

Mississippi Library Commission

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Public Libraries Capital Improvement *Subgrant Program Manual*

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

Subgrant Application Deadline: June 26, 2006

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GENERAL INFORMATION

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MISSISSIPPI LIBRARY COMMISSION

Public Libraries Capital Improvement Program Overview

Senate Bill 2010, Laws of 2004 3rd Extraordinary Session, §153 – 169 authorizes One Million Six Hundred Thousand Dollars (\$1,600,000) in general obligation bonds for grants to public libraries for capital improvement, renovation and/or repair of existing facilities, furniture, equipment, and/or technology for facilities. These bonds carry the full faith and credit of the State of Mississippi with a maturity date of at most twenty-five (25) years.

The following excerpts are taken from SB 2010.

§154 – (1) (a) A special fund, to be designated as the “Public Libraries Capital Improvement Fund” is created within the State Treasury. This fund shall be maintained by the State Treasury as a separate and special fund separate and apart from the General Fund of the state.

(1) (b) Monies deposited into the fund shall be disbursed, in the discretion of the Mississippi Library Commission, to provide grants to public libraries to pay the cost of capital improvements, renovation and/or repair of existing facilities, furniture, equipment, and/or technology for facilities.

(3) The Mississippi Library Commission is expressly authorized and empowered to receive and expend any local or other source funds in connection with the expenditure of funds provided for in this section. The expenditure of monies deposited into the special fund shall be under the direction of the Mississippi Library Commission, and such funds shall be paid by the State Treasurer upon warrants issued by the Mississippi Library Commission, which warrants shall be issued upon requisition signed by the Executive Director of the Mississippi Library Commission or his designee.

(4) (a) The Mississippi Library Commission shall adopt necessary rules and regulations to govern the administration of the program described in subsection (1) of this section, including but not limited to rules, and regulations governing applications for grants and rules and regulations providing for the distribution of grant funds.

(4) (b) Libraries eligible for grant funds under the program described in subsection (1) of this section shall include, but not be limited to, the following:

Benton County Library System
Blackmur Memorial Library
Bolivar County Library System
Carnegie Public Library of Clarksdale and Coahoma County
Carroll County Library System
Central Mississippi Regional Library System
Columbus-Lowndes Public Library
Copiah-Jefferson Regional Library System
Dixie Regional Library System
East Mississippi Regional Library System
Elizabeth Jones Library
First Regional Library System
Greenwood-Leflore Public Library
Hancock County Library System
Harriette Person Memorial Library
Harrison County Library System
Humphreys County Library System
Jackson-George Regional Library System
Jackson-Hinds Library System
Kemper-Newton Regional Library System
Lamar County Library System
Laurel-Jones County Library
Lee-Itawamba Library System
Lincoln-Lawrence-Franklin Library System
Long Beach Public Library
Madison County Library System

Marks-Quitman County Library System
Marshall County Library
Meridian-Lauderdale County Public Library
Mid-Mississippi Regional Library System
Natchez-Adams-Wilkinson Library Service
(Formally Homochitto Valley Library Service)
Neshoba County Public Library
Northeast Regional Library System
Noxubee County Library
Pearl River County Library
Pike-Amite-Walthall Library System
Pine Forest Regional Library System
Sharkey-Issaquena Public Library
(Formally South Delta Library Services)
South Mississippi Regional Library System
Starkville-Oktibbeha County Public Library
Sunflower County Library System
Tallahatchie County Library
The Library of Hattiesburg, Petal & Forrest County
Tombigbee Regional Library System
Union County Library
Warren County –Vicksburg Public Library
Washington County Library System
Waynesboro-Wayne County Library System
Yalobusha County Public Library
Yazoo Library Association
(Formally South Delta Library Services)

The Mississippi Library Commission may designate other public libraries eligible for grant funds under the program described in subsection (1) of this section.

§155 – (1) The Mississippi Library Commission, at one time, or from time to time, may declare by resolution the necessity for issuance of general obligation bonds of the State of Mississippi to provide funds for the grant program authorized in Section 154 of this act. Upon adoption of a resolution by the Mississippi Library Commission, declaring the necessity for the issuance of any part or all of the general obligation bonds authorized by this section, the Mississippi Library Commission shall deliver a certified copy of its resolution to the (Bond) commission. Upon receipt of such resolution, the (Bond) commission, in its discretion, may act as the issuing agency, prescribed the form of the bonds, advertise for and accept bids, issue and sell the bonds so authorized to be sold and do any and all other things necessary and advisable in connection with the issuance and sale of such bonds.

(2) Any investment earnings in amounts deposited onto the special fund created in Section 154 of this act shall be used to pay debt service on bonds issued under Section 153 – 169 of this act, in accordance with the proceedings authorizing issuance of such bonds. The amount of bonds issued under § 153 – 169 of this act shall not exceed One Million Six Hundred Thousand Dollars (\$1,600,000).

§161 – Upon issuance and sale of bonds under the provisions of Sections 153 – 169 of this act, the (Bond) commission shall transfer the proceeds of any such sale or sales to the special fund created in Section 154 of this act. The proceeds of such bonds shall be disbursed solely upon the order of the Department of Finance and Administration under such restrictions, if any, as may be contained in the resolution providing for the issuance of the bonds.

§167 – The proceeds of the bonds issued under Sections 153 – 169 of this act shall be used solely for the purposes therein provided, including the cost incident to the issuance and sale of such bonds.

§169 – Sections 153 - 169 of this act shall be deemed to be full and complete authorization for the exercise of the powers therein granted, but Sections 153 – 169 of this act shall not be deemed to repeal or to be in derogation of any existing laws of this state.

Subgrant Categories

- Construction (New public library space)
- Renovation and/or Repair (Existing public library space)
- Furniture & Equipment
- Technology

Applications

- Forms supplied by the Library Commission
- Scored through peer review
- Submitted through the public library/library system director

Match

- Local cash match of 25% of the project cost, maximum of \$100,000
- In-kind match - construction projects only, 10% of project cost, real property, materials and labor
- Documentation of value of real property and/or materials must be submitted for consideration as match

Critical Deadlines

- Application(s) due June 26, 2006
- Project must be completed five (5) years from notification of availability of funds

Other Requirements & Information

- Approval from facility owner (city and/or county) for Capital Improvement and Renovation and/or Repair
- Semi-Annual and final evaluation
- Ten percent (10%) of award will be retained pending submission and acceptance of the final evaluation of project
- Administrative cost are not eligible for PLCI funds
- All applicable state laws and federal laws must be followed
- All subgrant funds are paid on a reimbursement basis
- Extra points will be awarded to libraries that have experienced a catastrophic loss to facility/contents.
- Subgrants funds can not be used to replace insurance, federal assistance, or city/county funds.
- Documentation of catastrophic loss to facility/contents is required.

For more information on Mississippi's Public Libraries Capital Improvement 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.

