

Mississippi Library Commission

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www.mlc.lib.ms.us

FY 2009 **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.htm>.

Application Deadlines:
April 11, 2008 – Competitive
August 29, 2008 – Model Project
April 15, 2009 – Non-Competitive

Dear Colleague:

The Mississippi Library Commission is committed – through leadership, advocacy, and service – to strengthening and supporting local efforts to improve and enhance library services. One of the ways this support is demonstrated is the agency’s annual federal Library Services and Technology Act (LSTA) subgrant program, which is designed to:

- ❖ Improve library services;*
- ❖ Supplement, not supplant, local library funding;*
- ❖ Meet identified needs;*
- ❖ Produce measurable impact (outcome) results;*
- ❖ Ensure a local commitment to the project; and*
- ❖ Provide an opportunity to test new services and delivery methods.*

The FY2009 LSTA subgrant program focuses on four (4) areas:

- 1. **General library development** to support a broad range of local library needs*
- 2. **Professional consulting assistance** to address specific local library needs for professional expertise.*
- 3. **Skills Development** to assist public libraries in provision of continuing education for staff and trustees*
- 4. **Technology** to aid libraries in upgrading library automation systems and participate in the state wide VUC/ILL and replace computers and related equipment*
- 5. **Model Project** to encourage strong outcome based evaluation of competitive LSTA projects.*

It is the hope of the Library Commission that the FY2009 LSTA Subgrant Program will contribute to the enhancement of libraries and library services for all Mississippians.

Sincerely,

Sharman Bridges Smith

Executive Director

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GENERAL INFORMATION

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

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 In 1996 LSCA was repealed.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 2009 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.

2009 Application Categories

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

- General Library Services Development
- Technology
- Public Librarian Scholarship Program
- Model Project
-

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

- Professional Assistance Consulting
- Skills Development

FY 2009 LSTA Program Subgrant Categories

Competitive Subgrant Category

General Library Services Development Category

Application Deadline	April 11, 2008
Subgrant Size	\$ 1,500 - \$15,000
Subgrant Period	Twelve (12) months beginning July 1, 2008 through June 30, 2009
Required Match	20% cash match of project total. Can be operating funds earmarked for project.
Approximate Distribution	\$ 175,000
Target	Public libraries, public library systems, consortiums which include and are led by a public library or public library system
Description	<p><i>Includes but is not limited to:</i> Collection development (electronic and print resources); library programming; diversity, long range planning; digitization; marketing & public relations; lifelong learning; information literacy; services to special populations (persons with disabilities, with limited functional literacy, multicultural, etc.); etc.</p> <p><i>Excludes:</i> Construction and repair/renovation of library facilities; Library Automation Systems (hardware or software); Technology based projects</p>
App's Allowed Per Applicant	Maximum of 2 per established public library entity, consortium or cooperative
Evaluation Report Required	Yes
Payment Type	Reimbursement

Technology Category

Application Deadline	April 11, 2008
Subgrant Size	\$ 1,500 - \$15,000
Subgrant Period	Twelve (12) months beginning July 1, 2008 through June 30, 2009
Required Match	20% cash match of project total. Can be operating funds earmarked for project.
Approximate Distribution	\$ 150,000
Target	Public libraries, public library systems, consortiums which include and are led by a public library or public library system
Description	<p><i>Includes but is not limited to:</i> Library automation system hardware/software upgrade or replacement for standards compliance; staff computers and peripherals (scanners, digital cameras, printers, accessibility devices, etc.); assistive technology; etc . . .</p> <p><i>Excludes:</i> Electronic databases, e-books, and hardware/software for which funding was/is available under Gates Foundation Staying Connected or PAC/HUG subgrant programs</p> <p><i>Requirements for library automation system hardware/software upgrade upon completion of project:</i> The library catalog will be accessible via Z39.50; The library catalog will have fully functional and compliant SIP2 or NCIP component implemented (NCIP preferred); If awarded a subgrant for the project, the library/library system agrees to join the <u>Statewide Virtual Union Catalog and Interlibrary Loan System</u> as a lender as well as a borrower.</p>
App's Allowed Per Applicant	Maximum of 2 per established public library entity, consortium or cooperative
Evaluation Report Required	Yes
Payment Type	Reimbursement

Model Project Category

Application Deadline	August 29, 2008
Subgrant Size	Up to 20% of actual project cost
Subgrant Period	One (1) month - September 1 - 30, 2008
Required Match	None
Approximate Distribution	Undetermined at this time. Successful applicants will share in released funds from the FY 2008 LSTA grant programs.
Target	Public libraries, public library systems, consortiums which include and are led by a public library or public library system which received a FY 2008 LSTA Competitive Subgrant
Description	<p><i>Limited to:</i></p> <p>Awarded and completed FY 2008 LSTA Subgrant Projects in the competitive categories (General Library Development and Technology for FY 2008) and eligible expenses for these projects.</p> <p>The Library Commission seeks projects which are a model of successful implementation of Outcome Based Evaluation. This category is designed to encourage projects in competitive categories to strive for outcomes evidenced by a thoroughly documented and measured project. Project reports, both mid-year and final, will be rated by a panel of peer reviewers. Reviewers will be looking for information in the reports that correspond to the evaluation measures as stated in the application.</p> <p>Projects do not have to be successful to be considered for a Model Project.</p> <p>Reviewers will rate the projects as Model/Award or Not Model/Do not Award; there are no scores or rankings.</p>
App's Allowed Per Applicant	Based on # of awarded and completed projects.
Evaluation Report Required	No
Payment Type	Reimbursement based on actual cost already documented in file.

