general staff meetings• Costs related to attending events or activities sponsored by the Mississippi Library Commission NOT identified as a continuing education/skills development event• Other costs determined to be not eligible or allowable for this program under federal and

	<p>state regulations</p> <ul style="list-style-type: none"> • Travel costs incurred as result of personal choice <p>Note: Public libraries are required to follow state regulations published by the Department of Finance and Administration regarding travel. All applicable state regulations must be followed as well as any published herein regarding grant. Local travel requirements must also be considered when applying for and expending funds associated with grant.</p>
# of Applications per Applicant	One (1)
Results	<p>Increase the skills, knowledge, and abilities of library staff to more effectively utilize resources and deliver services so all Mississippians have equitable access to quality library services.</p> <p>Measureable local results must be identified and addressed.</p> <p>Required results are tailored to the category and consist of outputs (how much was done) and anecdotal information.</p> <p>For this category report the following:</p> <ul style="list-style-type: none"> • # of staff attending trainings • # of trainings attended • At least 4 pieces of anecdotal information on benefits of training <ul style="list-style-type: none"> ○ 2 from any of the staff attending training paid under this subgrant (Personal benefit) ○ 2 from project or library director (Library/Library system benefit)
Evaluation Report Required	<p>Mid-year – Due January 15, 2012 (if awarded prior to December 31)</p> <p>Final – Due August 31, 2012</p> <p>Forms on agency website.</p>

Skills Development Category – Requirements

The following information is specific to this grant category and is in addition to “General Requirements.”

General Information

- Application with Training Plan attached must be submitted and subgrant awarded prior to submission of request for funds
- Application must be on forms provided by the Library Commission
- Eligible costs are for skills development expenses related to activities described in the application/training plan and coming under the following LSTA purpose and state goal

<u>Federal LSTA Purposes</u>	<u>MS State LSTA Goal</u>
<ul style="list-style-type: none"> ▪ Library technology, connectivity, and services; 	<ul style="list-style-type: none"> ▪ Skills Development - Strengthen library resources, services, and tools & systems; expand services for learning and access; grow electronic networks and linkages between libraries; develop partnerships; target services to diverse individuals and those underserved or having difficulty using a library by enhancing the ability of libraries to more effectively utilize resources to deliver services so all Mississippians have equitable access to quality library service.

Process

- 1) Complete a training plan (one to three years)
- 2) Submit Skills Development application forms with training plan
- 3) Await notification of acceptance/funding award or changes needed
- 4) Attend/conduct training specific to goals and needs identified in training plan
- 5) Submit request for funds
- 6) Submit reports as required

Training Plan

Format

- Must be typed, font – 12 pt Ariel, single spaced lines, margins – 0.5”
- Page limit – no limit; however, all information must be relevant to project
- No binders, notebooks, or cover sheets
- Pages numbered consecutively (training plan only, not application)

Skills Development activities must:

- Address training needs for one (1) to three (3) years
- Be consistent with outcome established by the Library Commission as stated on Face Sheet of application
- Increase skills, knowledge, abilities; change behavior or attitude of staff or trustees
- Include assessment pre and post training

Required Elements of training plan:

- Identification of needs
- Training goals based on identified needs
- Development – How library will reach goals through training, resources available, etc . . .
- Evaluation – pre- and post-assessment (to get measures and results)

Request for funds must be on form provided by Library Commission and include:

Amount of funds requested that will be expended within 30 days with supporting documentation as required

In-house-training is eligible for this program under the following conditions:

Training	<ol style="list-style-type: none"> 1) Achieves at least one of the federal purposes and state goals for LSTA, AND 2) Is included in local training plan, AND 3) Is directed at improving local library services.
Trainer	<ol style="list-style-type: none"> 1) Appropriate subject matter expert hired specifically for training event. OR 2) In-house staff conducting training who has received appropriate training prior to presentation at the local level, documented through certificate or signed statement of

	<p>the library/library system director, OR</p> <p>3) In-house staff conducting training who has sufficient experience to be considered the local subject matter expert, documented through signed statement of the library/library system director.</p> <p><i>(If trainer is library/library system director and a statement is submitted, statement must be signed by local board chair.)</i></p>
<p>Allocable costs</p>	<p>Only that portion of the training which is allocable to the award is eligible.</p> <p>Any part of the meeting which is NOT devoted to training is NOT allocable to the program and is not eligible for federal funds. Workbooks, manuals, and trainer fees are fully reimbursable under the program. Staff travel and meals - allocable costs are determined by comparing actual hours spent in training to the hours for the entire day. Two (2) hours of eligible training during an eight (8) hour meeting would qualify for ¼ of the total costs of staff travel and meals for the day.</p> <p>Example 1: Eligible training held during staff meeting which lasts 6 hours. In-house staff conducts training—trainer costs are not eligible. Training lasts 3 hours of meeting. Allocable reimbursement would be ½ the costs for the day on meals, mileage, and hotel costs for staff. Items necessary to conduct the training, such as workbooks, manuals, or other materials, would be reimbursable at total costs.</p> <p>Example 2: Eligible training for an identified specific need for all staff. One day, 8-hour training is set up. Qualified outside trainer conducts training—cost for trainer is eligible. Training lasts 8 hours. Allocable amount is costs for the day on meals, mileage, and hotel costs for staff. Items necessary to conduct the training, such as workbooks, manuals, or other materials, would be reimbursed at the actual rate.</p> <p><i>(Travel costs must be a reimbursable expense at the local level before paid through this program. Only travel costs related to the actual training are allocable for this program; i.e., overnight expenses for attending a training day then a staff meeting would not be allocable. Snacks provided during the training are NOT considered travel costs and are not reimbursable under this program.)</i></p>
<p>Request for Funds</p>	<p>One request must be submitted for this type of training for all costs.</p>

Non-Competitive Subgrant Category

Directed

Professional Assistance Consulting

Priority	<p>Enhance ability of libraries to address specific local needs for library services and the effect on end-users through the services of a consultant or other appropriate professional. Written analysis, report, advice, or plan provided to and used by appropriate staff and/or governing bodies in subsequent decision-making regarding local needs.</p> <p>Project must:</p> <ul style="list-style-type: none">• Reflect priority with activities/methods described• Address State Goals defined by agency's current LSTA Five Year Plan
Subgrant Size	\$2,000 minimum; \$7,500 maximum
Required Match	None
Amount to be Awarded in Category	Undetermined – will share in \$293,000 maximum for all non-competitive categories
Application Deadline	April 13, 2012 (Applications must be delivered to MLC by 5:00 pm this date)
Subgrant Period	<p>Approximately twelve (12) months July 1, 2011 - June 30, 2012</p> <p>Activities and purchases must conclude June 30, 2012.</p> <p>Last date to request funds - August 10, 2012. Date is subject to change; subgrantees will be notified.</p>
Eligibility	<p>Public Libraries Public Library Systems</p> <p>Reports and audits must be current prior to application submission.</p>
What Can be Purchased	<p>Services of professional in a consulting capacity to address:</p> <ul style="list-style-type: none">• Technology planning• Long-range/strategic library service assessment and planning• Community needs assessment related to library services• Library automation planning• Marketing plans related to other LSTA funded projects or services• Travel costs necessary for professional to perform services <p><i>(The Library Commission cannot judge qualifications of a consultant. The agency relies on applicant to make a choice appropriate for the project. Professional chosen and the results must be consistent with project purpose.)</i></p> <p>Excludes:</p> <ul style="list-style-type: none">• Goods and/or services to carry out plan or advice• Capital improvements and repair/renovation of facilities as defined by IMLS• Library materials• Staff costs• Administrative overhead fees• General office supplies• Costs related to events/services primarily for entertainment• Costs related to training• Other costs determined to be not eligible or allowable for this program under federal and state regulations.

# of Applications per Library/Library System	No limit
Results	<p>Pre-determined result – Knowledge of issue will increase.</p> <p>Application must discuss:</p> <ul style="list-style-type: none"> • Current knowledge of issue • Anticipated knowledge of issue at time of final consultant report • Decisions to be made pending consultant report <p>Required results are tailored to category and consist of outputs (how much was done) and anecdotal information.</p> <p>For this category, report the following:</p> <ul style="list-style-type: none"> • Recommendations/observations from report • Anticipated uses of report results • Any actions resulting from report
Evaluation Report Required	<p>Mid-year – Due January 15, 2012 (if awarded prior to December 31) Final – Due August 31, 2012</p> <p>Forms on agency website.</p>

Non-Competitive Subgrant Category

Directed

Resource Sharing Transport Cooperative Program

<p>Priority</p>	<p>Enable public library/library systems to meet Mississippians’ needs for materials/resources not available locally through the Resource Sharing Program (RSP) by:</p> <ol style="list-style-type: none"> 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.
<p>Available Funds</p>	<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 “<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 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$
<p>Required Match</p>	<p>None</p>
<p>Amount to be Awarded in Category</p>	<p>\$150,000 over 3 years (\$50,000 annually) (Funded from federal LSTA program years 2009, 2010, 2011)</p>
<p>Application Deadline</p> <p>(This application will NOT be released with other program applications.)</p>	<p>August 30, 2011 (Only those not currently participating need apply.)</p> <p>Eligible applicants will be notified and given opportunity to participate each year; applications will be due</p> <p>The application for this category will be released after the agency pulls fiscal year information for this program. Eligible applicants will be notified.</p>
<p>Cooperative Agreement Period</p>	<p>October 2010 – June 2012 Distribution based on VUC transactions from July – June each program year</p>
<p>Who Can Apply</p>	<p>Those awarded a subgrant in FY 2011 should <u>NOT</u> apply for this category. The award period for those subgrants goes through the entire project period.</p> <p>Applicants must who 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)

	<p>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.)</p> <p>4) Will not charge for ILL services from award through June 2012</p> <p>Public library/library systems who do not meet all eligibility criteria will not receive funds for program year.</p> <p>Eligibility must be maintained from time of award through – 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 payment 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 “Shipped” (indicating the item is being delivered to the borrower) and by the number of items a borrower updates to “Received” (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>Those awarded a subgrant in FY 2011 should <u>NOT</u> apply for this category. The award period for those subgrants goes through the entire project period.</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

	<ul style="list-style-type: none"> ▪ Certify intent to charge/not charge for ILL services in future August 31 each program year: form provided by Library Commission.
<p>Deadlines</p>	<ul style="list-style-type: none"> ▪ June 30, 2012 – All applications due before midnight (Elements 1 & 2 at minimum) ▪ July/August 2012 – Assessment of applications by agency and submission of final application requirements and contracts ▪ August/September 2012 – All funds paid out to participants (No request for funds is required)

GENERAL REQUIREMENTS FOR ALL CATEGORIES

This handbook and the following requirements will be considered a part of the agreement if an award is granted. This manual must be included as a part of the official records and files for the awarded projects.

The following requirements are developed in accordance with agency policies governing grants, state and federal laws and regulations concerning grants, and program needs. In addition to these general requirements, categories may have specific requirements; these will be identified and listed after this section.

In regards to state and federal law and regulations, this manual is considered a guide and should not be used to make final determination of a complex issue. Applicable state and federal laws and regulations should be consulted. This includes but is not limited to Mississippi Code of 1972 and the following federal regulations; 45 CFR 1183 Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments; 2 CFR 225 Cost Principles for State, Local and Indian Tribal Governments (formerly OMB Circular A-87); OMB Circular A – 110 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations; 2 CFR 230 - Cost Principles for Non-Profit Organizations (formerly OMB Circular A-122). This information serves as notice to the recipients of state and federal laws and regulations. Determination of the type of recipient and which laws are applicable are guided by the type of entity receiving the funds.

The recipient should use this information to become familiar with the laws and requirements applicable to the particular projects and type of recipient. Technical assistance is available from the Library Commission regarding compliance and eligibility of projects and goods or services under that project.

➤ **Acknowledgment of Grantor(s)**

The Institute of Museum & Library Services (IMLS) and the Mississippi Library Commission (MLC) require acknowledgment of federal assistance in all publications and products resulting from the award of an LSTA subgrant. Statements, news releases, requests for proposals, bid solicitations, and other documents describing a subgrant project funded in part, or in whole, with federal LSTA funds must include the dollar amount of the subgrant award. In addition, credit must be given to the Institution of Museum and Library Services and the Mississippi Library Commission in all related publications and activities in conjunction with the use of subgrant money. A website developed and/or maintained with federal funds is considered a publication and must be identified as a federally funded project. The following wording is suggested:

This publication (or website) is partially funded under the federal Library Services and Technology Act administered by the Mississippi Library Commission for the Institute of Museum and Library Services.