Public Libraries Capital Improvement Subgrant Categories

Construction

Application Deadline	June 26, 2006
Subgrant Size	\$5,000 - \$300,000
Subgrant Period	5 years from the date subgrantee is notified of the availability of funds
Required Match	<p>Cash Match - 25% of actual total project cost</p> <p>Cash/In-Kind Match Combination - at least 15% of the actual total project cost must be in the form of a cash match /no more that 10% of the actual total project cost may be in-kind</p> <p>In-kind match is limited to documented real property, materials, and labor</p> <p>Maximum match required is figured on actual total project cost of \$400,000</p>
Target	Public libraries/library systems
Description	<p>Construction of a new library facility, major addition or major alteration (removal/relocation of walls or other structural elements of a building) to existing library facility resulting in additional use of the facility and provide long-term benefit beyond its present capacity or use, extensive changes which completely alter the use and the function of an existing facility for use as a public library (conversion).</p> <p>Must be specific to one public library facility</p> <p>Landscaping (seeding, sod, and shrubbery) is eligible if required to stem soil erosion resulting from new construction or addition.</p> <p>Not eligible for these funds are general repairs or general maintenance (i.e., new carpet only, replacing broken windows, new tile only, patching a roof, patching asphalt, painting only, plumbing such as replacing a leaky faucet, etc.)</p>

Renovation & Repair

Application Deadline	June 26, 2006
Subgrant Size	\$5,000 - \$200,000
Subgrant Period	5 years from the date subgrantee is notified of the availability of funds
Required Match	<p>Cash Match - 25% of actual total project cost</p> <p>Maximum match required is figured on actual total project cost of \$266,667</p>
Target	Public libraries/library systems
Description	<p>Repair - to restore by replacing a part or putting together that which is broken; restoring to a sound state is the process of repairing and returning a facility component to a condition effectively as it was originally designed.</p> <p>Renovation - to restore a facility to its former state and not alter its original design standards; renovations include all improvements necessary to bring a facility into compliance with current codes (including, but not limited to, compliance with the Americans with Disabilities Act [ADA], implementation of energy conservation measures).</p> <p>Must be specific to one public library facility</p> <p>Not eligible for these funds are general maintenance (i.e., landscaping, new carpet only, replacing broken windows, new tile only, patching a roof, patching asphalt, painting only, plumbing such as replacing a leaky faucet, etc.)</p>

Public Libraries Capital Improvement Subgrant Categories

Furniture & Equipment

Application Deadline	June 26, 2006
Subgrant Size	\$5,000 - \$50,000
Subgrant Period	5 years from the date subgrantee is notified of the availability of funds
Require Match	Cash Match - 25% of actual total project cost Maximum match required is figured on actual total project cost of \$16,667
Target	Public libraries/library systems
Description	<p>Furniture & equipment includes but is not limited to: refrigeration/freezer units, air conditioning equipment, kitchen equipment, loose furniture & equipment, desks, chairs, shelving, circulation desks, other non-expendable items costing \$500 or more per item</p> <p>May be a system-wide project or one public library facility</p> <p>Not eligible for these funds are commodities (expendable items costing \$500 or less; i.e., wastepaper baskets, paper, office supplies, computer supplies, electric staplers, paper cutters, library supplies, etc)</p>

Technology

Application Deadline	June 26, 2006
Subgrant Size	\$5,000 - \$150,000
Subgrant Period	5 years from the date subgrantee is notified of the availability of funds
Require Match	Cash Match - 25% of actual total project cost Maximum match required is figured on actual total project cost of \$200,000
Target	Public libraries/library systems
Description	<p>Automated library system hardware/software upgrade or replacement for standards compliance; public access computers and peripherals (scanners, digital cameras, printers, accessibility devices, etc.); computer networking hardware/software; other computer hardware/software & peripherals (scanners, digital cameras, printers, accessibility devices, etc.); telephone systems and telephone desk sets when purchased as a part of a new telephone system; assistive technology; etc .</p> <p>..</p> <p>May be a system-wide project or one public library facility</p> <p><i>Requirements for library automation system hardware/software upgrade upon completion of project:</i></p> <p>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>

GENERAL REQUIREMENTS

This handbook and the following requirements will be considered a part of the subgrant contract if an award is granted. This manual must be included as a part of the subgrant file.

Acknowledgment of Grantor(s)

The Legislature of the State of Mississippi and the Mississippi Library Commission (MLC) require acknowledgment of assistance. Statements, news releases, requests for proposals, bid solicitations, and other documents describing a subgrant project funded in part, or in whole, with state bond funds must include the dollar amount of the subgrant award. The following wording is suggested:

This project is partially supported through a grant administered by the Mississippi Library Commission funded through the Legislature of the State of Mississippi.

Construction only - § 29-5-151 of the Mississippi Code requires inclusion of particular wording on any plaque used to commemorate or honor architects, contractors, governing authorities in office at that time, etc . . .

"This Building (or Facility or Structure) Was Paid For By The Taxpayers of _____" (indicating the State of Mississippi and/or any other political subdivision or subdivisions thereof which funded the construction of the building).

Refer to the code section for additional information.

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. Awards are made by the Mississippi Library Commission Board of Commissioners and 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 Subgrant Calendar.

Asbestos/Lead Paint

Federal and state regulations require the inspection of any public or commercial building renovation, addition or demolition site to determine the presence or absence of asbestos and the condition of any asbestos that is discovered. Demolition may simply be the removal of any load-bearing wall or member of a present structure.

The presence of lead paint should be determined through the performance of a complete inspection which would determine the type, locations and approximate quantities of suspected lead paint. This inspection may be performed by the hired professional architect, or it may be preformed by a qualified consultant.

Both inspection and removal of these substances are eligible subgrant expenditures.

The resulting inspection must be retained by the fiscal agent in the subgrant files

Award Amounts

Maximum single or multi-category subgrant award for a single library is capped at \$300,000.

Maximum single or multi-category subgrant award for a library system submitting a system-wide application is capped at \$300,000.

Construction Documents

The Mississippi Library Commission does not require submission of plans, contracts, surveys, reports, or any other documents pertaining to projects unless applicant is specifically requested to submit these documents by a representative of the Mississippi Library Commission.

Subgrantee/owner is responsible for insuring all appropriate contracts, surveys, and reports are obtained and maintained as necessary in the subgrant file.

Subgrantee/owner is required to maintain these documents as a part of the subgrant file for the specified period and, upon request, make available to the Mississippi Library Commission or other official acting on behalf of the Mississippi Library Commission or the State of Mississippi.