Public Librarian Scholarship Program

Application Deadline	April 11, 2008
Subgrant Size	Up to \$10,000 or cost for the amount of semester hours needed to complete a course of study; whichever is less
Subgrant Period	36 months beginning with the semester/quarter immediately following notification of award
Required Match	None
Approximate Distribution	\$30,000
Number of Subgrants Available	Minimum three (3) – others depending on availability of funds
Target	Public library staff seeking a Master's degree in Library Science from an ALA-accredited program
Description	<p><i>Includes:</i></p> <p>Tuition reimbursement for eligible courses/classes in a Master's degree program for Library Science from an ALA accredited program.</p> <p><i>Excludes:</i></p> <p>All other expenses associated with taking course/classes, including but not limited to, transportation cost, books, fees, computer expense, supplies, etc. . . .</p>
App's Allowed Per Applicant	Maximum of 1 per public library employee
Evaluation Report Required	Yes
Payment Type	Reimbursement upon submission of invoices/receipts each semester/quarter

Non-Competitive Subgrant Category

Professional Assistance Consulting Category (PAC)

Application Deadline	Applications accepted until April 15, 2009
Subgrant Size	\$ 1,500 - \$5,000
Subgrant Period	Consulting services MUST be completed by June 30, 2009
Require Match	None
Approximate Distribution	\$ 75,000
Target	Public libraries or public library systems
Description	<p>Subgrants can be used to obtain the services of a professional to address specialized consulting needs. The project must result in a plan, analysis, report, advice, or other such item and a subsequent decision by appropriate staff and/or governing board.</p> <p>Past projects have addressed: service area planning, long range planning or strategic planning, technology planning, marketing plan development, policy planning, survey/assessment of community needs, and library automation planning. Projects must address library services and the affect on the end-user of those services.</p> <p><i>Eligible Costs:</i> Consultant fees for services provided.</p> <p><i>Excludes:</i> Goods and/or services used in carrying out the plan, implementation of advisements in a report, or any other such cost</p>
Appl Allowed Per Applicant	No limit
Evaluation Report Required	Yes
Payment Type	Reimbursement

Skills Development Category

Application Deadline	Applications accepted until April 15, 2009
Subgrant Size	\$500 - \$2,500
Subgrant Period	Twelve (12) months beginning July 1, 2008 – June 30, 2009
Require Match	None
Approximate Distribution	\$ 50,000
Target	Public libraries or public library systems
Description	<p>Available throughout FY 2009 to assist in development of work-related skills to enhance the knowledge and skill level of public library staff and trustees.</p> <p><i>Eligible development activities including but not limited to:</i></p> <ul style="list-style-type: none"> • Regional, state, and national workshops, pre-conferences, conferences, seminars or other development programs offered by professional associations or other appropriate public or non-profit entities. • Computer-based instructional courses; web-based, CD-Rom, etc . . . • Technical or specialized group training appropriate to the operational or service needs of the applicant. • Stand-alone in-state community college/college courses with direct application to the improvement of the applicant library's operation or service. <p><i>Eligible Expenses:</i></p> <ul style="list-style-type: none"> • Registration fees & course tuition; Contractual fees for trainer; Required workbooks or manuals; Other costs as documented in training plan submitted with application; Travel cost (In-state trainings only); Mileage, Lodging, Meals <p><i>Requirements:</i> Training plan as described in manual. Activities must be related to job duties and enhance knowledge and skills associated with library services and operations.</p>
Appl Allowed Per Applicant	Maximum of 1 per established public library entity, consortium or cooperative
Evaluation Report Required	Yes
Payment Type	Reimbursement

GENERAL REQUIREMENTS

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.

➤ **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 Cost**

For the purposes of this manual administrative cost are those cost 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. .

➤ **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 Board of Commissioners are final. The Library Commission will notify applicants of final decisions according to the schedule provided in this publication. See the back cover 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.

➤ **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 usually give advice or assistance in making a decision. There may 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.

➤ **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.

➤ **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*

Established public library entity – *a public library system as defined by § 39-3 of the Mississippi Code or a public library unaffiliated with a public library system (Independent public library). Public libraries which are part of a public library system are not considered an established public library entity for these purposes and can not apply independent of the public library system.*

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**

For the purposes of this manual, in general, 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 cost for all goods and services related to a project must be necessary, reasonable, and allowable under federal and state regulations and laws.

➤ **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.
- **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.
- **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.

A public library (system) may be a part of more than one consortia application; however, it can be the lead library of only one consortia project. Applications must be submitted by the lead library for all applicants on behalf of the consortia. The agreement, formal or informal, must be included as an attachment to the application.

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. Applicant(s) 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**

Defined as - an article (1 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.

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

Management 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.

Financial management systems of recipients of federal LSTA funds through this program must meet or exceed the following standards – 45 CFR 1183. 20 (b) (1) – (6).

- (1) Financial reporting - Accurate, current, and complete disclosure of the financial results of financially assisted activities must be made in accordance with the financial reporting requirements of the grant or subgrant.
- (2) Accounting records - Grantees and subgrantees must maintain records which adequately identify the source and application of funds provided for financially-assisted activities. These records must contain information pertaining to grant or subgrant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income.
- (3) Internal control - Effective control and accountability must be maintained for all grant and subgrant cash, real and personal property, and other assets. Grantees and subgrantees must adequately safeguard all such property and must assure that it is used solely for authorized purposes.
- (4) Budget control - Actual expenditures or outlays must be compared with budgeted amounts for each grant or subgrant. Financial information must be related to performance or productivity data, including the development of unit cost information whenever appropriate or specifically required in the grant or subgrant agreement. If unit cost data are required, estimates based on available documentation will be accepted whenever possible.
- (5) Allowable cost - Applicable OMB cost principles, agency program regulations, and the terms of grant and subgrant agreements will be followed in determining the reasonableness, allowability, and allocability of costs.
- (6) Source documentation - Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract and subgrant award documents, etc.

➤ **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 limited in scope and general in nature. See 2 CFR 225 Cost Principles for State, Local and Indian Tribal Governments (formerly OMB Circular A-87) 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). Additionally, items may be deemed ineligible/unallowable in certain categories and programs at the state 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.*

➤ **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.

➤ **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 at the beginning of this section. 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.*

➤ **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 20%.
 $\$10,000 \times 20\% = \$2,000$ required matching funds

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

➤ **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 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 also 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 can not be provided without the equipment, this makes the equipment a direct cost of the project.

➤ **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.

➤ **Partnerships**

An application for an LSTA Subgrant project may include one or more partners but *must* be led by a public library or library system that shall apply for the subgrant or establish a separate, eligible legal entity, consisting of the partnership members, to apply for the subgrant. Any group application must contain a signed Partnership Statement that details the activities each member of the partnership plans to perform and binds each member of the partnership to every statement and all assurances made by the applicant in the application. Partnership agreements must be included as an attachment to the application.

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

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 are paid on a reimbursement basis. The Library Commission will provide forms and instructions for requesting reimbursement. Subgrantees may request reimbursement as needed during the project period.

Correctly completed and submitted requests for reimbursement 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.

The Library Commission requires subgrant recipients to maintain an accounting of funds received during the subgrant period. This does not mean that a separate bank account has to be maintained; however, the subgrant recipient must establish and maintain a separate 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.