Following is a sample news release successful applicants can use to local media outlets concerning the award of a subgrant.

(Insert library name here) Receives Grant

The Mississippi Library Commission has awarded a \$ (Insert award amount here) Institute of Museum and Library Services (IMLS) Library Services and Technology Act (LSAT) grant to the (Insert name here) Library headquartered in (Insert city/county/other here). The award is one of thirty-nine LSTA grants given after a competitive application process.

Funds will be used to improve library services through (Insert appropriate description here).

“(Insert quote from Director here)”said the Library Director “(Insert additional information or quote from Director here),” (he or she) added.

“The Library Commission is pleased to make this award.” said Sharman Bridges Smith, Commission Director. “The (Insert name here) Library continually strives to enhance the library services for the community. This grant will assist in those efforts,” she said.

➤ **Administrative Costs**

For the purposes of the categories described in this manual, administrative costs are those costs associated with record keeping and reporting of subgrant projects, accounting for subgrant funds, and ensuring proper fiscal management of project. Administrative costs are NOT an allowable cost in the categories described in this manual. The fact that

administrative costs are an unreimbursed expense does not relieve the subgrantee of requirements associated with administration of awarded subgrants in accordance with all local, state, and federal regulations and laws.

➤ **Administrative Requirements – Federal (45 CFR 1183)**

All successful applicants are required to follow federal administrative requirements published in the Code of Federal Regulations for their type of entity. Generally, all eligible applicants for this program are subject to the administrative requirements for local governments. The administrative requirements can be found at the following website <http://www.gpoaccess.gov>

Applicants who determine this is not the appropriate administrative requirements should contact the Library Commission for further assistance.

➤ **Announcement of Subgrant Award**

No information about the status of an application will be released until all applications have been reviewed and final awards are made. The award decisions of the Mississippi Library Commission Executive Director and the Mississippi Library Commission Board of Commissioners are final. The Library Commission will notify applicants of final decisions according to the schedule provided in this publication. See last page of this publication for the [LSTA Subgrant Calendar](#).

➤ **Children’s Internet Protection Act (CIPA)**

The Children’s Internet Protection Act (PL 106-554) requires that State Library Administrative Agencies assure the federal government that public libraries receiving LSTA funds comply with the requirements of CIPA. Refer to the *Internet Certification for Applicant Public Libraries* form in the subgrant application for detailed information. Applications received for LSTA categories that do not include an appropriately marked and signed certification form may be rejected.

NOTE: E-Readers, including iPads, and other such devices purchased under an LSTA project are considered a computer and are subject to CIPA. Requirements are on the device, not the connectivity. Any Internet connectivity associated with the devices (including cellular) must be covered under the subgrantees Internet filtering policy which must be compliant with CIPA.

➤ **Construction**

LSTA is a non-construction program; therefore, construction is NOT an allowable cost in projects funded with LSTA monies. The Institute of Museum and Library Services defines construction as:

“Construction of new buildings and acquisition, expansion, remodeling, and alteration of existing buildings, and for the purchase, lease, and installation of equipment of any such buildings, or any combination of such activities (including architects’ fees and the cost of acquisition of land). Such term includes remodeling to meet standards under the Architectural Barriers Act of 1968, remodeling designed to endure safe working environments and conserve energy, renovation or remodeling to accommodate new technologies, and the purchase of historic buildings for conversion to public libraries. For the purposes of this paragraph, the term “equipment” includes information and building technologies, video and telecommunications equipment, machinery, utilities, and built-in equipment and any necessary enclosures or structures to house them, and such term includes all other items necessary for the functioning of a particular facility for the provision of library service.”

➤ **Consulting Fees**

These fees are costs related to the hiring of a professional or consultant who is a member of a particular profession or possess a special skill. Consultants give advice or assistance in making a decision. There should be a report or other document related to an issue which is presented by the consultant in a formal or informal setting.

For the purpose of this manual, consulting fees are usually based on the completion of a specific project or portions of a project. Consulting fees differ from service cost in that a service cost is usually associated with a product or item.

Consulting fees may be hourly rates depending on the professional and the type of payment arrangement made with the consultant.

Example: A consultant would charge a fee for assessment and advice on life expectancy of a library's local area network. Cost for labor in the repair of a server identified in the assessment as a point of concern would be a service.

Consulting fees may or may not include travel cost; travel cost may be charged based on actual cost with receipts or a negotiated rate.

In regard to the PAC category described in this manual, consulting fees are the only budget item allowed. All costs associated with the consultant must be regarded as consulting fees, including travel, costs for producing the report, etc. Costs associated with carrying out the recommendations or advice of the consultant is NOT reimbursable under the PAC category.

➤ **Cost Principals – Federal (2 CFR 225)**

All successful applicants are required to follow cost principals published in the Code of Federal Regulations for their type of entity. Generally, all eligible applicants for this program are subject to the administrative requirements for local governments. The cost principals can be found at the following website <http://www.gpoaccess.gov/cfr/index.html>

Applicants who determine this is not the appropriate cost principals should contact the Library Commission for further assistance.

➤ **Debarment, Suspension, And Other Responsibility Matters**

As required by Presidential Executive Order 12549 and implemented at 45 C.F.R. Part 1185, the recipient certifies to the best of his or her knowledge and belief that neither the recipient of federal funds through this program, nor its principals, nor subcontractors paid with program funds:

- (a) are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) have within a three-year period preceding this proposal have been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, or in connection with a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
- (c) are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) have within a three-year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default.

Where the applicant is unable to certify to any of the statement in this certification, he or she shall attach an explanation to the application.

Following is a link for the Excluded Parties List System. Use this website to verify the standing of any vendor used in connection with the grant program. <https://www.epls.gov/>

Subgrantee must verify vendors standing regarding excluded parties listings; not just ask the vendor. Keep the search results from the website which shows no results as verification for the vendor.

➤ **Definitions** (For the purposes of the Library Commission's application process)

Applicant – *legal name of entity/individual completing application*

Application – *formal written request, in prescribed format, for funding a specific project that meets criteria*

Competitive Category(s) – *categories in which applications are scored against review criteria and ranked for possible funding through a peer review process*

Construction – *see "Construction" in this section*

Directed Subgrant(s) – *need, purpose, and measures of success are conceived and defined by grantor*
 Eligible Applicant – *entity that satisfies the conditions to receive a subgrant (See “Eligible Libraries”)*
 Eligible Application – *formal completed written request, in prescribed format and received by deadline, that meets the minimum subgrant category criteria*
 Internal Review – *Library Commission process to determine the eligibility of the applicant and application*
 Non-Competitive Category(s) – *categories in which applications are reviewed by appropriate agency staff and applicants are given an opportunity to modify, if necessary, to meet minimum criteria for category*
 Non-directed Subgrant – *need, purpose, and measures of success are conceived and defined by applicant*
 Peer Review – *the process of professionals or experts reviewing an application*
 Peer Reviewer – *professional in library field and/or from the areas of expertise required by the subgrant category*

➤ **Direct Cost**

Direct costs are those that can be identified specifically with a particular project and associated outcome. Only direct costs are allowable in subgrant categories described in this manual. Direct costs for all goods and services related to a project must be allowable and eligible under federal and state regulations and laws. Matching funds must be a direct cost.

➤ **Drug-Free Workplace Requirements**

As required by the Drug-Free Workplace Act of 1988 and implemented at 45 C.F.R. Part 1185, the undersigned, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by:

- (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee’s workplace and specifying the action that will be taken against employees for violation of such prohibition;
- (b) establishing an ongoing drug-free awareness program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the sub-grantee’s policy of maintaining a drug-free workplace;
 - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;
- (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - (1) abide by the terms of the statement; and
 - (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
- (e) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;
- (f) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d) (2) with respect to any employee who is so convicted:
 - (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.); or
 - (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law or other appropriate agency;
- (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

The applicant shall either identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

➤ **Eligibility**

The following libraries in Mississippi are eligible to receive LSTA funding through this subgrant program. These libraries agree to make their resources available to the public on site, and/or by participation in statewide resource sharing efforts. These libraries are further defined as follows:

- **Public Library:** a library which provides customary services, without charge, to all the residents of a county, city, or region and is supported whole or in part by public funds (Mississippi Code 1972, Annotated, 39-3-1), including state aid.
- **Public Library System:** a single or multi-county unit that provides customary services, without charge, to all the residents of a county, city, or region and is supported whole or in part by public funds (Mississippi Code 1972, Annotated, 39-3-1), including state aid. The administrative unit of a system shall coordinate and apply for Library Services & Technology Act subgrants on behalf of branch libraries.
- **Public Library Cooperative:** a group of single or multi-county library units that by formal or informal agreement form a cooperative association of public library entities that provides for the systematic and effective coordination of the resources of public libraries and information centers for improved services for the clientele of such library entities. Applications submitted by a cooperative MUST include agreement forming the cooperative or letter. Agreement or letter must include purpose of cooperative and be signed by all members of the group. One member of the group must agree to serve as the grant administrator and fiscal agent for the grant if awarded. For the purposes of this subgrant program, the Library Commission will assume the administrator and fiscal agent are the entity named in the application.
- **Multi-type Library Consortium:** a group of two (2) or more autonomous libraries of different types joined together by formal or informal agreement to perform various services cooperatively, such as resource sharing, etc. Multi-type Library Consortium must be led by a public library. Applications submitted by a consortium MUST include agreement forming the consortium listing the members and general purpose of the group. For the purposes of this subgrant program, the Library Commission will assume the administrator and fiscal agent are the entity named in the application.
- **Public Library Employee:** an individual who has been employed by a public library in Mississippi for 12 continuous months AND paid for at least eighteen (18) hours of work per week AND is a citizen of Mississippi for at least 12 continuous months AND is a citizen of the United States of America or one of its territories.

Applicants must demonstrate a high level of fiduciary responsibility in the management of previous grants and compliance with grant requirements. Applicants will be considered compliant with this component if all required reports and audits are current at the time of application submission AND applicant can certify all required business systems are or will be in place at the time of award. Business systems are not required at the time of application, however, prior to award successful applicants may be required to submit additional certification if lacking required business systems at time of submission.

The Library Commission determines whether an applicant and/or application are eligible. Applicants may be contacted by the Library Commission for information in order to determine eligibility. Applicants will be notified of an ineligibility determination.

A library may apply as a lead applicant in one category and serve as a partner on other applications without jeopardy. Specific limitations and exclusions can be found in the descriptions of each subgrant category.

All eligible applications in the competitive categories will be subject to the Peer Review process. Reviewers will be drawn from professionals in the field and from the areas of expertise required.

All applications must be submitted on the application forms provided by the Library Commission.

➤ **Equipment (Capital Equipment)**

Defined as - an article (one unit) of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the governmental unit or \$5,000. In simple terms; one item of equipment costing \$5,000 or more is considered capital equipment.

Equipment meeting this definition must be approved by IMLS prior to purchase. This approval will be sought by the Library Commission in conjunction with the award of subgrants. For the purposes of this program, subgrantees can consider the award of the subgrant as prior approval unless notified by the Library Commission of disapproval by IMLS. If

disapproved, each case will be assessed on an individual basis by the Library Commission and suitable alternatives negotiated within the scope of the original project.

Equipment Title – vested in the recipient of funds

Use – Must be used for the project for which funds are received.

If no longer needed for project, equipment shall be made available for other federally funded projects.

Equipment shall not be used to provide services for a fee to compete unfairly with private companies.

Equipment may be used as trade-in for replacement subject to approval

Business system requirements – whether acquired in whole or in part with federal funds, until disposed of, shall meet the following minimum requirements.

- (1) Property records – description of property, source, title, acquisition date, cost, % of federal funds used, location, use and conditions, ultimate disposition date, disposal method and sale price if any
- (2) Physical inventory of property taken every two years and reconciled with property records
- (3) Control system to ensure adequate safeguards to prevent loss, damage, or theft of property
- (4) Maintenance procedures developed to keep property in good condition; investigation of loss or theft
- (5) Proper sales procedures to ensure the highest possible return

Insurance – required only if a similar item purchased with local funds would be covered under insurance.

➤ **Financial, Administrative, and Legal Accountability**

By signing the application the applicant assures the Mississippi Library Commission that it has the fiscal and legal authority and capability to administer all aspects of the LSTA subgrant project listed in the application. The following business systems are required by federal regulations and MUST be in place prior to award of subgrant.