Definitions *(For the purposes of the Library Commission's Subgrant Application Process)*

Actual total project cost – *the total cost for the project regardless of funding source or estimated cost; reimbursement and in-kind match is figured on the actual total project cost*

Applicant – *entity applying for a subgrant*

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

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*

Fiscal Agent – *entity having financial responsibility for project; receiving funds, paying bills, accounting for subgrant funds for audit and related purposes, requesting reimbursement, etc . . .*

Internal Review – *Library Commission process to determine the eligibility of the applicant and application*

Maximum Match – *the most a subgrantee will be expected to expend for their portion of the project*

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*

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 types of libraries in Mississippi are eligible to receive bond 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 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 on behalf of branch libraries.

Applicants known to the Mississippi Library Commission at the time this documentation was developed are specifically named as eligible for these funds, however, a public library formed after publication of this document may be eligible if it meets the criteria listed above.

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.

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

Environmental Impact Assessment

New construction of or conversion of an existing facility to a public library where the facility will NOT be connected to an existing public waste water or sewer utility must complete and environmental impact assessment. To complete the assessment contact the Mississippi Department of Environmental Quality and the Mississippi Department of Wildlife, Fisheries and Parks.

The cost of the assessment is eligible subgrant expenditure.

The resulting assessment must be retained by the fiscal agent in the subgrant files.

Existing Facility – Construction Category Only

If the construction project involves conversion, addition, or alteration of an existing facility a statement from a structural engineer is required as a part of the application. The statement must address the current structural integrity of the existing facility and be dated within one year of application.

This is a reimbursable expense if the subgrant is awarded and meets prior cost requirements.

Fiscal Agent

A fiscal agent is the entity having financial responsibility for the project; receiving funds, paying bills, accounting for subgrant funds for audit and related purposes, requesting reimbursement, etc . . . A fiscal agent must be named in the application. If all parties to the project are in agreement, the public library may serve as the fiscal agent.

A program specific audit is NOT required of the fiscal agent for this project. However, submission of a copy of the annual audit prepared for the fiscal agent is required. In the annual audit, subgrant funds received from the Mississippi Library Commission must be identified.

If more than one category is applied for and funded, the subgrantee will be given the option of specifying a different fiscal agent for each category. For the purposes of the application, the fiscal agent responsible for the largest amount of subgrant funds should be listed.

Flood Evaluation

New construction of or conversion of an existing facility to a public library requires a flood evaluation of the site from the Army Corps of Engineers.

Financial, Administrative, and Legal Accountability

By signing the application and associated documents the applicant and all other parties assure the Mississippi Library Commission that it has the legal authority to sign such documents.

By signing the application the applicant and all other parties assure the Library Commission the fiscal agent named has the legal authority and fiscal capability to administer all aspects of the subgrant project listed in the application.

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 this service does not guarantee funding, implied or otherwise, of a subgrant application.

Handicapped Accessibility

§ 43-6-3 of the Mississippi Code addresses the handicapped person's right to use public facilities; it states *Blind persons, visually handicapped persons, deaf persons and other physically disabled persons shall have the same right as the able-bodied to the full and free use of the streets, highways, sidewalks, walkways, public buildings, public facilities, and other public places.* All construction and renovation & repair project awarded under this grant program must meet requirements as directed by this and associated sections under Title 46 of the Mississippi Code. It is the responsibility of the subgrantee to ensure these and other applicable federal, state, and local regulations are complied with regarding accessibility for the handicapped.

Ineligible Items

Regardless of cost or purpose the following is not eligible under this subgrant program unless the item is specifically permitted in the category requirement.

- Vehicles of any kind
- Library materials of any kind
- Materials to replace or refurbish existing flowerbeds or landscaping
- Ongoing library operations
- Typewriters, copiers, fax machines
- Commodities (consumables – wastepaper baskets, office supplies, computer supplies, paper cutters; expendable items costing \$500 or less per item)
- Maintenance agreements of any type
- Administrative cost associated with subgrant

In-kind Match – Construction Category Only

In-kind match is allowed on construction projects only; limited to 10% of the actual total project cost up to \$40,000. At least 15% of the match on the actual total project cost must be in cash. In-kind match is limited to documented real property, materials, and labor.

Where does the \$40,000 limit come from? Construction projects are capped at a \$300,000 subgrant award amount. With a 25% match requirement on the total project the maximum total project cost needed to receive the maximum \$300,000 award is \$400,000. In-kind match is limited to 10% of the actual total project cost for a maximum in-kind match allowable of \$40,000 ($\$400,000 \times 10\% = \$40,000$).

In-kind match is a difficult item to keep track of in the budget and reimbursement process. The following information is provided to give applicants a view of the process the Mississippi Library Commission employs to maintain appropriate balance between match and grant award when a cash/in-kind match combination is used.

In-kind match allowable is the amount of match the subgrantor will except as in-kind donations of property, material, and labor. In-kind match allowable is calculated on actual total project cost. As the actual total project cost increases the in-kind match allowable increases. Example – 1st reimbursement request actual total project cost is \$94,357, in-kind allowable would be \$9,435.70 or 10% of the actual total project cost. 2nd reimbursement request actual total project cost is \$205,897, in-kind allowable rises to \$20,589.70. The same calculation is used throughout the project to arrive at the in-kind allowable.

Using a cash/in-kind match, overmatch by the subgrantee at some point is almost unavoidable. Overmatch is the amount of in-kind match over the amount required of the project. If overmatch is indicated, that amount is returned to the subgrantee.

Example – Actual total project cost is \$94,357
In-kind allowable is \$9,435.70
Documentation for materials and labor for site work completed by the city for \$10,000
Overmatch of \$564.30 – returned to subgrantee

It should be noted the Mississippi Library Commission does not “hold” overmatch on a project and apply to an estimated in-kind match. Match is required on reported actual total project cost; to hold the overmatch the subgrantor would be requiring more of the subgrantee that agreed and outside the terms and conditions of the subgrant agreement.

Documentation for in-kind match on construction projects must provide the same type of information as expenses submitted for reimbursement. Example of acceptable documentation is as follows.

- Property – at least two appraisals from Mississippi licensed Real Estate Appraisers with average calculated on fiscal agent’s letterhead
- Materials – documentation of fair market value from independent source and final calculations on fiscal agent’s letterhead
- Site preparation – documentation of fair market value from independent source and final calculations on fiscal agent’s letterhead
- Labor – time sheets for employees performing labor and final calculations on fiscal agent’s letterhead

Contact Grant Programs Management to discuss particular situations and types of documentation.

Matching Funds

Match for this grant program is set at 25% of actual total project; maximum \$100,000.