Request for reimbursement may only be made on funds 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 reimbursement 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.

Itemized documentation of items/services paid for as a part of subgrant program are required. 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 the reimbursement forms for information specific to the program. Expenses not supported by itemized documentation will be disallowed.

Requests for reimbursement may be made only 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 reimbursement marked “Final” will automatically release any remaining funds in the subgrant award.

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

Evaluation is required as indicated in the category information on the page titled FY 2008 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 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.

Subgrantees must maintain a grant project file 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.

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

➤ **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, Phase 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 may be rejected at this level if the application is not eligible.

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.

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 application 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 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 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.

Because agency grant staff do not comment on the applications, one reviewers from the prior year is asked to serve on each review team to provide experience on outcome based evaluation.

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 can not 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 serve, 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 I will send an e-mail 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 can not 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, necessary to carry-out the project, reasonable, and 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.

➤ **Services**

Services are an eligible as a direct cost when directly related to the project. For the purposes of this manual service usually are 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 cost differ from consulting fees in that a decision has already been made to repair the computer or purchase the furniture, 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.

Deliver to:

Mississippi Library Commission
2009 LSTA Grant Application
3881 Eastwood Drive
Jackson, MS 39211

Methods of Delivery

- United States Postal Service (USPS)
 - Certified or registered mail is recommended via U.S. Postal Service.
 - Obtain a legible receipt stamped by the U.S. Postal Service.
 - Have the package dated and verify that it is properly and legibly date stamped.
 - Recommend mailing applications at least one week (7 days) prior to deadline. (this date carries no assurances nor excuses an application arriving after the deadline)

- Commercial Carrier (such as FedEx or UPS)
 - Obtain a legible receipt for shipment from the carrier.
 - Use carrier guidelines on timing for shipments from your location to Jackson.
- Hand Delivery
 - Hand-deliver application(s) to 3881 Eastwood Drive, Jackson, Mississippi between 8:00 a.m. and 5:00 p.m. (Central Time) Monday – Friday.
 - The Library Commission is closed Saturdays, Sundays, and federal and state holidays.
 - Deliver application(s) to the front desk and indicate that it is a grant application.
 - The Library Commission will provide a dated receipt at the time of delivery; request the receipt if one is not offered.

Library Commission Acknowledgment

The Mississippi Library Commission will acknowledge by e-mail the receipt of the application. 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 mailing or delivery is provided in a timely manner.

Proof of Mailing

In the case of a lost application the Library Commission may require proof of mailing. The U.S. Postal Service does not always postmark a package. Request to have the package date stamped and verify that it is properly date stamped. The Library Commission will accept a legible receipt stamped by the U.S. Postal Service or a legible dated shipping label, invoice, or receipt from a commercial carrier. The Library Commission will not accept private metered postmarks or private mail receipts unless a date stamped by the U.S. Postal Service is provided and legible.

➤ **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.

➤ **Use of Funds**

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 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 (OMB Circular A-87) and state purchasing laws must be followed. OMB Circular A-87 is available at the following website <http://www.whitehouse.gov/omb/circulars/index-slg.html>. Purchases made with LSTA funds must ensure free and open competition.

The OMB Circulars 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 can

not 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:
<http://www.mlc.lib.ms.us/ServicesToLibraries/Grants.htm>.


If connected to Miss-IN2, all technology equipment and software purchased *must* be specified in the subgrant application and *must* meet or exceed the criteria specified: in the latest edition of *The Mississippi Technology Specifications Manual* published by the Council on Educational Technology, the Mississippi Department of Education’s Office of Education Technology, by the Network Services Bureau of the Library Commission for connectivity to the Mississippi Information Network (Miss-IN2).

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) and requires the library/library system to join the Statewide Virtual Union Catalog and Interlibrary Loan System as a lender as well as a borrower when implemented.

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.



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/ServicesToLibraries/Grants.htm>
under FY 2009 LSTA**

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

General Library Services Development

&

Technology

ONLY

Electronic application available at

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

**Look under “FY 2009 LSTA”, “Applications”
choose
“General Library Development and Technology”**

SUBGRANT APPLICATION PACKAGE REQUIREMENTS

Competitive - Non-directed

General Library Services Development & Technology

General Requirements

- **Application must be on the prescribed application forms supplied by the Library Commission**
- **Applications must be filled out on the computer**
- **No binders, notebooks, or cover sheets**
- **Deadline for submission of General Library Development and Technology: 5:00 p.m., April 11, 2008**

Required Elements

- Element 1: Face Sheet**
Limited to page provided in application
- Element 2: Project Timeline/Activities**
Limited to page provided in application
- Element 3: Project Background/Summary**
Limited to 1 page
- Element 4: Project Evaluation**
Limited to 1 page
- Element 5: Project Budget & Justification**
As provided in application
- Element 6: Internet Certification (CIPA)**
As provided in application
- Element 7: Assurances**
As provided in application

Optional Items

Supplemental Budget Page(s)

Partnership Statement, if applicable

Attachments (*Must be relevant and necessary. Identify all attachments in Project Background Summary*)

Number of Copies

One (1) original - Signatures in blue ink

Four (4) copies

Staple original application and copies 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. Instructions for computer entry are also available for download from the Library Commission website.

Detailed information on the requirements for each Element is available following the *Application Form*.

APPLICATION ELEMENTS

General Library Services Development & Technology

(All items are subject to the limitations previously described in *GRANT APPLICATION PACKAGE REQUIREMENTS*)

USE THE ELECTRONIC VERSIONS OF THE APPLICATION FORMS AVAILABLE AT
<http://www.mlc.lib.ms.us/ServicesToLibraries/Grants.htm>

Element 1: FACE SHEET

Required

Limit: 1 page provided in application

- #1 Grant Category – The application will be reviewed only in the category indicated. *(Check one)*
- #2 – 8 Applicant Information - General information concerning the applicant: names, contact information, etc. *(For the purposes of this grant program, the Project Director and Library System Director are considered the same.)*
- #9 – 15 Project Information - General information on the project, title *(Should be distinctive to project)*, brief description, funding information on LSTA and cash match, 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 TIMELINE/ACTIVITIES

Required

Limit: 1 page provided in application

State each major project activity and when it will be started and/or completed throughout the project. The Timeline should correspond to the activities described in the Project Background/Summary. Major project activities which require the expenditure of grant funds should be included. Reviewers may check for inclusion of legal requirements such as bids for large purchases, promotion of the project, or evaluation of the project. Use this element to give reviewers a snapshot of what will be happening and when. This element can also aid successful applicants in creating a workflow at the local level for the project.