- | | |
|------------------------------|---|
| (1) Finance | - Administrative Requirements – Sections 1183.20 – 1183.26 |
| (2) Procurement (Purchasing) | - Administrative Requirements - Section 1183.36 |
| (3) Equipment (Property) | - Administrative Requirements - Sections 1183.32 |
| (4) Travel | - Cost Principals - Appendix B (Select Items of Cost) Item 43 |
| (5) Personnel | - Cost Principals - Appendix B (Select Items of Cost) Item 8 |

See applicable federal regulations regarding basic requirements for state and local governments.

Administrative Requirement 45 CFR 1183 at <http://ecfr.gpoaccess.gov/>

Cost Principals – 2 CFR - 225 at <http://ecfr.gpoaccess.gov/>

Requirements for all business systems are found in both the Cost Principals and Administrative Requirements. References here are where the main portion of the information is located. Successful applicants should be familiar with all aspects of the federal requirements governing these subgrants.

➤ **Grant Writing Assistance**

Consultants from Development Services Division of the Library Commission will provide assistance upon request. Public library systems are encouraged to take advantage of this service. Please note: The use of assistance from Library Commission staff in writing a subgrant application does not guarantee funding, implied or otherwise.

➤ **Ineligible/Unallowable Items**

This list is meant as a guide only and is general in nature. See Cost Principles for detailed information on ineligible/unallowable items. Other items are considered ineligible/unallowable under LSTA, such as construction (see definition of construction in this section) and non project related public relations cost. Additionally, items may be deemed ineligible/unallowable in certain categories and programs at the state level or at the federal program level.

Alcoholic beverages

Bad debts

Donations and contributions

Entertainment costs

Fines and penalties

Fund raising and investment management

Goods or services for personal use

Lobbying

NOTE: E-Readers, including iPads, and other such devices purchased under an LSTA project are considered a computer and are subject to CIPA. Requirements are on the device, not the connectivity. Any Internet connectivity associated with the devices (including cellular) must be covered under the subgrantees Internet filtering policy and be compliant with CIPA.

➤ **Lobbying**

As required by Section 1352, Title 31 of the United States Code (U.S.C.), and implemented for persons entering into grant or cooperative agreement *over \$100,000, the applicant certifies to the best of his or her knowledge and believe that:

- (a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a Federal contract, grant loan, or cooperative agreement.
- (b) If any funds other than appropriated federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontract, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

*Regardless of the amount of the award, lobbying is not an allowable expenditure. Section quoted is applicable to the required certification.

➤ **Local Policies**

In general, local policies can be used as a guide for expenditure of LSTA funds when the policy is more restrictive than federal/state regulations or laws. The policy must be in place prior to the expenditure and must be applicable uniformly to both federal and non-federal funded activities. Applicable federal regulations and laws are cited under "Financial, Administrative, and Legal Accountability". See these documents for further information regarding local policies. *No information provided in this section or in this manual shall be construed to imply local policy takes precedence over state or federal regulation or laws.*

➤ **Marketing and Public Relations**

Marketing of library services and marketing plans focused on marketing of the library is not an eligible expense for this grant program. Marketing plans specific to promotion of services funded through LSTA are eligible. Community analysis to develop new services or evaluate current services is eligible; development of a plan to market those services is not eligible unless those services are/were funded through LSTA. General public relations expenses are not usually allowable unless expenses related to the marketing of eligible activities. (See IMLS publication [Allowable and Unallowable Advertising and PR Activities](#), available on the agency's website for additional information.)

➤ **Matching Funds**

A cash match is required on competitive categories on a percentage basis. Percentage of match is specified in the category descriptions. Minimum match required is figured on the total eligible project cost.

Example – total project cost is \$10,000; match required is 10%.
 $\$10,000 \times 10\% = \$1,000$ required matching funds

In-kind and third party contributions are not allowed in this program.

All funding must flow through the subgrantee.

Matching funds must be expended on eligible project cost.

➤ **Materials, Supplies, Equipment** (Equipment over \$500 but under \$5,000)

Materials and supplies used directly for a project are considered an eligible expense. Example: Books-by-Mail project - postage would be necessary to send the books to patrons. Postage and postage meter tape would be considered a direct expense, the postage meter and machine would NOT be a direct cost and therefore not eligible as a project cost. A postage machine and meter are not necessary to complete the project, only the postage.

Equipment purchased under this budget category must be a direct cost. Example: Printers for Public Use – allowing the public to print materials from a public access computer requires a printer be available to the public. In this case the service cannot be provided without the equipment; this makes the equipment a direct cost of the project.

➤ **Monitoring**

The agency is required to monitor subgrant activities. Monitoring may include one or more of the following activities: evaluation of reports, audit of payment request; site visits, review of audits and follow-up on findings. Subgrantees will be notified of site visits at least 14 days prior. For the grantor, on-site monitoring provides a hands-on view of the project and the local impact as well as accountability and evidence of proper management of the project. For the subgrantee, on-site monitoring can be a valuable tool for feedback on processes and insight into what the grantee expects in evaluating the project. A subgrant is a partnership and monitoring is one method of fostering that partnership.

➤ **Nondiscrimination**

As required by the Civil Rights Act of 1964, the Rehabilitation Act, the Education Amendment of 1972, and the Age Discrimination in Employment Act, as implemented at 45 C.F.R. Part 1180.44, the undersigned, on behalf of the applicant, certifies that the sub-grantee will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights of 1964, as amended (42 U.S.C. § 2000 et seq.), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity receiving Federal financial assistance;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.), which prohibits discrimination on the basis of disability in Federally-assisted programs;
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance;
- (d) The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age in Federally-assisted programs.

➤ **Payment, Accounting, & Reporting Procedures**

Payment

The Library Commission will make payment of subgrant funds through payment vouchers submitted to and warrants prepared by the Mississippi Department of Finance and Administration. All LSTA subgrants paid on a funds request basis. The Library Commission will provide forms and instructions for requesting monies. Subgrantees may request funds as needed during the project period.

Correctly completed and submitted requests for funds received by the tenth (10th) calendar day of the month will be approved for payment in that month. Requests received after the tenth (10th) calendar day of the month may be held for approval until the next month. Every effort will be made to make payment to the requesting subgrantee in the month the request is submitted; however, by state statute, the Department of Finance and Administration has forty-five (45) days after receipt of a payment voucher to make payment.

Accounting

The Library Commission requires subgrant recipients maintain accounting of funds received in association with the

subgrant. A separate bank account is not required; however, subgrant recipient must establish and maintain separate an accounting category within an internal accounting system to show that the funds have been used for subgrant-related costs only. This restricted accounting record must be adequate to satisfy normal auditing procedures. Subgrantees are subject to the provisions of Office of Management and Budget (OMB) audit requirements. If, in an audit or similar financial report, a finding is noted which affects any subgrant awarded under this program, corrective action is required to resolve the finding.

Requests for funds may only be made on goods/services obligated during the grant period. Obligated is defined as services received and similar transactions during the grant period that require payment by the recipient during the same or a future period. Invoices dated after the end of the grant period must be accompanied by documentation supporting the obligation occurring during the grant period. Requests for funds must be received by the Library Commission within the timeframe established for payment of the specific subgrant program. Funds not requested within this timeframe will be considered released.

Funds requested for the project must be used (payments made to vendors) within 30 days of receipt of funds. Reconciliation of prior funding request will be required with subsequent requests. See forms and instructions for additional information.

Subgrantee must maintain records and supporting documentation, at the local level, sufficient to determine if funds requested were: 1) received, 2) expended on allowable project costs. Acceptable documentation is an invoice or receipts containing, at minimum, the following information: date of purchase or invoice date, store or vendor name, list of items/services being purchased. Payment request, vouchers or other internally generated document are NOT acceptable as documentation of a subgrant expenses. Regardless of usual local policy or practices, invoices and/or receipts are required for this and any other subgrant received from the Library Commission. Some subgrant programs may allow other forms of itemized documentation; see information specific to the program. Expenses not supported by itemized documentation will be disallowed.

Requests for funds can only be made in the categories included in the application. If the project changes sufficiently to warrant a change in budgeted categories, contact the Library Commission, Grant Programs Management.

Requests for funds marked "Final" will automatically release any remaining funds in the subgrant award.

Records and supporting documentation must be maintained for a minimum of five (5) years from the due date of the final grant report submitted by the Mississippi Library Commission to the Institute of Museum and Library Services. The Mississippi Library Commission will notify subgrantees of the submission date of the final report.

Reporting

Subgrant recipients are required to submit mid-year and final evaluation reports as described in the category descriptions. The elements necessary in these reports will be prescribed by the Library Commission. Failure to submit the evaluations as required can affect future subgrant opportunities.

Evaluation is required as indicated in the category information on the page titled FY 2012 Subgrant Opportunities. Evaluation is a means to examine and demonstrate the effectiveness of public library services and to provide accountability of the expenditure of public funds. As such, the focus of the evaluation of the LSTA competitive grants funds is on outcomes: changes or improvements in users' attitudes, skills and knowledge, behavior, abilities, status, or life conditions. Outcomes reflect how users have been altered because of their contact with an entity's resources, services, and programs. Focus on non-competitive grant funds is on outputs: the type and number of things that happened or were purchased. Evaluation, of some form, is required for all subgrants.

Subgrantees must retain records for a grant project in the form prescribed by the Mississippi Library Commission for a minimum of five (5) years from the due date of the final grant report submitted by the Mississippi Library Commission to the Institute of Museum and Library Services. The Mississippi Library Commission will notify subgrantees of the submission date of the final report.

If, at any time, a subgrantee is found to be non-compliant with terms and conditions of the agreement, repayment of funds will be demanded. Funds repaid will be returned to the Institute of Museum and Library Services.

Refer to the *LSTA Subgrant Calendar* for important dates and information concerning payment and reporting.

➤ Request for Funds

A Request for Funds must be submitted prior to release of monies associated with the subgrant project. Forms and instructions for requesting funds can be found on the agency's website.

Subgrantee must expend funds (payment sent to vendor) within 30 days of receiving funds. Reconciliation of prior funds disbursed is required with subsequent funds request.

➤ Review Process – All Categories Except the Public Librarian Scholarship Program

Each application will be subject to a three (3) phase review. For the competitive subgrant applications, Phases I and II are internal reviews; Phase III is a Peer Review. Peer reviewers will be instructed to evaluate the subgrant application according to the criteria identified in the *Application Review Criteria* portion of this publication. For the non-competitive applications, Phase I and Phase II are internal reviews; Phase III is an internal review by the Executive Director of the Library Commission for funding approval.

Library Commission Internal Review

The Library Commission may reject an application for the following reasons:

- The application is incomplete.
- The applicant is determined to be ineligible.
- The application does not meet the minimum criteria for the subgrant category.
- The application is not received by the submittal deadline.

Phase I – Completeness

All applications will be reviewed to ensure the required elements have been included and the appropriate number of copies of the application is submitted. If time allows, applicants may be contacted to provide additional information to complete application. Applications will be rejected at this level if the application is not eligible. **Fiduciary responsibility will be assessed at this level of review and applications will be rejected if minimum requirements are not met.** See category information for requirements.

Phase II – Form

All applications will be reviewed to ensure that each element of the application conforms to the limitations and requirements for that particular element. Applications may be rejected at this level if the applicant and/or the application are not eligible. **Outputs and outcomes are required in all applications and will be rejected if it is determined these elements are not included.** See category information for requirements.

Peer Review

Phase III – Content

All eligible competitive applications will be reviewed and scored. The Peer Review may recommend rejection of an application if content of the application does not meet criteria for the subgrant category, does not supply appropriate or sufficient information to complete the review, or in the opinion of the reviewers is not a good use of federal funds. The decision to reject an application must be unanimous.

Each section of the competitive application will be reviewed and scored. The average score for the application will be calculated and used in ranking the applications for funding purposes. The application receiving the highest score will have first priority in funding, the second highest will have second priority; ranking will continue in this manner until funds are exhausted for a subgrant category.

Non-competitive eligible applications will be reviewed for completeness and form. The Executive Director of the Library Commission will review for final funding approval. Scores will not be applied to non-competitive applications; however, information provided in non-competitive applications must be consistent with the requirements of the category and relevant to the proposed project.

The Executive Director of the Library Commission will make subgrant recommendations to the Mississippi Library Commission Board of Commissioners based on the results of the competitive review process, the stated funding priorities,

and limits, and the overall goals of the LSTA program.

➤ **Review Process – Public Librarian Scholarship Program**

Each application will be subject to a three (3) phase review. Phase I is an internal review for completeness and eligibility; Phase II is a peer team review of the content of the application by a three (3) member review team made up of public library staff; Phase III is also a peer team review in interview format by Mississippi Library Commission staff. Peer reviewers will be instructed to evaluate the subgrant application according to the criteria identified in the *Application Review Criteria* portion of this publication.