In-kind contribution:

- (a) will be allowed; maximum of 10% of the actual total project cost; maximum of \$40,000
- (b) allowed on Construction projects only
- (c) limited to documented property, materials, site preparation, and labor for project
- (d) documentation must be received and accepted by the Library Commission before it is considered as fulfillment of match requirements

Real Property used as in-kind match:

- (a) must be the actual site on which the public library will be located
- (b) must receive two appraisals by Mississippi licensed Real Estate Appraisers
- (c) will be valued at the average of the two appraisals received from Mississippi licensed Real Estate Appraisers
- (d) can only be used for match on Construction projects

Matching funds can be but is not limited to:

- (a) General Funds – Section 39-3-3 of the *Mississippi Code* states “Where any public library or public library system is established under this article, either by the county board of supervisors or the governing body of a municipality, the cost of purchasing land, erecting buildings and equipping and maintaining such public library or public library system shall be paid for in whole out of the general funds of the county or municipality.”
- (b) Bond Issue/Counties – Section 19-9-1 of the *Mississippi Code* states “The board of supervisors of any county is authorized to issue negotiable bonds of the county to raise money for the following purposes: . . . (c) Purchasing or constructing, repairing, improving and equipping buildings for public libraries and for purchasing land, equipment and books therefor, whether the title to same be vested in the county issuing such bonds or in some subdivision of the state government other than the county, or jointly in such county and other such subdivision . . .”
- (c) Bond Issue/Municipalities - Section 21-33-301 of the *Mississippi Code* states “The governing authorities of any municipality are authorized to issue negotiable bonds of the municipality to raise money for the following purposes: . . . (c) Purchasing or constructing, repairing, improving and equipping buildings for public libraries and for purchasing land, equipment and books therefor, whether the title to same be vested in the municipality issuing such bonds or in some subdivision of the state government other than the municipality, or jointly in such municipality and other such subdivision”
- (d) Private Donations – Receipt of private donations is an allowable means of funding local match requirements. Note: All funds such as gifts and memorials, received by the library/library system become public funds and are subject to all state statute and purchasing regulations.

NOTE: Library operating funds may NOT be used as a match for capital bond projects.

Nondiscrimination

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

- (a) Title VI of the Civil Rights of 1964, as amended (42 U.S.C. § 2000 et seq.), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be

- denied the benefits of, or otherwise be subject to discrimination under any program or activity receiving Federal financial assistance;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.), which prohibits discrimination on the basis of disability in Federally-assisted programs;
 - (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance;
 - (d) The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age in Federally-assisted programs.

Payment, Accounting, & Reporting Procedures

The Library Commission will make payment of subgrant funds through procedures as required by the Mississippi Department of Finance and Administration and normal agency operating processes.

All subgrants are paid on a reimbursement basis. The Library Commission will provide forms and instructions for requesting reimbursement.

Fiscal agent must request reimbursement; invoices/bills must be made in the name of the fiscal agent.

Submission of a reimbursement request with appropriate signature indicates the subgrantee/owner acceptance of the good/services represented by the reimbursement request.

Documentation of expense must be submitted with request for reimbursement. Acceptable documentation must be from vendor providing goods or services and addressed to the fiscal agent for this grant. Document must include at minimum the following information; name of payee, service or items provided, quantity if applicable, date shipped or service provided, amount due.

Documentation for in-kind match on construction projects must provide the same type of information as expenses submitted for reimbursement. Acceptable documentation is as follows.

- Real Property – two appraisals with average calculated on fiscal agent’s letterhead
- Materials – documentation of fair market value from independent source and final calculations on fiscal agent’s letterhead
- Site preparation – documentation of fair market value from independent source and final calculations on fiscal agent’s letterhead
- Labor – time sheets for employees performing labor and final calculations on fiscal agent’s letterhead

Contact Grant Programs Management to discuss particular situations and types of documentation.

Subgrantees may request reimbursement as needed during the project period; minimum reimbursement request is \$500.00 unless the request is the final reimbursement request for the project.

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 fiscal agent 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 an accounting of subgrant funds received. A separate bank account is not necessary; however, the fiscal agent must establish and maintain a separate accounting category within an internal accounting system to show the funds have been used for subgrant-related costs only. This restricted accounting record must be adequate to satisfy normal auditing procedures. A program specific audit is not required, however, the Library Commission retains the right to audit or cause to audit all records associated with the project. Funds received for subgrant projects must appear in the fiscal agent’s annual audit.

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. For the PLCI Grant Program the timeframe for reimbursement is 5 years from notification of availability of funds.

Requests for reimbursement may be made only in the categories included in the application and awarded in subgrant contracts. 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 annual and final evaluation reports. Evaluation is a means to examine and demonstrate the effectiveness of the public library project and to provide accountability of the expenditure of public funds. The focus of the evaluation is on outcomes: changes or improvements in users' attitudes, skills, 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. The elements necessary in these reports will be prescribed by the Library Commission. Ten percent (10%) of the subgrant award will be retained until submission of the final project evaluation has been accepted by the Library Commission. Failure to submit the evaluations as required may affect subgrant payments and/or future subgrant opportunities. See Evaluation Guidelines in this publication for additional information.

Subgrantees and fiscal agents must maintain a grant project file in the form prescribed by the Mississippi Library Commission for a minimum of five (5) years from the date the final grant evaluation is accepted by the Mississippi Library Commission. The Mississippi Library Commission will notify subgrantees and fiscal agents of the acceptance date of the final report.

In accordance with approved agency policy, audits are required of all recipients of subgrant funds. For the PLCI Grant Program the audit will be required of the fiscal agent for each subgrant award. Subgrantee should ensure fiscal agent is aware of the requirements regarding audit. Audit reports must be submitted to the Library Commission within six (6) months following the end of the most recently completed fiscal year.

Prior Cost

Expenditures for projects begun after November 24, 2004, but not yet completed, may be eligible for reimbursement upon the following conditions.

- (a) application submitted as required
- (b) application is awarded a subgrant
- (c) expenditure is made after November 24, 2004
- (d) expenditure is for items/services eligible for reimbursement
- (e) reimbursement request is made as required

Professional(s)

Applicants must insure professionals (architects, engineers, contractors, consultants, etc. . .) hired for the project comply with all local, state, and federal regulatory and statutory requirements.

The Mississippi Library Commission maintains no relationship with professionals hired in connection with a subgrant project awarded under this grant program.

Construction projects required the use of professional architects and contractors licensed by the State of Mississippi.

Renovation & Repair, Furniture & Equipment, and Technology categories do NOT require the use of professionals. This does not mean that the services of appropriate professionals would not benefit the project and are a reimbursable expense. (See category specific requirements.)

Project Period

Projects must be completed within five (5) years of notification of availability of funds. Notification of award will serve as notification of availability of funds.

Resolution

Entities having ownership rights to library facilities must give the applicant permission to pursue the application for a construction or renovation & repair project. This must be in the form of a resolution passed by the appropriate board or similarly entity. The following wording is suggested as a beginning point for the resolution.

Whereas, (library name here) has advised the (owner entity name) of the need for (use language appropriate to project); and
Whereas, this (use language appropriate to describe what will be done

and why the project is needed);

Therefore; the (owner entity name) **does recognize and concur with these needs and authorizes** (library/library system name) **to make application on behalf of** (owner entity name) **for State Bond funds in the amount of** (amount that will be requested in application).

So Resolved, (date of resolution).