Element 3: PROJECT BACKGROUND/SUMMARY

Required

Limit: 1 page provided in application

Background

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

- Include: 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

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

It is essential that the Project Background/Summary be very readable so the reviewers can easily understand the information provided.

Element 4: PROJECT EVALUATION

Required

Limit: 1 page - Space allotted for each item on that 1 page

This portion of the application is divided into 5 sections. Each section has a specific purpose and is designed to gather information vital to the project and the overall grant program. Once completed this element may be used as a framework for the Project Background/Summary or the Project Background/Summary may serve as the basis for this information.

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

Project Purpose – should state an overall view of the intent of the project and answer the following questions: what we do, for whom, and for what expected benefit.

Example: The ABC Library serves a community of 12,500 residents providing information, research, and recreational reading materials. ABC Library community will be more successful, well rounded, and globally aware with updated reference and research materials.

Project Activities/Methods – Describe how the project will generally be presented using major activities from the timeline.

Example: Weed the reference and resource collection of outdated material. Source materials needed and make purchases. ABC Library intends to include on-line as well as traditional materials in the purchase. Staff will be trained on using the on-line sources. Make community aware of new resources available at ABC Library through posters at schools, banks, and other local businesses. Inform area teachers of the resources available to them and their students.

Anticipated Project Outputs – Measures the service or products provided.

Example: Requests for information from sources outside the library decrease by 50%. Repeat patron visits increases by 20%. Responses to annual customer service survey increase by 20%. Time necessary to fill a patron reference request decreases from 3 days to 1 day.

Anticipated Outcomes – Changes expected in the target audience's skills, knowledge, behavior, attitude and status or life condition.

Example: The ABC Library will have a silent partner in the teachers of the area who will be confident the students they send to the library will find what they need for their assignments. By having the information at hand, the students can spend more time polishing their assignment instead of searching for information. With the ability to spend more time on the form and content of the assignment, students should achieve a higher grade and become more confident in their abilities.

Complete the following sentence.

The project will be successful if:

This sentence should be very brief and state the applicant's opinion of what will make the project a success. This opinion may or may not tie to the outcomes anticipated from this project.

Visit the following Internet web sites for additional information on outcomes based evaluation. Applicants are encouraged to view these sites for examples and resources.

- United Way of America
 - <http://national.unitedway.org/outcomes/>
- Management Assistance Program for Non-Profits
 - <http://www.mapnp.org/library/evaluatn/outcomes.htm>
 - http://www.mapnp.org/library/evaluatn/out_plan.htm
- American Library Association
 - <http://www.ala.org/ala/accreditation/progresource/outcomesassessment.htm>
- Institute of Museum and Library Services
 - <http://www.ims.gov/pdf/pubobe.pdf>

Element 5: PROJECT BUDGET

Required

Limit: 2 pages - Space allotted for each item on those 2 pages (Supplemental budget pages are not included in page count)

Please note the change in the format for this element. The split between LSTA and the match is not longer required at the budget level. The split in funding will be figured after the budget for the project is complete.

The Project Budget should include justification for items to be purchased. This explanation may 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, applicant, and/or third party matches. 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 & Contractual Services**
 - Employment must be specific to the project and terminate with project
 - Includes costs for specific services to be performed by an outside organization or individual through contractual agreement(s). Examples: consultant fee, rentals, advertising, speaker honoraria, OCLC/SOLINET memberships/services, network programming, etc. . .
- **Travel** - components should be calculated at:
 - Mileage (i.e., \$0.485 cents/mile or current state mileage rate)
 - Food (i.e., \$31/day/person or current daily allowable for destination area)
 - Lodging (i.e., \$110/day/person)

Include travel cost associated with Contractual Services that will be billed separately from the services. Example: Contract reads - \$200 speaker fee + actual travel costs. 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/meals_miles.pdf

- **Equipment MORE than \$5,000** – List equipment in this budget category when the price of the single item 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*.

- **Materials, Supplies & Equipment** - This category includes, but is not limited to, costs for:
 - periodicals
 - books
 - compact disks
 - documents
 - pamphlets
 - reproductions
 - pictorial works
 - graphic works
 - paper
 - musical scores
 - maps
 - charts
 - sound recordings
 - films
 - processed videos
 - magnetic tapes
 - computers and associated equipment
 - printers
 - servers
 - computer software
 - computer supplies
 - furniture
 - barcodes
 - material designed for individuals with disabilities
 - adaptive software
 - adaptive computer peripherals

List ALL equipment to be purchased: include type, manufacturer, and model number.

For example:

SCANNER: Hewlett Packard ScanJet ADF
MONITOR: ViewSonic Professional Series PF815
COMPUTER: Dell OptiPlex GX1

These specifications establish an *equipment standard* that must be met or exceeded when purchased. The actual purchase may vary if better equipment is available at the same cost; equal equipment is available at a lower cost; or if the equipment listed is no longer available. However, the justification for the equipment and the use cannot change. If substantial changes are necessary in the project due to availability of materials, supplies and equipment, contact the Mississippi Library Commission's Grant Programs Management to determine if a change in scope of a project is needed.

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*.

- **Other** - List items that do not fall under any other category. Some examples include: printing and small equipment less than \$500.

General Budget Information

- Column A – List the items or services needed for the project.
- Column B – List the total cost of that item or service for the project.
- Total each category
- Give total for project
- Calculate the funding split (if match is required)

A supplemental budget form is available and should be included with application IF used.

Budget Summary

This section brings all budget categories together for a quick view of project cost. The electronic version of the application will bring these figures in and calculate the maximum LSTA funding available and required match based on the project cost and category maximum award.

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 an 80/20 split of estimated project cost and the maximum allowable for the category. The electronic version of the application will calculate the required match based on the estimated project cost less the requested funds.

Element 6: INTERNET CERTIFICATION (CIPA)

Required

Limit: 1 page

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.

This certification changes with the federal funding year the subgrants will be paid from. 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 7: 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 7 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.

SUPPLEMENTAL BUDGET PAGE

NOT Required

This is NOT a required page; however, applicants are encouraged to use this page to clarify the need and state further detail where applicable. The supplement page is available to include detailed information or list of items to be purchased. If a budget category reflects a supplemental total, this page must be included after the *Assurances* at the end of the grant application. If included in the application these pages do not count toward the limit on the number of pages allowed for the Budget element.