Completeness

Phase I

All applications will be reviewed to ensure the required elements have been included, applicant is eligible, and appropriate number of copies has been submitted. All applicants will be notified of their status after this stage of review is complete.

Applications may be rejected at this level if:

- application is not complete
- applicant is determined to be ineligible
- minimum criteria for the subgrant category is not met
- application is not received by submittal deadline

Peer Review

Phase II – Content

All eligible competitive applications will be reviewed and scored. The Peer Review may recommend rejection of an application if content of the application does not meet criteria for the subgrant category, does not supply appropriate or sufficient information to complete the review, or in the opinion of the reviewers is not a good use of federal funds. The decision to reject an application must be unanimous.

Appropriate sections of the competitive application will be reviewed and scored. The average score for the application will be calculated and used in ranking the applications for Phase III review purposes. The top thirty percent (30%) of the applications will move to Phase III review; however, depending on the number of applications, at minimum the top 4 applications and at maximum the top 20 applications will move to Phase III review. All applicants will be notified of their status after this stage of review.

Phase III – Interview

All eligible applicants will be contacted approximately two (2) weeks prior to the interview dates to arrange appointments. Interview may be held in Jackson, MS or at the applicants' work location. Location of interview will be determined by the Library Commission prior to the applicant being contacted. All applicants will be notified of status after this stage of review.

The Executive Director of the Library Commission will make subgrant awards based on the results of the review process, the stated funding priorities, and limits, and the overall goals of the LSTA program.

➤ **Reviewers**

Reviewers are volunteers and an essential part of all agency grant programs. Reviewers for this program come from the public library community and agency staff. Training is provided for reviewers in the form of a session on outcome based evaluation prior to the final team review meeting. Final scores for applications are not given until after this training session.

To provide experience on outcome based evaluation, one reviewer from the prior year is asked to serve on each review team to provide experience on outcome based evaluation. Agency grant staff does not comment during this review phase.

Public library peer reviewers must meet the following qualifications.

- Reviewers must be a public library system director or a staff member of a public library in Mississippi and

hold an MLS degree.

- Staff members must be nominated by their public library director.
- One staff member per library/library system per year.
- Reviewer cannot have served on a Library Commission grant review team in the past three years.
- Must be available for meetings in Jackson. (Necessary travel expenses will be covered by the agency.)

Submitting an application for the program does NOT preclude eligible library/library system staff from participating in the review process. However, reviewers having any interest in an application will not be allowed to participate in the review for or discussion of the application. The application will be reviewed and scored by the two remaining team members.

How does the Library Commission choose reviewers?

First come, first served, literally. The first eligible names submitted will be our reviewers; additional submissions may be chosen as alternates.

How do I submit my name or the name of a staff member?

An e-mail will be sent by agency grant management staff. Reply to the e-mail as soon as you determine you or your staff would like to volunteer.

What happens after I reply with a name?

You will receive an e-mail letting you know if the person will be a reviewer or an alternate. If all slots are filled you will receive a response letting you know. When all slots are filled an email will be sent closing the call.

MLC staff peer reviewers must meet the following qualifications.

- Reviewers must be a staff member of the Mississippi Library Commission and hold an MLS degree.
- Reviewer cannot have served on a Library Commission grant review team in the past three years.
- Must be available for meetings in Jackson.

Appropriate supervisors are contacted to nominate staff for these reviews.

➤ **Salaries/Wages**

Salaries and wages of permanent library staff are NOT eligible as a project expense or match. Salaries and wages of temporary staff hired specifically for the LSTA project ARE eligible as a project expense or match. Expense for salaries and wages must be specific to the project, terminate with the project, be necessary to carry-out the project, be reasonable, and be consistent with similar staff expenditures if activities are within the scope of permanent staff functions.

For the purposes of this program salaries/wages differ from contractual fees in that rates are usually developed based on local rates for similar jobs and a number of hours worked or things produced.

Example of eligible salaries: Project is to increase participation of children in the Summer Reading Program. To carry out the project a coordinator is needed for the three summer months while this project will be active to: contact youth-based groups for potential participation, speak to interested groups, enlist and schedule volunteers, collect data on participation, and be present when the programs are taking place to facilitate and organize. It is determined these duties are something the branch head of the library can do; however, in some locations there is no other staff to run the library when these activities are taking place and the programs are being held. It is decided a temporary person will need to be hired to perform these duties specifically for this program. The rate of pay for this person is developed based on what the hourly rate of pay would be for a branch head. This expense is specific to the project, ends with project, is necessary because in some locations there is no one else to complete the task, is reasonable and consistent because the rate of pay is developed using existing salary rates and is based on the number of hours worked.

As required by federal regulations, a business system addressing personnel must be in place prior to submission of application.

➤ **Services**

Services are an eligible as a direct cost when directly related to the project. For the purposes of this manual

services are usually connected with a tangible item. Example: Service may be needed to repair a computer or deliver and install furniture in a children's area. Service costs differ from consulting fees; i.e., a decision has been made to repair the computer or purchase the furniture, so the service is a necessary part of carrying out the decision.

➤ **Special Conditions**

All library services resulting from the receipt of an LSTA subgrant must be made available without discrimination to all members of the community served. Participants may not be denied services on the basis of race, color, national origin, handicap, age, or sex. Applicable federal laws include: Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 6101 of the Age Discrimination Act of 1975 and Title IX of the Education Amendments of 1972.

Products produced as a result of the subgrant should be distributed free or at cost unless the recipient has received prior written approval for other arrangements. The subgrantee may copyright, with prior written permission, any work that is subject to copyright and was developed, or for which ownership was purchased, under a subgrant award. The Library Commission reserves, for federal government purposes, a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use the work and authorize others to reproduce, publish, or otherwise use the work. The Library Commission requires that subgrantees provide three (3) copies of any products produced with LSTA funds to the Library Commission with the final evaluation.

➤ **Submitting the Application(s)**

These general guidelines apply to ALL subgrant applications for the categories listed in this manual. See the page titled Subgrant Opportunities in this publication for official deadlines. Applications that do not meet the submittal deadline will be REJECTED without evaluation.

APPLICATIONS MUST BE SUBMITTED BY E-MAIL TO grantsprog@mlc.lib.ms.us

(Except Public Librarian Scholarship category)

E-mail as an attachment to grantsprog@mlc.lib.ms.us by midnight of the date of the deadline for the particular subgrant category. Attachments must be a .pdf file or a "Read Only" Microsoft Word file. This requirement is for the protection of the applicant to ensure the application arrives as intended and no changes are made to the application after submission.

Public Librarian Scholarship

Paper application must be submitted. See category requirements for instructions.

Library Commission Acknowledgment

The Mississippi Library Commission will acknowledge by e-mail the receipt of the applications. Within one week after the deadline, all acknowledgements will be sent. If an acknowledgement has not been received in this timeframe, the applicant should contact the Mississippi Library Commission Grant Programs Management. Exception to the deadline can be made if sufficient proof of submission is provided in a timely manner.

Proof of Submission

In the case of a lost application the Library Commission may require proof of submission. Retain in your files a copy of the e-mail showing the attachment in some manner. Proof must contain date and time e-mail was sent.

Certification and Assurances

Application is NOT complete until CIPA certification and Assurances signature pages are received by the Library Commission. These must be signed in blue ink and sent after the application is submitted by E-mail. Failure to submit these elements will not stop the review process but WILL delay the award process until all elements are received.

➤ **Travel**

Travel costs are eligible when necessary for the project AND when charges are consistent with those normally allowed for travel. To be considered "consistent with those normally allowed" a policy must be in place to determine what types of travel will be paid by the entity.

Example where travel is NOT allowable: local travel policy states travel will be paid for administrative staff and branch

heads only. It is determined branch reference staff need training on electronic references through the Skills Development category and travel will be required to receive training. This cost would NOT be allowable because the local policy states only administrative staff and branch head can be reimbursed for travel.

To make the travel cost for the branch reference staff-eligible project expenditures, the policy must be revised before the travel takes place to include payment to branch reference staff for travel.

Public libraries/library systems are required to follow state travel regulations published by the Department of Finance and Administration. Travel information on DFA's website <http://www.dfa.state.ms.us/Purchasing/Travel/Travel.html>

As required by federal regulations, a business system addressing travel must be in place prior to submission of application.

➤ **Use of Funds**

Following are the basic requirements for use of federal funds and funds used as match in a federal program.

All goods/services must be:

- Eligible within the grant program
- Allowable under federal cost principals and administrative requirements meeting the following requirements
 - Allocable (to award in direct proportion to actual usage for the program) AND
 - Necessary (to conduct program without this good/service would not be possible) AND
 - Reasonable (cost for goods/services must not be inflated because non-local funds are being used)

LSTA subgrants may be used for a broad range of project activities. However, subgrant funds may NOT be used for construction, contributions to endowments, gifts, lobbying, alcoholic beverages, acquisition of regular office supplies, pre-subgrant costs, ongoing operational costs, or permanent personnel and fringe benefit costs in program budgets, or other cost prohibited by federal cost principals or state purchasing regulations. All expenses must be incurred during the subgrant period and be reasonable, allocable, and necessary as related to the project. All applicable federal cost principals, administrative requirements and state purchasing laws must be followed.

Purchases made with LSTA funds must ensure free and open competition.

Federal regulations do not normally allow for the purchase of promotional items to be used as gifts, models, or souvenirs. The purchase of these items with LSTA funds is rarely an allowable cost unless SLAAs and sub-grant recipients have a clearly demonstrable and legitimate purpose for the purchase and distribution of these items that is directly related to the LSTA grant project. A general guiding question often used is whether a prudent person would determine that the items are directly related to the LSTA grant project, and a factor may be whether the items are more educational and informational in nature than promotional. Since often these items are more promotional in nature, and therefore are an unallowable cost, many libraries partner with businesses and other organizations to cover the costs of promotional materials. Promotional items/activities paid with LSTA funds must be directly related to a specific subgrant project and cannot be used solely promote the library. Refer to the document titled "LSTA Advertising and PR Activities or Items" document available on the Library Commission – Grants website: [Allowable and Un-allowable Advertising and PR Activities](#).

If connected to Miss-IN3, all technology equipment and software purchased for network connectivity must be specified in the subgrant application and must meet or exceed provider's minimum requirements as set by the current state contract for internet connectivity services. State contract for Internet connectivity is negotiated, issued, and maintained by the Mississippi Institute of Technology Services (ITS). The Library Commission serves as a conduit through which public libraries have access to state contract services.

Equipment purchases - when a single piece of equipment costing more than \$5,000 will be paid for with LSTA funds, prior approval must be received from the Institute of Museum and Library Services (IMLS). The Library Commission is responsible for obtaining approvals prior to award of a subgrant. Applicants are responsible for accurately reporting such equipment purchases in the application budget. If, during the course of the project, it becomes necessary to purchase a single piece of equipment costing more than \$5,000 when no provisions have been made in the original budget, the subgrantee must contact Grant Programs Management staff to seek the required approval and submit an amended budget.

Equipment and/or software purchased for library automation upgrades or additions require the library catalog be accessible via Z39.50, the library catalog to have fully functional and compliant SIP2 or NCIP component implemented (NCIP preferred).

All equipment and software purchased with LSTA funds *must* be used for the project specified in the subgrant application. Regarding public libraries, all technology projects *must* reflect the goals and objectives as stated in the library's current technology plan on file with the Library Commission.

All unexpended LSTA Subgrant funds will revert to the Library Commission.

SECTION 2

LSTA SUBGRANT APPLICATION INSTRUCTIONS

Application Forms are not included in this manual.

**Applications for each category can be found at the following website
<http://www.mlc.lib.ms.us/services/libraries/grants.html> under FY 2012 LSTA**

Use the following information and the applications located at the website noted below for

**Library 2.0
Technology
Public Library Programming**

Electronic application available at

<http://www.mlc.lib.ms.us/servicestolibraries/grants.html>

**Look under “FY 2012 LSTA”
“Applications”
“Competitive”**

SUBGRANT APPLICATION PACKAGE REQUIREMENTS

Library 2.0

Technology

Public Library Programming

General Requirements

- Application must be on the prescribed application forms supplied by the Library Commission
- Applications must be filled out on the computer
- No cover sheets or transmittal letters allowed
- Application must be submitted by e-mail
- Attachments to the application must be submitted by e-mail in the same e-mail as the application

Required Elements to be Submitted Electronically

- Element 1: Face Sheet
- Element 2: Project Evaluation
- Element 3: Project Background/Summary
- Element 4: Project Budget & Justification

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 5: Internet Certification (CIPA)
- Element 6: Assurances

Optional Items

Partnership statement or consortium agreement, if applicable

Submitting the Application

Applications must be submitted by e-mail before midnight of the deadline dates in either .pdf or read only format. Elements 5 & 6 must be printed out, signed, and a hard copy mailed to the Library Commission at the following address.