Entities outside the applicant serving as funding sources for PLCI Projects must make a formal expression of the intent through issuance of a resolution. The resolution should also indicate the amount of funding available for the project and the date the funds will be made available. The following wording is suggested as a beginning point for the resolution.

Whereas, (library name here) **has advised the** (name of funding source) **of the need for** (use language appropriate to project); **and**
Whereas; the (name of funding source) **does recognize and concur with these needs;**

Therefore; the (name of funding source) **agrees to provide a maximum of** (enter amount for funding source) **toward meeting this need.**

So Resolved, (date of resolution)

If a funding source is also an owner entity, resolutions for funding and ownership may be combined.

If a resolution is not an appropriate form of expression of funding support (i.e. a donation from an individual) a letter of intent will be an acceptable form of documentation. The letter must indicate

Retainage

Ten percent (10%) of award will be retained pending submission and acceptance of the final evaluation of project. Subgrant funds remaining at the end of the subgrant period will revert to the Library Commission.

Review Process

Each application will be subject to a three (3) phase review. 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.

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(s).
- 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. Applicants may be contacted to provide additional information or make changes. Applications may be rejected at this level if it is determined the applicant or 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. Applicants may be contacted to provide additional information or make changes. Applications may be rejected at this level if it is determined the applicant or the application is 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 the criteria for the subgrant category.

Scores

Each section of the 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.

The average score is carried out two (2) decimal points. If applications have the same score, decimal points will be extended until a ranking is determined.

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, funding priorities, funding limits, and the overall goals of the program.

Special Conditions

If awarded, all library services resulting from the receipt of a Public Library Capital Improvement 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.

If awarded, all applicable state, federal, and local laws and regulations must be followed in connection with all aspects of this subgrant. It is the responsibility of the subgrantee and/or fiscal agent to adhere to all applicable state, federal, and local laws and regulations.

If awarded a technology subgrant for library automaton, the library/library system agrees to join the Statewide Virtual Union Catalog and Interlibrary Loan System as a lender as well as a borrower. 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).

Use of Funds

Subgrant funds may NOT be used for contributions to endowments, acquisition of regular office supplies, ongoing operational costs, personnel and fringe benefit costs, general maintenance cost for public library facilities, or any other items noted as ineligible for this grant program.

All applicable purchasing laws must be followed. Purchases made with subgrant funds must ensure free and open competition.

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-IN).

Equipment and/or software purchased for library automation or library automation upgrades requires 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.

All technology purchases for projects *must* reflect the goals and objectives as stated in the library's current technology plan on file with the Library Commission.

Subgrants funds awarded to a library receiving extra points in relation to a catastrophic facility/contents loss can not be used to replace insurance, federal assistance, or city/county funds.

All subgrant funds unexpended at the end of the subgrant period or upon submission of the final reimbursement request will revert to the Library Commission.

CATEGORY SPECIFIC REQUIREMENTS & LIMITATIONS

This handbook and the following requirements will be considered a part of the subgrant contract if an award is granted. This manual must be included as a part of the subgrant file.

General Application Information

Awards will not be made in the four (4) categories, but at a project level. Each project should contain all necessary categories to complete the project. Therefore, separate applications will not be accepted for each category when they relate to the same project.

Examples:

A New Facility for ABC Public Library – the application should include all the categories necessary to complete the project; Construction, Furniture & Equipment, Technology.

XYZ Library System Technology Upgrade for the Public – Technology, possibly Furniture & Equipment, and maybe Renovation & Repair to turn a meeting room into a computer lab

By awarding subgrants at the project level, applicants will be assured funding for all categories of the project. This is especially important when funding in more than one category is needed to complete the project; i.e. a Construction subgrant is necessary to build a facility in order to have a place to put items purchased with a Furniture & Equipment subgrant. In addition to assurance of funding for all categories, because the award is made on a project level, applicants can make budget adjustments during the project within the four (4) categories.

Applicants should write the application from the perspective of the entire project – not from a category only view. This will give reviewers a chance to see the project as a whole. The budget allows applicants to express what components are needed to complete the entire project and the projected cost of the components in relation to the entire project.

If awarded a subgrant for the project; the applicant will be contacted to finalize the estimated budget prior to issuance of a contract.

Construction Category Requirement

Defined as: Construction of a new library facility, major addition or major alteration (removal/relocation of walls or other structural elements of a building) to existing library facility resulting in additional use of the facility and provide long-term benefit beyond its present capacity or use, extensive changes which completely alter the use and the function of an existing facility for use as a public library (conversion)

Bidding – all applicable bidding and purchasing laws must be followed. It is the responsibility of the fiscal agent to be aware of and follow these laws.

Examples of Construction projects include but are not limited to:

- New public library facility
- Conversion of an existing facility to a public library
- New parking lot

Eligible costs for public library construction include but are not limited to:

- Professional fees – architect, engineer, consultant
- Legal fees associated with the project
- Acquisition of an existing building for conversion
- Site development (including surveys and soil test)
- Construction cost (including asbestos and lead paint removal)
- Advertisements for bids
- Rendering and or models
- Duplication of plans and specifications
- Parking lot and paving (new)
- Landscaping (seeding, sod, and shrubbery) in conjunction with construction to stem erosion resulting from construction
- Cabling and wiring for communications and electrical systems
- Other as defined by the application and/or approved by award of subgrant

Federal Wage Rates – not required on projects which involve no federal funds; however, if subgrant project funds are

being used as matching funds for a federally funded project through the Federal Emergency Management Agency (FEMA) or other federal entity, federal wage rates do apply. Follow applicable federal regulations.

§ 46-6-3 of the Mississippi Code addresses the handicapped person's right to use public facilities. All construction and renovation & repair project awarded under this grant program must meet requirements as directed by this and associated sections under Title 46 of the Mississippi Code. It is the responsibility of the subgrantee to ensure these and other applicable federal, state, and local regulations are complied with regarding accessibility for the handicapped.

Ineligible costs for public library construction:

- General repair to buildings, grounds, or equipment
- General maintenance to buildings, grounds, or equipment
- Furniture and equipment permanently installed and attached to the building (include in Furniture & Equipment budget)
- Loose furniture and equipment
- Landscaping for aesthetic purposes only
- Technology components including library automation systems
- Ineligible items listed in General Requirements

In-kind match – construction is the only category eligible for in-kind match

Insurance – professionals are responsible for checking all insurance and bonds required in bid specifications.

Professional Services – A Mississippi licensed architect and contractor are required on all construction projects. Professional in these areas, provide expertise and a protection factor for the owner. Engagement for these services is at the discretion of the local entities involved in the project. The Library Commission has no contract implied or otherwise with the professional(s). The professionals chosen must be named in the application or in subsequent documentation prior to the release of any subgrant funds. After subgrant award, a change in professionals must be reported to the Library Commission within thirty (30) days of the change.