COMPETATIVE APPLICATION CHECKLIST

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:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Element 1: Face Sheet |
| <input type="checkbox"/> | Element 2: Grant Timeline/Activities |
| <input type="checkbox"/> | Element 3: Project Background/Summary |
| <input type="checkbox"/> | Element 4: Evaluation |
| <input type="checkbox"/> | Element 5: Budget |
| <input type="checkbox"/> | Element 6: Internet Certification (CIPA) |
| <input type="checkbox"/> | Element 7: Assurances/Certification of Authorizing Official <i>(Signed in blue ink by signatory authority required)</i> |
| <input type="checkbox"/> | Partnership agreement for consortia <i>(required only if consortia is applying for grant)</i> |

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

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Supplemental Budget Page(s) (only if completed) |
| <input type="checkbox"/> | Partnership Statement, if applicable |
| <input type="checkbox"/> | Attachments <i>(Identify all attachments to application in narrative)</i> |
| <input type="checkbox"/> | Report from Planning Activities <i>(e.g., Needs Assessment)</i> |
| <input type="checkbox"/> | Products or Evaluations from Previously Completed or Ongoing Projects of a Similar Nature |
| <input type="checkbox"/> | Other |

2. Make (5) copies.
Four (4) must be included in the application package with the original application and sent to the Library Commission
One (1) 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. 4 Copies of application

4. Mail, ship, or deliver application package by 5:00 p.m. on April 11, 2008.
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 18, 2008.

Use the following information for

MODLE PROJECT

ONLY

There is no formal application for this category.

Model Project - Requirements

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

General Requirements

- Application for model project status can only be accepted for competitive projects awarded and completed during the FY 2008 subgrant program.
- Application takes the form of a cover letter submitted with the final evaluation requesting evaluation for model project status.
- Final evaluation and letter must be received before the deadline for submission of final evaluation reports (August 29, 2008).
- 20% project cost will be reimbursed on eligible project cost only; items determined to be ineligible can not be reimbursed through this project
- Deadline for Submission; August 29, 2008

General Information

- Projects are not scored and ranked; the result of the review is simply Model or Not Model.
- It is possible for a project to be 100% federally funded through a combination of the original subgrant and this one.
- Projects awarded Model status are eligible to receive up to 20% of eligible project cost. The actual award will depend on the actual project cost as documented in the financial records of the project file maintained by the Library Commission.
- Actual funding for this category is dependent upon released funds from the FY 2008 subgrant programs. Successful applicants will share in the released funds on a percentage basis.
- Only eligible project cost can be reimbursed. For these purposes eligible project costs are considered those costs that would have been reimbursable IF the project were funded at 100%.
- The timeline for the review and award of the projects is short; one (1) month. Therefore, request for evaluation arriving at the Library Commission after the deadline will not be accepted.
- Award will be calculated based on documents previously submitted for reimbursement purposes. Additional reimbursement request are not required.
- Funds will be paid out upon receipt of appropriately executed contract.
- Reviewers for model project status are the same reviewers that evaluated the original project.

Process

Locally

- 1) Determine if the project is eligible for this category.
- 2) Review the mid-year evaluation for possible amendment; submit if needed. (This year only)
- 3) Complete project and collect information for final evaluation.
- 4) Review requirements for final evaluation.
- 5) Complete final evaluation and letter requesting Model Project review.
- 6) Submit evaluation and letter by deadline.

MLC

- 7) Mid-year and final evaluations are forwarded for review
- 8) Results are received
- 9) Document received prior are reviewed and funding calculated
- 10) Contracts released
- 11) Contracts received
- 12) Payments made

SUBGRANT APPLICATION PACKAGE REQUIREMENTS

Competitive – Non-Directed Model Project

Required Elements

- Mid-year Evaluation Report – limited to space and elements as required for report
- Final Evaluation Report – limited to space and elements as required for report
- Letter requesting review for Model Project Status submitted with final evaluation – on letterhead, limited to 1 single sided page
 - Include:
 - Project Number
 - Project Title
 - Reasons this project should be awarded model project status – keep brief

Because notification for this category was released after the due dates for FY 2008 mid-year reports, the agency will accept amended mid-year evaluations. Amended evaluations will be accepted any time prior to the receipt of the final evaluation and letter requesting review.

Number of Copies

Evaluation – 1
Letter – 1

Maintain a copy locally for the subgrant files.

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.htm>

Look under “FY 2009 LSTA”, “Applications”

choose

“PLSP - Application”

“PLSP - Recommendation Form”

“PLSP – Certification of Employment”

Public Librarian Scholarship – Requirements Competitive – Directed

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

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 packet must be submitted to the agency by program deadline.
- 3) Application, Recommendations, and Certificate of Employment must be completed and submitted on forms provided by the Library Commission.
- 4) Regardless of person completing document, the applicant is responsible for timely submission of all application documents.
- 5) Applicant must meets eligibility requirements described in this manual.
- 6) 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.
- 7) No funds may be used to pay cost 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) 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 be notified 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/Payees 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) within the first thirty-six (36) months after graduation, and
- 9) Repay all or parts of funds received if unable to complete the masters program or if above requirements are not fulfilled.

Receipt of Funds

- 1) Participants will be reimbursed for eligible tuition for each semester/quarter. Reimbursement request can be completed based on invoice from school.
 - a) Enroll in eligible courses/classes which 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 it being determined 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
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 be asked to record financial and other information to verify receipt and expenditure of funds.
- 3) Annual Evaluation Report – Due August 31
The federal funds which are used in this program required certain types of information be reported back to the funding entity. This program requires activities, outputs, and outcomes. A form will be provided asking questions to gather the required information.

Extraordinary Circumstances

An extension may be given by the Mississippi Library Commission Executive Director, in cases where an extraordinary circumstance creating a hardship is demonstrated.

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 made by the Executive Director as to the additional time given and under what additional conditions, if any.

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 binders, notebooks, or cover sheets
- Deadline for submission April 11, 2008

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

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

Mississippi Library Commission
2009 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 applicants 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 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 This narrative portion of the application allows the applicant to express why public librarianship is of interest to them. 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 proof-read 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.

COMPETATIVE 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.
Six (6) must be included in the application package with the original application and sent to the Library Commission
One (1) 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. Mail, ship, or deliver application package by 5:00 p.m. on April 11, 2008.
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 18, 2008.