Mississippi Library Commission
FY 2012 LSTA Subgrant Program
3881 Eastwood Drive
Jackson, MS 39211

Application Forms

Electronic fill-in application forms are available for download in the Grants section of the Library Commission Web site at the following address, <http://www.mlc.lib.ms.us/servicestolibraries/grants.html>. All applications are in Microsoft Word format.

APPLICATION ELEMENTS FOR CATEGORIES

Library 2.0

Technology

Public Library Programming

USE THE ELECTRONIC VERSIONS OF THE APPLICATION FORMS AVAILABLE AT

<http://www.mlc.lib.ms.us/ServicesToLibraries/Grants.htm>

Element 1: FACE SHEET

Required

- #1 Grant Category – completed for you – make sure your are completing the correct application for the category
Priority – choose if applicable
- #2 – 5 Applicant Information - General information concerning the applicant: names, contact information, etc.
- #6 – 11 Project Information - General information on the project, title (*Should be descriptive of project*), brief description, # of persons served, applicable LSTA purposes and state goals, and audience for the project. Closely follow the directions in the application on these items.

Element 2: PROJECT EVALUATION

Required

Project evaluation provides a means to examine and demonstrate the anticipated effectiveness of the project and provide accountability of public funds.

This portion of the application is divided into three sections. Each section has a specific purpose and is designed to gather information vital to the project and the review of the application.

Problem Identification – this is the what, where, who, documentation of, and how bad the problem is section of the application. There must be a problem in order for there to be a need for a grant. This documents the problem.

Example:

What is the problem?

Out of date reference and research materials

Where does the problem exist?

ABC Library

Who is affected by the problem?

Patrons of ABC Library

How is the problem documented?

Assessment of material publication dates

To what degree/extent is the problem felt?

average publication date of materials is 1985; 70% of information comes from outside sources; average wait time from request to receipt is 5 working days;

Problem statement: Assessment of the reference and research materials in the ABC Library indicate out of date materials evidenced by: average publication date of materials is 1985, 70% of the informational needs of patrons being met outside the library and taking at least 5 working days to receive.

Goals/Activities – Describe how the project will address the problem and generally be carried out using major activities and information that will aid the reviewers in assessing the ability of the applicant to address the issue

Example:

To provide up to date information at the local level for students' reports, business research, and informational requests the ABC Library will: assess the collection, weed as needed, identify materials to be added, source new materials, place orders, receive materials, catalog materials, and make them available to public. ABC Library will then publicize project in the community. To assess results of the project, statistics on where reference information is obtained and how long reference information takes to reach patrons will be maintained.

Complete the following sentence.

The project will be successful if:

Patrons' information needs are met in a timely and efficient manner at the local level.

Element 3: PROJECT BACKGROUND/SUMMARY

Required

Background/Summary

Be concise yet informative.

- Include: Statistical data to demonstrate the need
- History of the issue project will address
- Information to determine the extent of the need
- Summary of project's goals & major activities
- Merits of the project's methods to address the need
- How this project relates to the federal purposes and state goals indicated on the Face Sheet
- Etc . . .

Planning documents may be attached as appropriate. Make sure they are relevant and necessary to the application. (*Attachments to the application must be identified in the Project Background/Summary and included in the electronic submission.*)

It is essential that the Project Background/Summary be very readable so the reviewers.

Element 4: BUDGET ESTIMATE SUMMARY

Required

This element is for general planning purposes for the application review process only. Successful applicants will be required to develop a detailed budget prior to subgrant award.

The Project Budget should include justification for items to be purchased. This explanation will aid the Grant Reviewer in evaluating the merits of the application. The Budget should include costs that will be supported by Library Services & Technology Act (LSTA) funds and match. Include in the Budget only those costs attributable to achieving specific project activities. (*Note: Salaries and Wages of permanent staff may NOT be used as match.*)

Budget Categories

- **Salaries/Wages of Temporary Staff**
- Employment must be specific to the project, limited to the project, and terminate with project

- **Travel** - components should be calculated at:

- Mileage (i.e., current state mileage rate or local mileage rate – lowest applicable rate)
- Food (i.e., current daily allowable for destination area or local rate – lowest applicable rate)
- Lodging (i.e., \$110/day/person – capped)

Include travel costs associated with Contractual Services that will be billed separately from the services. Example: Contract reads - \$200 speaker fee + actual travel costs/receipts submitted. The speaker fee would be listed under Contractual and the travel cost under Travel.

Check for current rates for Mileage and Food at the following Department of Finance and Administration website;

<http://www.dfa.state.ms.us/Purchasing/Travel/Travel.html>

- **Materials, Supplies & Small Purchase Equipment** - This category includes, but is not limited to, costs for:

- | | |
|--------------------|---|
| ▪ periodicals | ▪ magnetic tapes |
| ▪ books | ▪ printers |
| ▪ compact disks | ▪ servers |
| ▪ pamphlets | ▪ computer software |
| ▪ pictorial works | ▪ computer supplies |
| ▪ graphic works | ▪ barcodes |
| ▪ paper | ▪ material designed for individuals with disabilities |
| ▪ musical scores | ▪ adaptive software |
| ▪ sound recordings | ▪ adaptive computer peripherals |

- **Contractual Services**

Includes costs for services to be performed by an outside organization or individual through contractual agreement(s). Examples: consultant fee, rentals, advertising, speaker/presenter fees, OCLC/SOLINET memberships/services, network programming, etc. . . .

- **Capital Equipment MORE than \$5,000** – List items in this budget category when the price of the single unit is more than \$5,000. Equipment purchased with Federal funds should have a useful life of at least one (1) year and cost in excess of \$500. Examples of acceptable equipment purchases include: computers, desks, chairs, filing cabinets, A/V equipment. For more information regarding equipment purchases, refer to *Use of Funds* under *General Grant Information*.

Project Funding

This section of the application allows the applicant to specifically “request” LSTA funding. The applicant may request any amount UP TO the maximum funding available based on the maximum allowable for the category and the required local

match.

Element 5: 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.

Please read this certification carefully to be certain of the requirements. Applications received that do not include an appropriately marked and signed form will be REJECTED. If the application submitted is for an entity other than a public library/library system, such as cooperative or consortia, a different CIPA compliance form is required. Contact Library Commission Grant Programs Management for the appropriate form.

Element 6: 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 6 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.** The application will be disqualified regardless of ranking in the scores or Board of Commissioners approval for funding.

APPLICATION CHECKLIST

Library 2.0

Public Library Programming

Technology

Use this checklist to ensure that all elements of the application have been completed and are 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

Element 2: Project Evaluation

Element 3: Project Background/Summary

Element 4: Budget Estimate Summary

Partnership agreement for consortia (*required only if consortia is applying for grant*)

Optional Elements:

Should be necessary for reviewers to evaluate the project

Must be identified in the background/summary

Must be included in electronic format

Can be submitted in a separate electronic file but must be in the same e-mail

Partnership Statement, if applicable

Report from Planning Activities (*e.g., Needs Assessment*)

Products or Evaluations from Previously Completed or Ongoing Projects of a Similar Nature

Other

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. This package will be printed and stapled for reviewers as it is submitted to the agency. Identifying formatting issues or missing elements is the responsibility of the applicant. 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

One application per e-mail

Subject of e-mail must be title of project

Optional elements must be in the same e-mail as the application

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.

Use the following information and the applications located at the website noted below for

**Focused Development
Focused Technology
Professional Assistance Consulting (PAC)**

Electronic application available at

<http://www.mlc.lib.ms.us/servicestolibraries/grants.html>

**Look under “FY 2012 LSTA”
“Applications”
“Non-Competitive”**

SUBGRANT APPLICATION PACKAGE REQUIREMENTS

Focused Development

Focused Technology

Professional Assistance Consulting (PAC)

General Requirements

- Application must be on the prescribed application forms supplied by the Library Commission
- Applications must be filled out on the computer
- No cover sheets or transmittal letters allowed
- Application must be submitted by e-mail
- Attachments to the application must be submitted by e-mail in the same e-mail as the application

Required Elements to be Submitted Electronically

- Element 1: Face Sheet
- Element 2: Backgrounds/Summary
- Element 3: Activities
- Element 4: Summary Budget & Justification

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 5: Internet Certification (CIPA)
- Element 6: Assurances

Optional Items

Partnership statement or consortium agreement, if applicable

Submitting the Application

Applications must be submitted by e-mail before midnight of the deadline dates in either .pdf or read only format. Elements 5 & 6 must be printed out, signed, and a hard copy mailed to the Library Commission at the following address.

Mississippi Library Commission
FY 2012 LSTA Subgrant Program
3881 Eastwood Drive
Jackson, MS 39211

Application Forms

Electronic fill-in application forms are available for download in the Grants section of the Library Commission Web site at the following address, <http://www.mlc.lib.ms.us/servicestolibraries/grants.html>. All applications are in Microsoft Word format.

APPLICATION ELEMENTS FOR CATEGORIES

Focused Development

Focused Technology

Professional Assistance Consulting (PAC)

USE THE ELECTRONIC VERSIONS OF THE APPLICATION FORMS AVAILABLE AT

<http://www.mlc.lib.ms.us/ServicesToLibraries/Grants.htm>

Element 1: FACE SHEET

Required

- #1 Grant Category – completed for you – make sure your are completing the correct application for the category
Priority – choose if applicable
- #2 – 5 Applicant Information - General information concerning the applicant: names, contact information, etc.
- #6 – 11 Project Information - General information on the project, title (*Should be descriptive of project*), brief description, # of persons served, applicable LSTA purposes and state goals, and audience for the project. Closely follow the directions in the application on these items.

Element 2: PROJECT BACKGROUND/SUMMARY

Required

Background/Summary

Be concise yet informative.

- Include: Statistical data to demonstrate the need
- History of the issue project will address
- Information to determine the extent of the need
- Summary of project's goals
- Merits of the project's methods to address the need
- How this project relates to the federal purposes and state goals indicated on the Face Sheet

Element 3: Activities

Required

Activities – Describe what will happen and when during the project by listing major activities and projected dates. Include promotion activities if required in the project.

July 2011 – Assess children's collection; August 2011 – Develop materials list; September 2011 – Place material orders; October thru December 2011 – Receive materials; January 2012 – Promote new materials in local media and request program funds; Feb thru June 2012 – Assess project and gather report information

Complete the following sentence.

- The project will be successful if:
- Patrons' information needs are met in a timely and efficient manner at the local level.

Element 4: BUDGET SUMMARY & JUSTIFICATION

Required

The Project Budget should include justification for items to be purchased. This explanation will aid the Grant Reviewer in evaluating the merits of the application. Include in the Budget only those costs attributable to achieving specific project activities.

Budget Categories

- **Salaries/Wages of Temporary Staff** - Employment must be specific to project, limited to project, terminate with project
- **Travel** - components should be calculated at:
 - Mileage (i.e., current state mileage rate or local mileage rate – lowest applicable rate)
 - Food (i.e., current daily allowable for destination area or local rate – lowest applicable rate)
 - Lodging (i.e., \$110/day/person – capped)

Include travel costs associated with Contractual Services that will be billed separately from the services. Example: Contract reads - \$200 speaker fee + actual travel costs/receipts submitted. The speaker fee would be listed under Contractual and the travel cost under Travel.

Check for current rates for Mileage and Food at the following Department of Finance and Administration website;
<http://www.dfa.state.ms.us/Purchasing/Travel/Travel.html>

- **Materials, Supplies & Small Purchase Equipment** - This category includes, but is not limited to, costs for:
 - periodicals
 - books
 - compact disks
 - pamphlets
 - pictorial works
 - graphic works
 - paper
 - musical scores
 - sound recordings
 - magnetic tapes
 - printers
 - servers
 - computer software
 - computer supplies
 - barcodes
 - material designed for individuals with disabilities
 - adaptive software
 - adaptive computer peripherals
- **Contractual Services**
Includes costs for services to be performed by an outside organization or individual through contractual agreement(s). Examples: consultant fee, rentals, advertising, network programming, etc. . . .

Project Funding

Focused Development & Focused Technology

- No match required
- \$3,000 has been input in the “Federal LSTA Funds Requested”. This is the amount for these categories and cannot be changed. Additional local funds may be used and included in the budget but \$3,000 is the funding amount for these categories.