Repair and/or Renovation Category Requirements

Defined as: Repair - restore by replacing a part or putting together that which is broken; restoring to a sound state a facility component to a condition effectively as it was originally designed. Renovation - to restore a facility to its former state and not alter its original design standards; renovations include all improvements necessary to bring a facility into compliance with current codes (including, but not limited to, compliance with the Americans with Disabilities Act [ADA], implementation of energy conservation measures).

§ 46-6-3 of the Mississippi Code addresses the handicapped person's right to use public facilities. All construction and renovation & repair project awarded under this grant program must meet requirements as directed by this and associated sections under Title 46 of the Mississippi Code. It is the responsibility of the subgrantee to ensure these and other applicable federal, state, and local regulations are complied with regarding accessibility for the handicapped.

Bidding – all applicable bidding and purchasing laws must be followed. It is the responsibility of the fiscal agent to make themselves aware of and follow these laws.

Examples of Repair and Renovation projects include but are not limited to:

- Resurfacing parking lot
- Renovate restrooms for ADA compliance
- Replace all light fixtures for energy conservation measures
- Repair HVAC system
- Asbestos or lead paint removal
- Replace roof and rainwater removal system

Eligible costs for public library repair and/or renovation include but are not limited to:

- Professional fees and/or services
- Legal fees associated with the project
- Advertisements for bids
- Duplication of plans and specifications
- Resurfacing material for parking lot
- HVAC duct work

- Compressor for HVAC unit
- Roofing material
- Guttering
- Cabling and wiring for communications and electrical systems
- Floor covering
- Paint
- Light, electrical, and plumbing fixtures
- Other as defined by the application and/or approved by award of subgrant

Federal Wage Rates in Specifications – not required on project which involve no federal funds; federal dollars are not eligible for grant or match funds therefore federal wage rates are not required. However, if subgrant project funds are being used as matching funds for a federally funded project through the Federal Emergency Management Agency (FEMA) or other federal entity, federal wage rates may apply to that portion of the project where federal funds are used.

Ineligible costs for public library repair and/or renovation:

- General maintenance to buildings, grounds, or equipment (includes but is not limited to; new floor covering only, replacing broken windows, patching roof and asphalt, painting only, electrical wiring, replacing broken plumbing fixtures when not part of an overall renovation for ADA compliance or energy conservation.)
- Loose furniture and equipment
- Furniture and equipment permanently installed and attached to the building (include in Furniture & Equipment budget)
- Technology components including library automation
- Construction cost
- Ineligible items listed in General Requirements

In-kind match – repair and renovation category is NOT eligible for in-kind match

Insurance – fiscal agent is responsible for checking all insurance and bonds required.

Professional Services – A Mississippi licensed architect and contractor are NOT required on Repair and/or Renovation projects. However, if a professional is not hired the owner must indicate in the application the project is of such a nature that the professional service of a licensed architect and contractor are not required. Owner’s signature on the application assures the Library Commission that appropriate action was taken to come to this conclusion. This does not mean that the services of a professional would not benefit the project and are a reimbursable expense. If engaged, engagement for these services is at the discretion of the local entities involved in the project. The Library Commission has no contract implied or otherwise with the professional(s).

Furniture & Equipment Category Requirement

Defined as: refrigeration/freezer units, air conditioning equipment, kitchen equipment, loose furniture & equipment, desks, chairs, shelving, freestanding circulation desks, other non-expendable items costing \$500 or more per item

Bidding – all applicable bidding and purchasing laws must be followed. It is the responsibility of the fiscal agent to be aware of and follow these laws.

Examples of Furniture and Equipment projects include but are not limited to:

- Library shelving
- Book security system
- Library furniture

Eligible costs for public library furniture and equipment include but are not limited to:

- Advertisements for bids
- Professional fees (installation)
- Duplication of specifications/bid documents
- Library tables & chairs
- Furniture and equipment permanently installed and attached to the building
- Free standing circulation desk
- Equipment & supplies for book security system
- Computer furniture

- Filing systems
- Office furniture (desk, chairs, filing cabinets, etc . . .)
- Other as defined by the application and/or approved by award of subgrant

Federal Wage Rates in Specifications – not required; federal dollars are not eligible for grant or match funds therefore federal wage rates are not required.

Ineligible costs for public library repair and/or renovation:

- General maintenance to buildings, grounds, or equipment
- Office supplies
- Expendable items
- Technology components including library automation systems
- Renovation and repair
- Construction cost
- Items costing \$500 or less per item
- Ineligible items listed in General Requirements

In-kind match – furniture & equipment category is NOT eligible for in-kind match

Insurance – fiscal agent is responsible for checking all insurance and bonds required.

Professional Services – A Mississippi licensed architect and contractor are NOT required on Furniture and Equipment projects. This does not mean that the services of appropriate professionals would not benefit the project and are a reimbursable expense. If engaged, engagement for these services is at the discretion of the local entities involved in the project. The Library Commission has no contract implied or otherwise with the professional(s).

Technology Category Requirements

Defined as: Library automation system hardware/software upgrade or replacement for standards compliance; public access computers and peripherals (scanners, digital cameras, printers, accessibility devices, etc.); computer networking hardware/software; other computer hardware/software & peripherals (scanners, digital cameras, printers, accessibility devices, etc.); telephone systems and telephone desk sets when purchased as part of a new telephone system; assistive technology; etc. . .

Bidding – all applicable bidding and purchasing laws must be followed. It is the responsibility of the fiscal agent to be aware of and follow these laws.

Examples of Technology projects include but are not limited to:

- New/upgrade library automation system
- Public access computers
- New/upgrade computer network equipment/software

Eligible costs for Technology projects include but are not limited to:

- Advertisements for bids
- Professional fees (installation)
- Duplication of specification/bid documents
- Computers (PCU, monitor, mouse, keyboard & other components costing less than \$500 purchased as part of a package)
- Printers
- Scanners
- Telephone console, switch, and desk sets as a part of new telephone system
- Routers
- Servers
- Cabling for network
- Software
- Initial purchase of barcodes for library automation systems

Federal Wage Rates in Specifications – not required; federal dollars are not eligible for grant or match funds therefore federal wage rates are not required.

Ineligible costs for public library repair and/or renovation:

- **General maintenance to buildings, grounds, or equipment**
- **Furniture & Equipment**
- **Renovation & Repair**
- **Construction cost**
- **Ineligible items listed in General Requirements**

In-kind match – technology category is NOT eligible for in-kind match

Insurance – fiscal agent is responsible for checking all insurance and bonds required.

Requirements for library automation system hardware/software upgrade upon completion of project:

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 Statewide Virtual Union Catalog and Interlibrary Loan System as a lender as well as a borrower.

Professional Services – A Mississippi licensed architect and contractor are NOT required on Technology projects. This does not mean that the services of appropriate professionals would not benefit the project and are a reimbursable expense. If engaged, engagement for these services is at the discretion of the local entities involved in the project. The Library Commission has no contract implied or otherwise with the professional(s).