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

Professional Assistance Consulting

ONLY

Electronic application available at

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

**Look under “FY 2009 LSTA” and choose
“FY 2009 LSTA Application – PAC”**

Professional Assistance Consulting (PAC) – Requirements Non Competitive – Directed

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

General Requirements

- Eligible cost for PAC subgrants are limited to consulting cost for project.
- PAC projects must result in a report, advice, analysis, plan, or other such service AND a subsequent decision concerning the subject matter of the consulting.
- Projects must address library services and the affect the decision will have on the end-user of those services.

General Information

- Costs to carry out the resulting decision are NOT eligible project cost.
- The appropriateness of a particular professional consultant can not be judged by the Library Commission; this is a local issue and the agency relies on the applicant to make a choice keeping the subject matter and the intended outcome of the project in mind. Reimbursement request and evaluation reports will be reviewed to ensure the professional chosen and the results were consistent with the project purpose.
- Marketing and Public Relations – a marketing plan focused on general marketing of the library is not an eligible expense for this category. However, marketing plans related to promotion of specific services funded through other LSTA subgrants are eligible. Marketing plans focused on local services for special populations are eligible. Assessment of services and community analysis is eligible. Development of a plan to market those services is not eligible unless those services were funded through a prior or current LSTA subgrant. (See IMLS publication “Allowable and Unallowable Advertising and PR Activities”, available on the agency’s website for additional information)

SUBGRANT APPLICATION PACKAGE REQUIREMENTS

Non-Competitive – Directed

Professional Assistance Consulting

General Requirements

- Application must be on the prescribed application forms supplied by the Library Commission
- Applications must be filled out on the computer
- No binders, notebooks, or cover sheets
- Deadline for submission of Professional Assistance Consulting: 5:00 p.m., April 15, 2009

Required Elements – Limited to space provided in application

Element 1:	Face Sheet
Element 2:	Project Timeline/Activities
Element 3:	Project Background/Summary
Element 4:	Project Evaluation
Element 5:	Project Budget & Justification
Element 6:	Internet Certification (CIPA)
Element 7:	Assurances

Number of Copies

- One (1) original - Signatures in blue ink
- One (1) copy
Staple original application and copies in upper left corner

Application Forms

Electronic fill-in application forms are available on the grants section of the Library Commission Web site (www.mlc.lib.ms.us) in Microsoft Excel format. Upon request, the application will be provided on computer disk or e-mailed. Instructions for use of the Microsoft Word version will also be included on the disk and made available for download from the Library Commission website.

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

APPLICATION ELEMENTS – Professional Assistance Consulting (PAC)

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 – 8 Applicant Information - General information concerning the applicant: names, contact information, etc.
- #9 – 15 Project Information - General information on the project, purpose, funding, and persons served, applicable LSTA purposes and state goals, and audience for the project. Much of the “Project Description” has been completed; fill in the local issue to addressed by the project. Closely follow the directions in the application on the items not filled in.

Element 2: PROJECT TIMELINE/ACTIVITIES Limit: space provided in application Required

State each major project activity and when it will be started and/or completed throughout the project. Include time for evaluation of report and or survey(s) if application.

Element 3: BACKGROUND/SUMMARY Limit: space provided in application Required

Background

- Include: Statistical data to demonstrate the need
- History of the issue project will address
- Information to determine the extent of the need

Summary

- Include: 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

Element 4: PROJECT EVALUATION Limit: space provided in application Required

This portion of the application is divided into 3 sections. Each section has a specific purpose and states outputs, outcomes and goals of the overall grant program. This element serves as a means to examine and demonstrate the effectiveness of the project and provide accountability of public funds.

Anticipated Project Outputs – What will be produced as a result of the project?

It may be only an assessment or report; if so, this is the output. Other outputs may be an increase or decrease in some statistic; if so make sure you have a starting point to measure from. For this type of project an output of one (1) report is acceptable.

Anticipated Outcomes – Changes expected in the target audience’s skills, knowledge, behavior, attitude and status or life condition

If the target audience is staff or trustees the outcome may be a decision based on the output of the project. This is an acceptable outcome for this type of project.

Complete the following sentence -

The project will be successful if:

Element 5: PROJECT BUDGET Limit: space provided in application Required

Limited to consultant fees for project. Goods and/or services used in carrying out the plan, implementation of advisements in a report, or any other such cost are NOT eligible for this subgrant category.

Element 6: 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.

This certification changes with the federal funding year the subgrants will be paid from. 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 7: 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 7 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.

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.htm>

**Look under “FY 2009 LSTA”, “Applications”
choose
“Skills Development - Application” and
“Skills Development – Reimbursement Form”**

Skills Development Category – Requirements

Non Competitive – Directed

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

General Information

- Application with Training Plan attached submitted and accepted
- Application on forms provided by the Library Commission
- Training subject to requirements described herein
- Reimbursement allowed for skills development expenses related to activities described in the application/training plan and coming under one federal LSTA purposes and the Skills Development state goal

Federal LSTA Purpose	MS State LSTA Goal
<ul style="list-style-type: none"> ▪ Library technology, connectivity, and services; ▪ Services for lifelong learning; or ▪ Services to persons having difficulty using a library. 	<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 attached
- 3) Await notification of acceptance/funding award or changes needed (training plan reviewed internally for completeness and consistency with requirements)
- 4) Locate and attend/conduct training specific to goals and needs identified in training plan
- 5) Upon completion of skills development activity related to training plan submit reimbursement request

Training Plan

Format

- Must be typed
- Font – 12 pt Ariel
- Single spaced lines
- Page limit – there is no limit, however, all information must be relevant to project
- Margins – .5”, all sides
- 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 (outcomes based, measurable results)

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

- 1) Training goal addressed by activities (identified in training plan)
- 2) Number of staff and/or trustees receiving training
- 3) Identification of federal and state goals addressed by training
- 4) Activities, outputs and outcomes accomplished by training
- 5) Amount of reimbursement requested with supporting documentation as required

Because of the type of information required in the reimbursement request; applicants are advised to review the reimbursement request prior to submitting the application. Trainings must be related to specific federal goal, measurements reported, and other detailed information that might not be considered necessary until completing the form. In many cases this information may not be available after the training has been completed; i.e., pre-training assessment.

Assistance in writing the training plan

- Professional Assistance Consulting subgrants may be available.
- “Developing a Staff Training Plan” - CE presentation - <http://www.mlc.lib.ms.us/ServicesToLibraries/Grants.htm>.