PAC

- No match required
- \$2,000 minimum - \$7,500 maximum
- In the “Federal LSTA Funds Requested” input the amount

Element 5: INTERNET CERTIFICATION (CIPA)

Required

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

- c.) has complied; or
- d.) 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.

Please read this certification carefully to be certain of the requirements. Applications received that do not include an appropriately marked and signed form will be REJECTED. If the application submitted is for an entity other than a public library/library system, such as cooperative or consortia, a different CIPA compliance form is required. Contact Library Commission Grant Programs Management for the appropriate form.

Element 6: 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 6 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.** The application will be disqualified regardless of ranking in the scores or Board of Commissioners approval for funding.

APPLICATION CHECKLIST

Focused Development

Focused Technology

Professional Assistance Consulting (PAC)

Use this checklist to ensure that all elements of the application have been completed and are 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

Element 2: Project Background/Summary

Element 3: Activities

Element 4: Budget Summary

Partnership agreement for consortia (*required only if consortia is applying for grant*)

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. This package will be printed and stapled for reviewers as it is submitted to the agency. Identifying formatting issues or missing elements is the responsibility of the applicant. 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

One application per e-mail

Subject of e-mail must be title of project

Optional elements must be in the same e-mail as the application

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.

Use the following information and the application located at the website noted below for

Public Librarian Scholarship

ONLY

Electronic application available at

<http://www.mlc.lib.ms.us/servicestolibraries/grants.html>

**Look under “FY 2012 LSTA”, “Applications”
choose
“Competitive”**

SUBGRANT APPLICATION PACKAGE REQUIREMENTS

Competitive – Directed

Public Librarian Scholarship Program

General Requirements

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

Required for Complete Application Package

Application

- Element 1: Face Sheet
- Element 2: Background Information
- Element 3: Recommendations and Supporting Documentation
- Element 4: Statement of Interest
- Element 5: Assurances

Additional Documents

The first three (3) documents are required for a complete application. Certificate of Employment and Recommendations must be sent by the person completing the documents directly to the Mississippi Library Commission at the address below. Applicants may wish to provide preaddressed, stamped envelopes to those persons completing the documents.

- 1) Copy of acceptance letter into a master's degree program in Library Science accredited by the American Library Association
- 2) Certification of Employment from employer(s) verifying 12 continuous months of employment
- 3) Recommendation Forms from 3 different individuals
- 4) Copy of waiver notification letter for library system directors under a waiver for the Personnel Incentive Grant Program.

Submission of Application - PAPER SUBMISSION

Mail Application, Certificate of Employment, and Recommendation Forms to:

Mississippi Library Commission
LSTA Grant Application
3881 Eastwood Drive
Jackson, MS 39211

Number of Copies of Application

One (1) original - Signatures in blue ink

Seven (7) copies

Staple the original application and each copy in upper left corner

Application Forms

Electronic fill-in application forms are available for download in the Grants section of the Library Commission Web site at the following address, www.mlc.lib.ms.us/ServicesToLibraries/Grants.htm.

Detailed information on the requirements for each Element is available following this section.

APPLICATION ELEMENTS

Public Librarianship Scholarship Program

Element 1: FACE SHEET

Limit: Space provided in application

- #1 Grant Category – Provided
- #2 – 5 Personal Information - General information concerning the applicant: name, address, contact information, etc.
- #6 – 9 Professional Information - General information on the applicant’s current employment
- #10 Applicant Eligibility – Indicate yes or no to determine eligibility. If the answer to any of these questions is “NO,” applicant is not eligible to apply for this grant program.
- #11- #13 Evaluation – Provided; the activities, outputs and outcomes of this grant category are predetermined by the Library Commission. By signing the application, applicants agree with these evaluation statements.

Element 2: BACKGROUND INFORMATION

Limit: Space provided in application

- #14 – 15 Academic History – list colleges and universities attended and the number of semester hours needed to complete course of study in Library Science in a program accredited by the American Library Association
- #16 Work Experience - limit response to the last 4 positions/jobs held over the last 10 years. Less than 4 can be listed if less than 4 positions/jobs have been held.
- #17 Professional Activities - limit response to library-related activities
- #18 Community Involvement – limit response to things which will benefit you in your role as a public librarian

Element 3: RECOMMENDATIONS & SUPPORTING DOCUMENTS

Limit: Space provided in application

- #19 Recommendations – list three persons familiar with your work and abilities as these qualities would apply to your desire to become a degreed public librarian.
 - How many recommendations are required?
Three recommendations are required for a complete application.
 - What kind of information is required in a reference?
Recommendations must be submitted on the form provided with the application packet. Persons completing the form may wish to consult the “Application Review Criteria” in this manual.
 - Who should complete the reference form?
 - Two (2) reference forms may be submitted from any person applicant chooses.
 - One (1) reference form must be from one of the following:
 - Applicants working in an independent public library - one (1) reference must be from the head of the library.
 - Applicants working in a public library system - one (1) reference must be from the library system director. Applicants holding the position of director of a public library system – one reference must be from the head of the local administrative board.
 - Applicants holding the position of director of an independent public library – one reference must be from the head of the local board of trustees or other local official such as mayor or head of the board of supervisors.

Recommendations are due by the application deadline. It is the responsibility of the applicant to ensure reference forms are submitted to the Library Commission by the application deadline.

Recommendations must be submitted from the individual making the recommendation independent of the applicant.

- #20 Supporting Documentation

Copy of letter of acceptance into a Master’s program in Library Science accredited by the American Library Association is required at the time application is submitted for all applicants. Include after Element 7 – Assurances.

Certificate of Employment – must be completed and sent to the Library Commission by a local official with detailed knowledge of the applicant’s employment status and the hours worked per week. This document is required for a complete application.

Form must:

- Document twelve (12) months of continuous work in a Mississippi Public Library
- Be submitted from the individual making the recommendation independent of the applicant.
- Be submitted by the application deadline

Waiver letter is required only if the applicant is the director of a library system and under an educational waiver for the Personnel Incentive Grant Program.

Element 4: STATEMENT OF INTEREST

Limit to: Space allotted in application

#21 The narrative portion of the application allows the applicant to express why public librarianship is of interest to him or her. This section will be evaluated by the reviewers very carefully. Ensure the statement is clear and concise but expresses all the points the applicant wishes. The statement should also be free of grammatical and spelling errors. Having someone proofread this statement as well as the entire application can result in a better application.

Element 5: ASSURANCES

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

See Element 5 for detailed information.

Should this individual receive a subgrant, they will comply with all LSTA regulations, all statutes outlined, requirements as defined in this manual and all applicable state and federal statutes and regulations.

APPLICATION CHECKLIST - PLSP

Use this checklist to ensure that all elements of the application have been completed and are included. Arrange the elements of the application in the following order.

1. Assemble original application.

Required Elements:

- Element 1: Face Sheet
- Element 2: Background Information
- Element 3: Recommendation and Supporting Documents
- Element 4: Statement of Interest
- Element 5: Assurances
- Recommendations – 3 as described in manual

Optional Elements: (all optional attachments should be necessary for reviewers to evaluate the project)

- PIGP Waiver Letter

2. Make (7) copies of the original application.
Six (6) of the copies must be included in the application package with the original application and sent to the Library Commission
One (1) of the copies must be retained by applicant

3. Assemble application package.
Applicants should review the grant application package carefully before submitting to the Library Commission. Include *all* of the required elements and the proper number of copies. *Applications are subject to rejection if required elements are missing.*

Application package should include and be in this order:

- A. 1 Original application
- B. 6 Copies of application

4. Deliver application package by 5:00 p.m. on April 16, 2011.
Retain legible copy of mailing, shipping, or delivery receipt.

5. 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. on April 17, 2011.

Use the following information and the application located at the website noted below for

Skills Development Category

ONLY

Electronic application available at

<http://www.mlc.lib.ms.us/servicestolibraries/grants.html>

**Look under “FY 2012 LSTA”, “Applications”
choose
“Non-Competitive”**

SUBGRANT APPLICATION PACKAGE REQUIREMENTS

Skills Development

General Requirements

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

Required Elements to be Submitted Electronically

Element 1: Face Sheet

Local Training Plan

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 2: Internet Certification (CIPA)

Element 3: Assurances

Submitting the Application

Applications must be submitted by e-mail before midnight of the deadline dates in either .pdf or read only format. Elements 2 & 3 must be printed out, signed, and a hard copy mailed to the Library Commission.

Application Forms

Electronic fill-in application forms are available for download in the Grants section of the Library Commission Web site at the following address, <http://www.mlc.lib.ms.us/servicestolibraries/grants.html>. All applications are in Microsoft Word format.

APPLICATION ELEMENTS – Skills Development

This project is within a directed grant program category established by the agency. Criteria have been predetermined to accomplish specific goals. Applicants must insure local needs are aligned with the predetermined goals. To maintain consistency throughout the program, portions of the application are completed; others require local information specific to the local library/library system.

Element 1: FACE SHEET Limit: space provided in application Required

- #1 Grant Category – Application specific to category, already marked
- #2 – 5 Applicant Information - General information concerning the applicant: names, contact information, etc.
- #6 – 8 Project Information - General information on the project, purpose, funding, and persons served, applicable LSTA purposes and state goals, and audience for the project. “Project Description” has been partially completed; complete the information here by filling in the issue which the consultant will address. Closely follow the directions in the application on the items not filled in.

Training Plan (insert after face sheet or attach a separate electronic file) Required

Read requirements for training plan elements and closely follow instruction on items required for application.

Element 2: INTERNET CERTIFICATION (CIPA) Required

To summarize: public library/library system applicants for a LSTA sub grant 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.

Please read this certification carefully to be certain of the requirements. Applications received that do not include an appropriately marked and signed form will be REJECTED.

Element 3: ASSURANCES Required

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

See Element 3 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.

SUBGRANT APPLICATION PACKAGE REQUIREMENTS

Non-Competitive – Directed Skills Development

General Requirements

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

Required Elements

Element 1: Face Sheet

Training plan as described in section titled “Skills Development – Requirements”

Element 2: Internet Certification (CIPA)

Element 3: Assurances

Application Forms

Electronic fill-in application forms are available on the grants section of the Library Commission Web site
<http://www.mlc.lib.ms.us/servicestolibraries/grants.html>

Use the following information and the application located at the website noted below for

Resource Sharing Transport

ONLY

Application will NOT be available until after June 30, 2011. Eligible applicants will be notified.

Electronic application available at

<http://www.mlc.lib.ms.us/servicestolibraries/grants.html>

**Look under “FY 2012 LSTA”, “Applications”
choose
“Non-Competitive”**

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 available on the agency's website after June 30, 2011. Eligible applicants will be notified by e-mail when application is released.

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

e.) has complied; or

f.) 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.

SECTION 3

APPLICATION REVIEW CRITERIA

*Committed – through leadership
advocacy, and service –
to strengthening and enhancing
libraries and library services
for all Mississippians*

Following are the actual review sheets that will be used in conducting all reviews. Applicants are encouraged to use this section of the manual to ensure specific information is provided that will assist the reviewers in assessing the application.

Mississippi Library Commission FY 2012 LSTA APPLICATION REVIEW

NAME	
PROJECT TITLE	
APPLICATION #	

MLC Compilation of Reviewer Scores

	Element	Highest Possible Points	Actual Points
	Project Background/Summary	32	
	Evaluation	49	
	Project Budget	19	
	TOTAL POINTS	100	

PHASE 1: REVIEW FOR COMPLETENESS

		Yes	No	N/A
1.	Received by application deadline & appropriate type and amount			
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 Evaluation			
	Element 3 Project Background/Summary			
	Element 4 Budget Summary			
Elements 5 & 6 will be submitted in paper form after application has been submitted through e-mail.				
	Element 5 Internet Certification (CIPA)			
	Element 6 Assurances / Certification of Authorizing Officials			
3.	Optional Items			
	Partnership Statement, if applicable			
	Attachments			
4.	Rejected / Notice Sent: (Date: _____)			
5.	Forwarded for Phase 2 Review: (Reviewer's Initials: _____)			

PHASE 2: REVIEW FOR FORM

	YES	NO	N/A
CATEGORY REQUIREMENTS <small>(Application must meet minimum requirements)</small>			
> Grant Size appropriate for category			
> Required Match included			
> Meets requirements in "Description" of category			
Element 1: FACE SHEET			
All sections completed			
Project consistent with category indicated			
LSTA purposes & State goals are checked <i>(one each)</i>			
Project description consistent with LSTA purposes and State goals			
Element 2: PROJECT EVALUATION			
Problem identified			
Problem statement consistent with problem identification			
Element 3: PROJECT BACKGROUND/SUMMARY			
Statistics included			
Issues identified			
Corresponds to problem statement in Project Evaluation			
Includes major project activities			
Element 4: PROJECT BUDGET			
Provides information on goods/services consistent with project			
Provides justification			
Requested funds are within minimum and maximum for category			
Element 5: INTERNET CERTIFICATION (CIPA)			
Appropriate signatures in blue ink			
Compliance indicated on the form is consistent with application			
Element 6: ASSURANCES / CERTIFICATION OF OFFICIALS			
Appropriate signatures in blue ink			
OPTIONAL ITEMS			
Items identified in Project Background /Summary			
Rejection Notice Mailed: (Date: _____)			
Forwarded for Phase 3 Review: (Reviewer's Initials: _____)			
Internal Reviewer's Notes:			
PHASE 3: REVIEW FOR APPROVAL Non-Competitive Applications Only			
Approved for funding	Signature	Date	
Retuned for information	Signature	Date	

Applicable to Skills Development Category Only

Application is subject to Phase I and II internally review. Training plan submitted with application will be reviewed for completeness and requirements as stated in this manual.