PLCIP SUBGRANT APPLICATION

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

SUBGRANT APPLICATION PACKAGE REQUIREMENTS

General Requirements

- One application per library facility
- One system wide application per library system, per category
- System-wide applications can only be submitted in Furniture & Equipment and Technology categories
- Applications must be typed
- Minimum 12 point font
- Single spaced lines
- Minimum 0.5" margin on all sides
- Application must be on the prescribed application forms supplied by the Library Commission
- Length of elements are limited as noted below
- No binders, notebooks, or cover sheets
- Attachments – resolutions/letters as required
- Deadline for submission : 5:00 p.m., June 26, 2006

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 3 pages
- Element 4: **Project Evaluation**
 Limited to 1 page
- Element 5: **Project Budget & Justification**
 Limited to pages provided in application
- Element 6: **Budget Summary**
 As provided in application
- Element 7: **Assurances**
 As provided in application

Additional Items as Applicable

Resolutions from owner's; Board of Supervisors, Aldermen, Board of Trustees – required for Construction and Renovation & Repair categories.

Statement of owner's intention to hire professional – required for Construction Category, required for Renovation and Repair Category ONLY if owners determines a professional is required. (*See category specific requirements.*)

Attachments (Identify all attachments in narrative)

Number of Copies

- One (1) original - Signatures in blue ink**
Four (4) copies
Staple original application and copies in upper left corner

Electronic Fill-In Application Forms

The application is available in Microsoft Word/Microsoft Excel and in PDF format for download. Upon request, the application will be provided on computer disk. Instructions for use of the electronic version will also be included.

Mississippi Library Commission PLCI PROGRAM SUBGRANT APPLICATION

Element 1: FACE SHEET – Required

Subgrant Category *(Check all categories that apply, include budgets for all categories checked)*

1. Construction Renovation & Repair
 Furniture & Equipment Technology
 (Check here if this application qualifies for extra points under a catastrophic loss of facility/contents – attach documentation of loss)

Applicant Information

2. Applicant Organization *(Library/Library System)*
3. Library/Project Director's Name & Title 4. Library/Project Director's Business PH #
5. Applicant's Mailing Address
 PO Box or Street Address City State Zip

Project Information

6. Fiscal Agent *(entity name)*
7. Fiscal Agent Project Director's Name & Title 8. Fiscal Agent Project Director's Business PH#
9. Fiscal Agent's Mailing Address
 PO Box or Street Address City State Zip
10. Person Preparing Application 11. Prepares PH# 12. Prepares E-mail Address

13. Project Title
14. Physical Address of Project Library or Library System if system-wide project
 PO Box or Street Address City State Zip

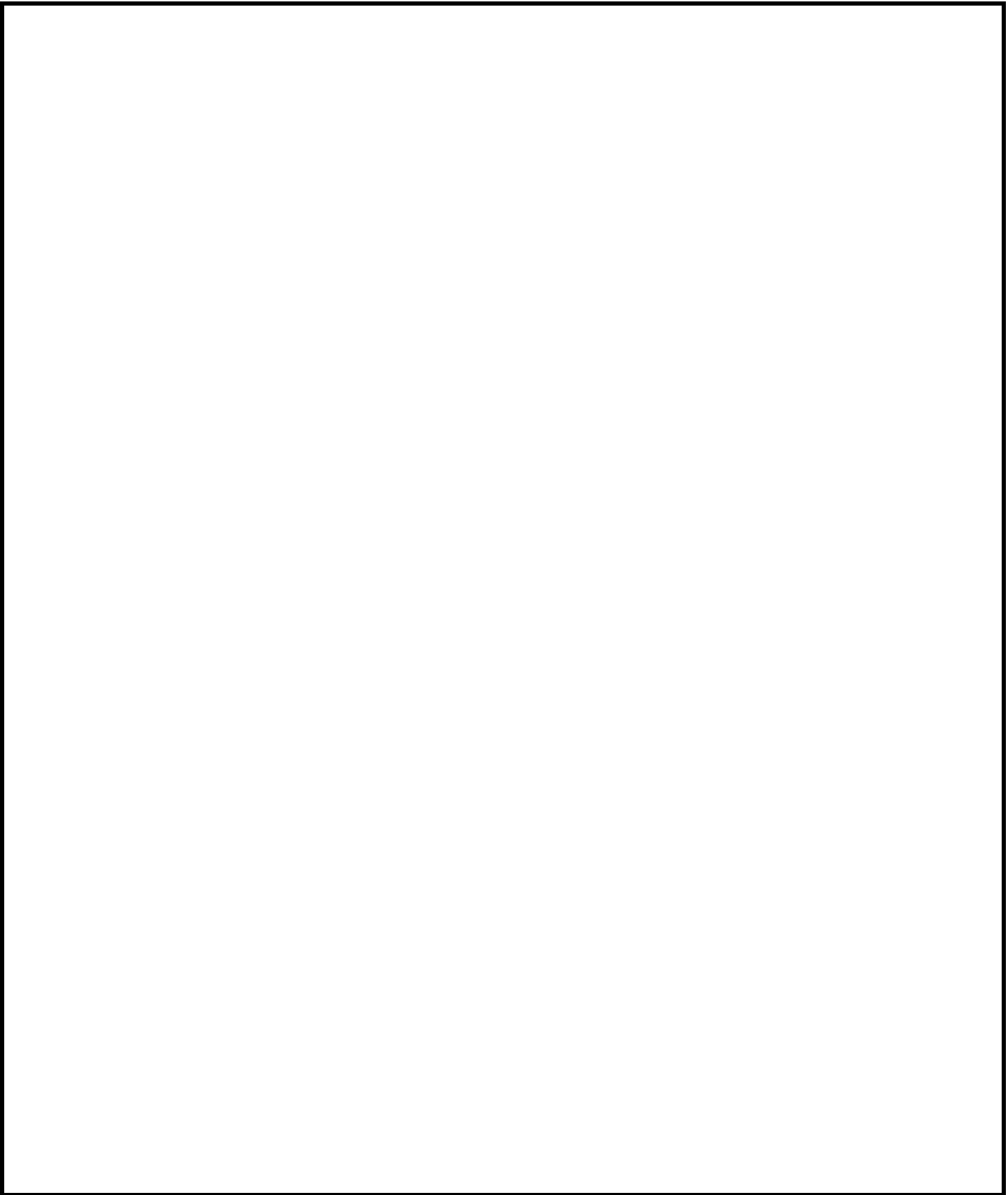
15. Project Description (BRIEF, must fit in space provided)

16. Projected Total Project Cost

17. Bond Funds Requested
 Max.\$300,000 per library facility combined categories
 or system wide project

18. Match Required
 25% of projected total, maximum \$100,000
 required

Element 3: PROJECT BACKGROUND/SUMMARY – Required
Limited to 3 pages, minimum 12 point font (to get another page keep typing, block will expand when needed)



!!STOP!!! DO NOT USE the “TAB” key to move from Element 3. A blank page will be inserted in the application.