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 – 8 Applicant Information - General information concerning the applicant: names, contact information, etc.
- #9 – 11 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*) 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 7 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 binders, notebooks, or cover sheets
- Deadline for submission of Skills Development: 5:00 p.m., April 15, 2009

Required Elements – Limited to space provided in application

Element 1: Face Sheet

Element 2: Internet Certification (CIPA)

Element 3: Assurances

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

Number of Copies

One (1) original - Signatures in blue ink

One (1) copy

Staple original application and copies in upper left corner

Application Forms

Electronic fill-in application forms are available on the grants section of the Library Commission Web site (www.mlc.lib.ms.us) in Microsoft Excel format. Upon request, the application will be provided on computer disk or e-mailed. Instructions for use of the Microsoft Word version will also be included on the disk and made available for download from the Library Commission website.

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

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 2009 LSTA APPLICATION REVIEW
General Library Services Development & Technology

NAME	
PROJECT TITLE	
APPLICATION #	

MLC Compilation of Reviewer Scores

Element	Highest Possible Points	Actual Points
Timeline	21	
Project Background/Summary	24	
Evaluation	33	
Project Budget	22	
TOTAL POINTS	100	

PHASE 1: REVIEW FOR COMPLETENESS

		Yes	No	N/A
1.	Received by application deadline & appropriate type and amount (1 original, 4 copies)			
2.	Packet includes the following required items:			
	Element 1 Face Sheet (all applications)			
	Element 2 Timeline (GLSD, TECH, PAC)			
	Element 3 Project Background/Summary (GLSD, TECH, PAC)			
	Element 4 Evaluation /Outcomes (GLSD, TECH, PAC)			
	Element 5 Budget (GLSD, TECH, PAC)			
	Element 6 Internet Certification (CIPA) (all applications)			
	Element 7 Assurances / Certification of Authorizing Official (all applications)			
3.	Optional Items			
	Partnership Statement, if applicable			
	Attachments			
4.	Rejected / Notice Mailed: (Date: _____)			
5.	Forwarded for Phase 2 Review: (Reviewer's Initials: _____)			

PHASE 2: REVIEW FOR FORM

	YES	NO	N/A
CATEGORY REQUIREMENTS (Application must meet minimum requirements)			
> Grant Size appropriate for category			
> Required Match included (for General Demonstration & General Library Development applications only)			
> Meets requirements in "Description" of category			
Element 1: FACE SHEET (all applications)			
All sections completed			
Project consistent with category indicated			
LSTA purposes & State goals are checked (one each)			
Project description consistent with LSTA purposes and State goals			
Element 2: TIMELINE/ACTIVITIES (GLSD, TECH, PAC)			
Includes project evaluation			
Consistent with subgrant program deadlines			
Element 3: PROJECT BACKGROUND/SUMMARY (GLSD, TECH, PAC)			
Statistics included			
Issue identified			
Corresponds to activities in Timeline			
Includes major project activities			
Element 4: PROJECT EVALUATION (GLSD, TECH, PAC)			
At least one output is identified			
At least one outcome is identified			
Measures are consistent with type of project proposed			
Element 5: PROJECT BUDGET (GLSD, TECH, PAC)			
Provides information on goods/services consistent with project			
Provides justification			
Requested funds are within minimums and maximum for category			
Cash match is appropriate for project budget			
Element 6: INTERNET CERTIFICATION (CIPA) (all applications)			
> Appropriate signatures in blue ink			
> Compliance indicated on the form is consistent with application			
Element 7: ASSURANCES / CERTIFICATION OF OFFICIALS (all applications)			
> 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 approval of the application and receipt of resulting contract.

Peer Reviewer #

Red Check Mark Here if
Final Review

Mississippi Library Commission

LSTA APPLICATION REVIEW

General Library Services Development & Technology

NAME	
PROJECT TITLE	
APPLICATION #	

PHASE 3: REVIEW FOR CONTENT

TIMELINE/ACTIVITIES		0 - 21 points
1	Do the specific activities and corresponding dates support this project?	
2	Are all of the necessary elements such as bidding, installation, surveys, promotion of the project included in the activities?	
3	Are the activities sufficient to give reviewers reasonable assurance project is thoroughly planned and the applicant is capable and ready to carry out the project?	
		POINTS <input type="text"/>

PROJECT BACKGROUND/SUMMARY		0 - 24 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 unfilled need affects operation or management 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 summary be tied to information in the timeline/activities?	
8	Is the information in the background/summary consistent with the project description on the Face Sheet and project purpose in the Evaluation?	
		POINTS <input type="text"/>

EVALUATION		0 – 34 points
1	Does the project evaluation plan focus on customer impact / outcomes?	
2	Do the expected outputs relate to intended outcomes?	
3	Does the purpose answer: what we do, for whom, and for what expected benefit?	
4	Are activities/methods consistent with the project intent?	
5	Are outputs measurable?	
6	Do the outcomes relate to other portions of the Evaluation?	
7	Do the outcomes relate to a change in the skills, knowledge, behavior, or attitude of the target audience?	
		POINTS <input style="width: 100px; height: 20px;" type="text"/>

BUDGET		0 – 21 points
1	Are amounts and items/services listed reasonable for this type of project?	
2	Are justifications for the items/services listed? Are justifications listed consistent with the type of project and reasonable?	
3	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 (mark one)	
	Excellent
	Good
	Some Merit
	Poor

Peer Reviewer #

Mississippi Library Commission
FY 2009 LSTA APPLICATION REVIEW
Model Project

NAME	
PROJECT TITLE	
APPLICATION #	

Review Results

Mid-year Evaluation Report	
Are all required elements included in the report?	
Final Evaluation Report	
Are all required elements included in the report?	
Does the report include documented outcomes? (Changes in audience skills, knowledges, abilities, behavior, attitude, status, or life condition)	
Are outcomes measurable?	
Based on the evaluation reports submitted and the guidelines for project evaluation reports established by the Library Commission for these categories; complete the following sentence by circling one of the choices.	
This project is:	
a Model Project.	not a Model Project.

Mississippi Library Commission
FY 2009 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
FY 2009 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 foals and ability to plan ahead and execute projects?	
4	Do the recommendations, in general, give a positive description of the applicants 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
FY 2009 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.

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 public library services 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.

Terminology used in outcomes-based project evaluation can vary. However, the basic premise is the same: how 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.

Outcomes-based evaluation begins at the application level, not the reporting level. These guidelines are included in the application handbook to facilitate the outcomes based evaluation required by this project.