Applicants submitting training plans not meeting requirements will be contacted and give an opportunity to revise the plan.

BEFORE the application can be approved for funding, training plan must be corrected and resubmitted. No funds can be released prior to approval of the application and receipt of resulting contract.

Peer Reviewer #

Red Check Mark Here if
Final Review

Mississippi Library Commission
LSTA APPLICATION REVIEW
Competitive Review

NAME	
PROJECT TITLE	
APPLICATION #	

PHASE 3: REVIEW FOR CONTENT

PROJECT EVALUATION		0 – 49 points
1	Is the problem statement consistent with answers in the problem identification?	
2	Has a real problem been identified?	
3	Is the identified problem appropriate for the library to address through an LSTA grant?	
4	Are the goal/activities consistent/appropriate for the problem?	
5	Are the activities sufficient to give reviewers reasonable assurance project has been planned and the applicant is capable of carrying out the project?	
6	Is the problem attainable in the 12 month project period?	
7	Does the statement of success reflect a solution to the problem identified?	

POINTS

PROJECT BACKGROUND/SUMMARY		0 - 32 points
-----------------------------------	--	---------------

1	Is the need for the project demonstrated?	
2	Does the information provided in the background/summary tie back to the stated LSTA purposes and state goals indicated on the face sheet?	
3	Is there statistical information provided to substantiate/support the need for this project?	
4	Does the applicant describe how the problem affects services or operations of the library?	
5	Is the population to be served by this project well described?	
6	Does the applicant describe how the target audience will be made aware of the service or products?	
7	Can the background/summary be tied to information in the project evaluation?	
8	Does the information describe a project consistent with the subgrant category chosen?	

POINTS

BUDGET SUMMARY		0 – 19 points
Assess the budget considering the problem identified and the proposed goal/activities.		
1	Does the justification include major elements you believe are necessary?	
2	Are the budgeted categories and amounts consistent for a project of this type?	
3	If appropriate, is promotion of the project included in the budget justification?	
4	Is this project a good use of federal LSTA funds?	
		POINTS <input style="width: 100px; height: 20px;" type="text"/>

REVIEWER COMMENTS - COMPLETE DURING TEAM REVIEW	
Strengths:	
Areas Needing Improvement:	
Summary Comments:	

REVIEWER'S OVERALL PROJECT ASSESSMENT <i>(mark one)</i>	
	Excellent
	Good
	Some Merit
	Poor

Mississippi Library Commission
LSTA APPLICATION REVIEW
Public Librarian Scholarship Program

NAME	
APPLICATION #	

MLC Compilation of Reviewer Scores

Element	Highest Possible Points	Actual Points
Background Information	10	
Recommendations – Narrative	15	
Recommendations – Rakings	5	
Statement of Interest	30	
Total Points for Phase II	60	
Degree Waiver for PIGP	5	
Total for Application at end of Phase II	65	
Total Points for Phase III	40	
Total for Application (Phase II + Phase III + Degree Waiver if applicable)	105	

PHASE 1: REVIEW FOR COMPLETENESS

	General	Yes	No	N/A
1.	Received by application deadline			
	Included one (1) original and six (6) copies			
	Documentation indicates applicant is eligible			
2.	Packet includes the following required items:			
	Element 1 Face Sheet (all applications)			
	Element 2 Background Information			
	Element 3 Recommendations and Supporting Documents			
	Element 4 Statement of Interest			
	Element 5 Assurances			
	Other Copy of Acceptance Letter			
	Other Copy of Waiver Notification (for directors under PIGP educational waiver only)			
3.	Items mailed Separately			
	Recommendation Form #1 from person indicated in application			
	Recommendation Form #2 from person indicated in application			
	Recommendation Form #3 from person indicated in application			
	Certificate of Employment			
4.	Rejected / Notice Mailed: (Date: _____)			
5.	Forwarded for Phase 2 Review: (Reviewer's Initials: _____)			

Mississippi Library Commission
LSTA APPLICATION REVIEW
Public Librarian Scholarship Program
PHASE 2: REVIEW FOR CONTENT

NAME	
APPLICATION #	

Background Information		0 – 10 Points
1	Does the applicant show a work history in public library work?	
2	Does the work experience illustrate a strong work ethic and/or character traits such as responsibility, dependability, or stability?	
3	Does the applicant demonstrate active engagement with librarianship as a profession?	
4	Does the applicant demonstrate past academic achievement?	
5	Does the applicant illustrate character traits with value to librarianship such as leadership, intellectual curiosity, empathy, etc?	
Points		

Recommendations Narrative		0 – 15 Points
1	In your opinion, were the persons chosen to provide recommendations appropriate?	
2	Does the information provided in the recommendations give the impression of a successful public librarian?	
3	Do the recommendations, in general, give a positive description of the applicant’s motivation to accomplish goals and ability to plan ahead and execute projects?	
4	Do the recommendations, in general, give a positive description of the applicant’s analytical and problem solving skills, creativity, and ability to express thoughts clearly in written and spoken English?	
5	Does the applicant illustrate character traits with value to librarianship such as leadership, intellectual curiosity, empathy, etc?	
Points		

Statement of Interest		0 – 30 Points
1	Does the application indicate a compelling interest in public librarianship?	
2	Does the application show a commitment to practicing librarianship in the state of Mississippi?	
3	Does the application display a strong public service ethic?	
4	Does the application display a practical understanding of the nature of public librarianship?	
5	Is the statement grammatically and technically correct?	
Points		

REVIEWER COMMENTS - COMPLETE DURING TEAM REVIEW
Strengths:
Areas Needing Improvement:
Summary Comments:

REVIEWER'S OVERALL ASSESSMENT <i>(mark one)</i>	
<input type="checkbox"/>	Excellent
<input type="checkbox"/>	Good
<input type="checkbox"/>	Some Merit
<input type="checkbox"/>	Poor

Mississippi Library Commission
LSTA APPLICATION REVIEW
Public Librarian Scholarship Program
PHASE 3: Applicant Interview

Phase III is an interview format review. Applicants will be contacted to set up a time and place for the interview according to the calendar published for this program. A panel of 3 reviewers will ask the applicant a series of questions designed to address verbal and non-verbal communication skills, traits applicable to working in a public library, and the manner in which the applicant handles the interview process in general.

To maintain the integrity of the interview process, questions will not be published here.

Reviewers will discuss and score each applicant. The interview portion of the application process is worth 40% of the total score.

The average total reviewers score from the interview will be added to the score generated in Phase II of the review process for a possible total of 100 points. Final scores will be ranked and used by the Executive Director to determine awards.

Mississippi Library Commission
FY 2012 LSTA APPLICATION REVIEW
Resource Sharing Transport

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 REQUIRMENTS (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: _____)			

PHASE 3: REVIEW FOR APPROVAL

Non-Competitive Applications Only

Approved for funding	Signature	Date
Retuned for information	Signature	Date

SECTION 4

PRE-AWARD REQUIREMENTS

*Committed – through leadership
advocacy, and service –
to strengthening and enhancing
libraries and library services
for all Mississippians*

Pre-Award Process – Competitive Categories Only

Applications awarded a subgrant in the following categories must go through a pre-award process.

- Library 2.0
- Technology
- Public Library Programming

Elements Developed in Pre-Award – Competitive

- Timeline
- Detail Budget
- Outcomes (measures, results, indicators)

Why?

- Better understanding of outputs and outcomes
- Reinforce evaluation and ensure valid results
- Address project and the applicant's need for technical assistance one-on-one

What is the result?

- Set up technical elements of the project
- Technical elements removed from review and scoring
- Applications scored more on content and expression of issue rather than planning
- Final evaluations of the project are representative of measurable results
- Evaluations are consistent with reporting requirements for the federal funding entity

How does this work?

1. Applicants are notified of pending award
2. On-site meeting or a conference call is set up
3. Blank forms are sent to applicant for review
4. Meeting or conference call held
5. Agreement is reached on technical elements
6. Completed forms are submitted
7. Subgrant agreement is released

Who is responsible for what in this process?

- Agency – Development Services Consultants (Competitive applications only)
 - Set up meetings or calls
 - Attend meeting or conference calls
 - Assist in developing technical elements
- Agency – Grant Programs Staff
 - Develop and send forms for technical elements
 - Attend meeting or conference calls
 - Assist in developing technical elements
 - Final review and approval of technical elements
 - Release agreement to applicant
- Applicant
 - Be available or designate appropriate local staff to serve as project representative
 - Review forms prior to meeting
 - Develop preliminary elements prior to meeting if possible
 - Work with agency staff to develop appropriate technical elements
 - Submit final documents
 - Return signed agreement to agency

Outcomes-Based Evaluation

Outcomes are a required element of the LSTA Subgrant Program and all funded projects. The following information has been developed to assist applicants in understanding outcomes in this program.

Outcomes are geared toward users and are defined as changes in:

- Attitude/Values – what someone feels or things about something; e.g., to like, to be satisfied, to place value
- Status – someone’s social or professional condition; e.g., registered voter, high-school graduate, employed
- Life Condition – someone’s physical condition; e.g., smoker, overweight, cancer-free
- Knowledge – what someone knows; e.g., symptoms of diabetes, state capitals, how to use a dictionary
- Skill – what someone can do; e.g., log onto a computer, format a document, read
- Behavior – how someone acts; e.g., listens to others in a group, reads to children, does not use library services

Within these outcomes there are different levels a project can hope to reach. These levels can be described as:

- Short-term – results can be measured almost immediately with a survey or other assessment – measured over a day or a few months
- Intermediate – results take some time to measure because of the nature of the project or audience involved – measured over a few weeks or several months
- Long-term – results take time to see and can take years to measure

Examples of Outcomes levels (Perfect project – perfect world)

Citizen goes to a library-sponsored program and:		
Change	Outcome	Type
Learns reading to a child enhances the child’s development	Knowledge	Short-term
Starts to read to their child	Behavior	Short-term
Begins to use other library services/programs	Attitude	Short-term
Learns to use a computer	Skill	Short-term or Intermediate
Gets a better job	Status	Intermediate or Long-term
Moves family to a better neighborhood	Life Condition	Long-term

The Library Commission does NOT expect long-term outcomes from these projects. Project period is only 12 months. Short-term outcomes are appropriate for these projects, intermediate at the most.

As a part of developing the technical elements, applicants will identify outcome(s) for the project from this list. Measures, results, and indicators will be developed with that outcome in mind.

SECTION 5

EVALUATION GUIDELINES

*Committed – through leadership
advocacy, and service –
to strengthening and enhancing
libraries and library services
for all Mississippians*

Project Evaluation Guidelines for Subgrants

Non-Directed Subgrant

Evaluation is a means to examine and demonstrate the effectiveness of services/programs and to provide accountability of the expenditure of public funds. As such, the focus of the evaluation of the LSTA grants funds is on outcomes - changes or improvements in users' attitudes, skills, knowledge, behavior, abilities, status, or life conditions. Outcomes reflect how library users have been altered because of their contact with the public library and its resources, services, and programs.

Outcomes-based evaluation begins at the application level, not the reporting level. The program manual and the program are structured to facilitate the outcomes based evaluation required of the projects.

Terminologies used in outcomes-based project evaluations vary. However, the basic premise is the same: how and to what degree users have been altered because of their contact with the resources, services, and programs provided through this project. The application and these guidelines have been developed to gather specific information for the agency's federal report in a format that will allow for the most accurate representation of the project at the federal level.

Terms used by the Library Commission for evaluation of a project are:

Problem Statement – specific information documenting an issue

Goal - how the problem can be addressed with the project

Activities –what needs to be done to achieve the goal

Project will be successful if – short statement relating to resolution of the problem

Measure – count or value of a specific element

Result – the change

Indicator - level of change

General Information

What is required in the application?

The Evaluation element of the application sets the stage for outcome-based assessment. Applicants must define a problem, summarize goals/activities, and provide a simple statement on how they will know the project is successful. If project is awarded, additional information will be required on measures, results, and indicators.

Where are measures, results and indicators submitted?

Projects awarded a subgrant will develop these in pre-award documents/process.

In some categories the result has been pre-determined and is listed in the category information. Applicants will be required to make only a couple of decisions and a short timeline and detail budget to complete the pre-award document.

Other categories give no specific direction for the result. Applicant must develop measures, results and indicators specific to the project along with detailed timeline and budget to complete the pre-award document.

How does the information in the application tie into the pre-award document?

The Evaluation element of the application will be used as the starting point for developing measures, results, and indicators. Specifically the Problem Statement is the beginning – the Result is the end. The pieces in the middle give applicants tools to assess and determine direction.

Who is responsible for development of appropriate measures, results, and indicators? **Applicants**

Library Commission staff will assist applicants in development of the measures, results, and indicators prior to release of the subgrant agreement. In categories where the desired result has been pre-determined development will be a simple process. In categories where the result is left for the applicant to determine, the process may take more effort and require one-on-one assistance. The agency will contact applicants to determine the best approach for their particular project.

When do the evaluation elements have to be submitted?

Problem Statement, Goal/Activities, Project Will be Successful If – submitted with application

Measures, Result, Indicators – submitted for successful projects AFTER preliminary award

Examples of Measures, Indicators, Results

Measures: Average time to provide reference/research information - 8 hours
Number of reference/research materials that are reshelfed each day - 15
Number of requests for information filled from outside sources in a 3-month period - 120

- Indicators: Time to provide reference/research information - decrease by 50%
 Number of reference/research materials re-shelved each day – increase by 75%
 Number of request for information filled from outside sources in a 3 month period – decrease by 75%
- Results: Informational needs of patrons are met at the local library evidenced by: decrease in the time necessary to provide materials by 50%, increase in the number of materials re-shelved each day by 75%, decrease in the number of information request filled from outside sources by 75%.

Writing the Evaluation Reports

Purpose:

- Determine if the grant project accomplished its goal and desired results.
- Provide a detailed description of the activities that took place.
- Glean any unexpected results of the grant project and identify possible future projects.

When evaluations are due and requirements:

Mid-year evaluation report due to MLC middle of January (See subgrant calendar for specific date)

- A mid-year report is still due even if the project is not at the midpoint in activities.
- Report the status of the project as of December 31st.
- If the project has not begun, report when it will begin and the change in the timeframe.

The evaluation report will include the following elements:

- Grant number, project name and subgrantee name as listed on the grant contract.
- To date, the project time span, personnel involved in the project, geographical area served.
- Restate the project goals and objectives from the application: are they still realistic once the project has begun?
- Note particular problems or situations that may influence the outcomes of the project in a negative or positive way.
- Examination of the project budget – does it seem adequate or overestimated at this point?
- If applicable, include statements from or examples of patrons who benefited from the project in an identifiable way.

Final evaluation report due to MLC end of August after project period is closed (See subgrant calendar for specific dates.)

FORMS WILL BE PROVIDED

- Report status of the project as of the end of the project period
- Do NOT send bound reports or binders
- Use July and first part of August to pull together statistics, surveys, and patron responses to project

The evaluation reports should include the following elements

- Grant number, project name, and subgrantee name as listed on the grant contract
- Project time span, personnel involved in the project, geographical area served
- Restate the problem and intended measures and results from the application: if changes occurred, explain why and the effect on the project
- State if the project met expectations
- Note particular problems or situations which influenced the project in a negative or positive way
- Assessment of the overall success or failure of the project
- Unexpected results or achievements
- Samples of surveys or other measuring instruments
- Examination of the project budget – was the budget adequate or overestimated?
- If applicable, include statements from or examples of patrons who benefited from the project in an identifiable way.
- Actual project cost – all cash expended for eligible activities directly related to the project. The following table can be used or equivalent information may be included.

Original Budget (See application)	Actual Cost (Local fiscal records)	Amount Requested (Local records) (Include request in process)	Actual Match (Actual Cost – Amount Requested)

Evaluation Format/Forms

Final evaluation must be submitted on forms provided by the Library Commission. Subgrantees will be notified when released.

Directed Subgrants

Evaluation of a directed subgrant differs from evaluation of a non-directed subgrant. Purpose and measure of success are left to the applicant in a non-directed project; a directed project's purpose and measure of success is predetermined. The grantor has usually identified a widespread issue and specific purposes and methods of addressing the issue had been developed.

Reports on all directed grants, with the exception of PLSP, can be submitted throughout project period when enough information is available to complete the required information.

Mid-year reporting will not be required where subgrants are completed and a FINAL report is submitted prior to December 31.

Mid-Year Reporting

Interim reporting will consist of general subgrant identification, validation of the intent to proceed with the project and any changes in the project since the award.

Instructions:

Forms provided by agency

One form per project

Due on subgrants awarded prior to December 31

Complete forms on computer

Submit to the agency by mid January

Final Evaluation Report

Instructions:

Submit one form per project

Complete forms on computer

Include project total cost

Due end of August calendar year project ended

Subgrantee:	
Project Title:	
Subgrant #:	
Program Year:	

FOCUSED DEVELOPMENT

# of materials purchased	
Anecdotal information related to materials purchased (1 piece required)	
Project total cost:	

FOCUSED TECHNOLOGY

Number of and types of items purchased	
Anecdotal information on benefit of items (1 piece required) (for items for patrons use, information should be from patrons or based on patron impact)	
Project total cost:	

SKILLS DEVELOPMENT

# of staff attending trainings	
# of trainings attended	
Anecdotal information from project director on benefits of trainings (2 pieces required) (related to ability of library to deliver services)	
Anecdotal information from any staff attending (2 pieces required) (related to staff's personal ability to delivery services)	
Project total cost:	

PROFESSIONAL ASSISTANCE CONSULTING (PAC)

Recommendations/observations from report	
Anticipated use of report results	
Any decisions made/actions taken as a result or the report	
Project total cost:	

Public Librarian Scholarship Program - Final Evaluation - Completed annually throughout program

Subgrant Information	
Subgrantee:	
Project #:	
Evaluation Information	
Activities as stated in the Application: Enroll in and attend eligible courses/classes	
Did you enroll in and attend eligible courses/classes?	
Outputs as stated in the application: Up to 39 semester hours of eligible courses/classes over a 3 year period will be taken	
How many semester hours did you take during the period?	
Outcomes as stated in the application: Increase the skill, knowledge, and ability of libraries to more effectively utilize resources and deliver services so all Mississippians have equitable access to quality library service.	
What changes have you seen in the ability of the library to utilize resources and deliver services since taking the courses/classes?	
Anecdotal Information: Provide examples of how the award allowed you to improve delivery of library services.	

Dates evaluations are due:

August 31, 2011 – Final evaluation report due to MLC

Submitting Evaluation Reports

Evaluations should be sent to the following address:

Mississippi Library Commission
Attn: LSTA Grant Evaluations
3881 Eastwood Drive
Jackson, MS 39211

OR

E-mailed to the following e-mail address, grantsprog@mlc.lib.ms.us

E-mail must originate from library/project director.

**Resource Sharing Transport
Project Evaluation**

- Annual report is required

- Due August 31 each 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 2011?</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>

SECTION 6

OTHER

*Committed – through leadership
advocacy, and service –
to strengthening and enhancing
libraries and library services
for all Mississippians*

INDEX

	<i>Page #</i>
Accounting.....	34
Acknowledgment of grantor	27
Administrative cost	27
Administrative requirement	32
Administrative requirements – Federal.....	28
Age Discrimination in Employment Act	34
Announcement of subgrant award	28
Application checklist - PLSP	58
Application checklist - Resource Sharing Transport	66
Application checklist- Competitive	48, 53
Application elements - Competitive	45, 51
Application elements - PLSP	56
Application elements – Skills Development.....	61
Application elements - Resource Sharing Transport	65
Application package requirements - Competitive.....	44, 50
Application package requirements - PLSP	55
Application package requirements - Resource Sharing Transport.....	64
Application package requirements – Skills Development	60, 62
Application Review Criteria	67
Board of Commissioners.....	28, 36
Capital equipment	see equipment
Children’s Internet Protection Act.....	28
Civil Rights Act	34
Competitive subgrant category	4
Construction.....	28
Consulting fees	28
Cost principals – Federal	29
Debarment, Suspension, and Other Responsibility Matters.....	29
Definitions	29
Direct cost.....	30
Drug-free Workplace Act	30
Drug-free Workplace requirements.....	30
Eligibility	30
Equipment.....	31
Equipment purchases over \$5,000	40
Evaluation	35, 81, 82
Evaluation - Directed Subgrant.....	84
Evaluation - Resource Sharing Transport	86
Evaluation guidelines.....	82
Evaluation non-directed subgrant	82
Evaluation report final directed subgrants	84
Evaluation report final non directed subgrants	83
Evaluation reports mid-year directed subgrants.....	84
Evaluation reports mid-year non directed subgrants.....	83
Evaluation reports non directed subgrants	83
Excluded parties.....	29
Federal LSTA purposes	2

Final evaluation.....	85
Financial, Administrative, and Legal Accountability	32, 33
Focused Development Grant Program.....	14, 16
FY 2012 subgrant calendar	90
General requirements	27
Grant writing assistance.....	32
Ineligible/unallowable items	32
Library 2.0 services.....	5
Library Services & Technology Act	2
Lobbying	33
Local policies	33
Marketing and public relations	33
Matching funds	33
Materials, supplies, equipment	34
Monitoring	34
Multi-type library consortium.....	31
Non-competitive subgrant categories.....	4
Nondiscrimination.....	34
Obligated.....	35
Payment	34
Payment, accounting & reporting procedures.....	34
Professional assistance consulting	22
Program overview	4
Public librarian scholarship program	11
Public library.....	31
Public library cooperative	31
Public library programming.....	9
Public library system.....	31
Records retention	35
Rehabilitation act	34
Reporting	35
Request for funds	36
Requests for funds.....	35
Requirements - plsp	11
Requirements – skills development	20
Review - resource sharing transport.....	77
Review process	36, 37
Reviewers.....	37
Salaries/wages.....	38
Sample news release	27
Services	38
Skills Development.....	18
Skills Development Category	59
Skills Development Category – Requirements	20
Special conditions	39
Submitting evaluation reports	85
Submitting the application(s)	39
Travel.....	39
Use of funds	40

FY 2012 SUBGRANT CALENDAR

	Date	Activity
Call Development and Application Period	January 25, 2011	Call Approved by the Mississippi Library Commission Board of Commissioners
	January 31, 2011	Call Distributed to Public Libraries/Library Systems – Category Information Only
	March 7, 2011	Program Manual & Applications Available on Agency Website
	April 15, 2011	Applications Due at Library Commission – ALL Competitive (Non-Competitive can be submitted throughout year)
	July 2011	Applications for Resource Sharing Transport Category Released
	August 30, 2011	Applications Due for Resource Sharing Transport
Review and Award Period	May 6, 2011	Phase III Team Review of Applications – Competitive (Non-Competitive will be reviewed monthly as submitted)
	Week of May 9, 2011	Phase II Team Review of Applications (Public Librarian Scholarship) Phase III Team Review of Applicants (Public Librarian Scholarship)
	May 24, 2011	Recommendations Presented to the Mississippi Library Commission Board of Commissioners (proposed BOC meeting date; actual date may vary)
	May 31, 2011	Applicants Notified of Status
	June – July 2011	Pre-Award Meetings
	April 16, 2012	Final date to submit Non-Competitive Applications
Subgrant Period	July 1, 2011	Grant Program Period Begins – Competitive and Non Competitive
	January 16, 2012	Mid-Year Evaluation Reports Due to Library Commission (excluding Public Librarian Scholarship)
	June 30, 2012	FY 2011 Grant Program Period Ends
Close out Period	August 10, 2012	Final Date to Submit Request for Funds (This date may change relative to year-end-close by DFA; participants will be notified of any change.)
	August 31, 2012	Final Evaluation Reports Due (at Library Commission by this date for all Categories)