General Information

Outcomes-based evaluation is a systematic way to assess the extent to which a program has achieved its intended results. How has the program made a difference? How are the lives of the program participants better because of the program?

Outcomes can be measured by answering four (4) basic questions:

1. Who will benefit from the grant program?
2. How will they benefit from the grant program?
3. What concrete, observable characteristic, action, or condition will be measured to know that they have received the benefit?
4. How do you know when you have been successful?

Example

Problem identification:

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?	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 70% of the informational needs of patrons being met outside the library and taking at least 5 working days to receive.

Goal: To meet the needs of the community by providing up to date information for students' reports, business research, and informational requests.

Project: "Meeting the Need" – Improving the Reference & Research Collection at ABC Library

1. Who will benefit from the grant program?
 - The 12,500 patrons of the community that ABC Library serves, students, businesses, and others will benefit from the improved collection.
2. How will they benefit from the grant program?
 - Reference and research information will be current and provided in a timely manner.
3. What concrete, observable characteristic, action, or condition will be measured to know that they have received the benefit?
 - Decrease in the time necessary for a patron to receive reference or research information; from days to hours.
 - More reference and research materials must be reshelfed each day.
 - Increase in time spent assisting patrons in the reference and research collection.

4. How will you know you have been successful?
 - Requests for information from sources outside the library decrease.
 - Patrons return to the library after a successful information gathering visit to search for more information.
 - Patrons eager to report their success stories when surveyed, i.e. “I recently applied for a small business loan to open a restaurant. I was initially turned down due to a poor business plan. I was able to research industry standards and practices at the ABC Library and my revised business plan was complete and reflected current industry statistics. I received a loan with no problem using the new business plan.”

Output: 80% of reference/research information is provided within 8 hours of request
 75% more reference/research materials are reshelved each day
 Staff time assisting patrons with reference/research needs increases 75%
 Request for information from outside sources decreases by 75%
 50% of patrons visit the library at least 2 times a month for reference/research material

Outcome: Assessment of the reference and research materials in the ABC Library after the project indicate current materials, evidenced by 56% of the informational needs of patrons being met inside the library and taking, on average, less than 8 hours for the patron to receive. A change has been noted in patron behavior evidenced by an increase in frequency of patron request for materials and an increase in staff time spent assisting patrons.

Other information: Patron’s life situation was changed when they were able to secure funding for a new business by using the updated references and research materials available at the ABC Library.

Writing the Evaluation Reports

Purpose:

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

Dates evaluations are due and requirements:

January 15, 2009 - Mid-year evaluation report due to MLC

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

The evaluation report should 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.

August 31, 2009 – Final evaluation report due to MLC

- Report status of the project as of June 30
- Do NOT send bound reports or binders
- Send two (2) copies of final report
- 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 and answer the four questions listed above.

- 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 project outputs and outcomes from the application: if changes occurred, explain why and the effect on the project
- State if the project met the expected outputs outcomes

- 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
- Copies 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 direct 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 Reimbursed (Local records) (Include request in process)	Actual Match (Actual Cost – Amount Reimbursed)

Format

Evaluations may be submitted in a bullet list form, referencing necessary points and answering questions, or in a more formal paragraph format.

Evaluation Forms

The agency is working on an evaluation form, but has not yet implemented the project. If completed, this type of evaluation will be an option for the FY 2009 subgrant program but not required.

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. The evaluation section in the application is used to make the outputs and outcomes known as well as gather information specific to the local needs. In addition surveys or other instruments are utilized to gather pre-award information and comparative surveys are made at the completion of the project in a structured final evaluation.

The following report should be used to prepare the final evaluation for directed subgrant project for this program period. This report will be provided in an electronic fill-in format to successful applicants when the subgrant is awarded.

Skills Development – Final Evaluation

Subgrant Information	
Subgrantee:	
Project #:	
Narrative Information	
Give examples of how subgrant funds affect the libraries ability to train library staff and trustees?	
Give examples of how subgrant was used for additional training above what would have been possible using only local funds?	
Was this subgrant used for professional as well as non-professional library staff to attend training? How many of each?	
Overall Success	
In general, is this statement true? If so, can you give specific examples? If not, how would you state the overall effect of the subgrant? <i>This project is successful because it assisted in implementation of a training plan aimed at providing all Mississippians access to well-managed library services through qualified staff.</i>	

Professional Assistance Consulting (PAC) – Final Evaluation

Subgrant Information	
Subgrantee:	
Project #:	
Narrative Information	
Give examples of how consulting services affected the issue identified in the application.	
Will library services be affected by the information gained as a result of the consulting services? If so, how? If not, what will be affected?	
Evaluation Information	
Outputs	
What was the result of the consulting services?	
Outcomes	
What decision was made as a result of the output from the consulting services?	
Overall Success	
In general was this project successful? If so, can you give specific examples? If not, what would have made is successful?	

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, 2009 – 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.

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FY 2009 SUBGRANT CALENDAR

Date	Activity
February 12, 2008	Call Approved by the Mississippi Library Commission Board of Commissioners
February 25, 2008	Call Distributed to Public Libraries/Library Systems
March 7, 2008	Program Manual & Applications Available on Agency Website
April 11, 2008	Applications Due at Library Commission (General Library Dev, Technology, Public Librarian Scholarship)
May 9, 2008	Phase III Team Review of Applications (General Library Dev & Technology) Phase II Team Review of Applications (Public Librarian Scholarship)
May 19 – 23, 2008	Phase III Team Review of Applicants (Public Librarian Scholarship only) <i>(proposed dates; interviews will be scheduled based on review team and applicants schedules)</i>
May 27, 2008	Recommendations Presented to the Mississippi Library Commission Board of Commissioners <i>(proposed BOC meeting date; actual date may vary)</i>
May 30, 2008	Status Letters Mailed Contracts & Award Packets Mailed to Successful Applicants
July 1, 2008	FY 2009 Grant Program Begins
July 31, 2008	Signed Contracts Due to Library Commission
January 15, 2009	Mid-Year Evaluation Reports Due to Library Commission (excluding Public Librarian Scholarship)
June 30, 2009	FY 2009 Grant Program Ends
August 10, 2009	Final Date to Submit Reimbursement Request <i>(This date may change relative to year-end-close by DFA; participants will be notified of any change.)</i>
August 31, 2009	Final Evaluation Reports Due to Library Commission for All Categories