Element 4: PROJECT EVALUATION - Required

Limited to 1 page and space provided for each section, 12 point font

A. Short statement which answers the questions: what we do, for whom, and for what expected benefit - Project Purpose

--

B. How will the project be carried out? Should include major activities from the timeline. - Project Activities/Methods

--

C. Measures of service or products provided. - Anticipated Project Outputs

--

D. What change is expected in the target audience's skills, knowledge, behavior, attitude, and status or life condition. - Anticipated Project Outcomes

--

E. Complete the following sentence. The project will be successful if:

--

Element 6: BUDGET SUMMARY - Required		
A. Construction - Total estimated category cost	\$0.00	
Bond Funds Requested (Total Category Cost x 75%) (Minimum \$5,000 - Maximum \$300,000)		\$0.00
Match (Total Cost – Bond Funds Requested)		\$0.00
In-Kind Match Information		
Specify how much, if any, of match is in-kind (maximum 10% of actual category cost up to \$40,000)		
Property used as in-kind match must be the site of the new public library facility. Is property used as in-kind match the site of the new public library facility?		

B. Renovation & Repair - Total estimated category cost	\$0.00	
Bond Funds Requested (Total Category Cost x 75%) (Minimum \$5,000 - Maximum \$200,000)		\$0.00
Match (Total Cost – Bond Funds Requested)		\$0.00

C. Furniture & Equipment - Total estimated category cost	\$0.00	
Bond Funds Requested (Total Category Cost x 75%) (Minimum \$5,000 - Maximum \$50,000)		\$0.00
Match (Total Cost – Bond Funds Requested)		\$0.00

D. Technology - Total estimated category cost	\$0.00	
Bond Funds Requested (Total Category Cost x 75%) (Minimum \$5,000 - Maximum \$150,000)		\$0.00
Match (Total Cost – Bond Funds Requested)		\$0.00

Grand Totals

Estimated Project Cost – All Categories	\$0.00	
Bond Funds Requested (Total Project Cost x 75%) (Minimum \$5,000 - Maximum \$300,000)		\$0.00
Match (Total Cost – Bond Funds Requested)		\$0.00

Funding Source (include all sources)	Amount	Funds Availability (Indicate date funds will be available for project)
State Bond Issue	\$0.00	Upon Subgrant Award
City		
County		
Local Bond Issue		
Private Donation		
Other		
	\$0.00	Total Funding Commitments

Element 7:

ASSURANCES

The Mississippi Library Commission (MLC) requires certification from sub-grant applicants regarding financial, administrative, and legal accountability, non-discrimination, and a drug-free workplace. These requirements are incorporated in the Assurances Statement below. Review the Statement and sign the certification form. If you receive a grant, you must comply with these requirements.

By signing the signature page of the application form, the authorizing officials, on behalf of the applicant and other organizations, assures and certifies that, should a sub-grant be awarded, it will comply with the statutes outlined and all related Mississippi Library Commission regulations. These assurances are given in connection with any and all financial assistance from Mississippi Library Commission after the date this form is signed, but may include payments after this date for financial assistance approved prior to this date. These assurances shall obligate the applicant and other organizations for the period during which the financial assistance is extended. The applicant and other organizations recognize and agree that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the Mississippi Library Commission has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears on the application form.

Certifications Required of All Applicants

1. Financial, Administrative, and Legal Accountability;
2. Non-Discrimination;
3. Drug-Free Workplace Act of 1988; and
4. Mississippi Code Title 43 Chapter 6 - Rights And Liabilities Of Blind And Other Handicapped Persons

Certification of Authorizing Officials

We have examined this application, and hereby assure :

1. All applicable boards and/or local governing authorities have given formal approval for the submission of this application and the information provided is true and correct to the best of our knowledge; and
2. Requirements for a complete Public Library Capital Improvement Program Grant application have been fulfilled; and
3. Compliance with all applicable payment, accounting and reporting requirements will be fulfilled; and
4. Compliance with the applicable certifications regarding items listed above under ***Certifications Required of All Applicants*** will be fulfilled.
5. Compliance with all applicable requirements as stated in the Public Library Capital Improvement Program Manual published by the Mississippi Library Commission, March 2006.

Should this applicant organization be awarded a subgrant through this application, the organization(s) listed in this application and its leaders will enter into an agreement with the Mississippi Library Commission. The applicant and the organization(s) listed in this application assure compliance with all applicable local, federal statutes and regulations.

Signatures (see Signature Page)

Required Signature by Category

Construction and Renovation & Repair	Public Library/Library System Director Chair, Public Library/Library Systems Administrative Board Owner of Public Library Facility (generally Mayor for city, President of Board of Supervisors for county or both if joint project)
Furniture & Equipment and Technology	Public Library/Library System Director Chair, Public Library/Library Systems Administrative Board

Element 7:

ASSURANCES - CONTINUED

Subgrant Application Signature Page (Sign in blue ink)

Public Library/Library System Director

Print Name

Signature Date

Public Library/Library System's Administrative Board

Print Name

Signature Date

City

Name of City

Print Name of Mayor

Signature of Mayor Date

County

Name of County

Print Name of President, Board of Supervisors

Signature of President, Board of Supervisors Date

Reminder – Funding source resolutions or letters must be attached to application if listed in budget.

APPLICATION ELEMENTS

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

The Budget and Narrative portions of the electronic fill-in application are in two (2) electronic files; a MS Word file - PLCIP Application Narrative and a MS Excel file - PLCIP Application Budget. Both portions of the application MUST be completed and submitted for an application to be considered complete.

The budget portion of the application will calculate totals and carry information to the budget summary page.

Element 1: FACE SHEET

Required

Limit: 1 page provided in application
MS Word file

- #1 Grant Category – check all that apply to this project – awarded subgrant funds can be divided among all categories indicated in the application.**
- #2 – 5 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.)**
- #6 – 18 Project Information - General information on the project: fiscal agent, project director, title (Should be distinctive to project), contact information, brief description, funding information on bond funds and cash match. Closely follow the directions in the application on these items.**

Element 2: PROJECT TIMELINE/ACTIVITIES

Required

Limit: 1 page provided in application
MS Word file

State each major project activity and when it will be started and/or completed throughout the project. Major project activities which require the expenditure of funds should be included. Use the form provided.

Element 3: PROJECT BACKGROUND/SUMMARY

Required

Limit: 3 pages (*electronic application will increase pages as needed if information is entered*)
MS Word file

Be concise yet informative

- Include:**
 - Project title**
 - Description of project's goals & major activities**
 - Anticipated results**
 - Information to determine the extent of the need as well as the merits of the project to address the need**
 - Statistical data to demonstrate the need**
 - Planning documents may be attached as appropriate (*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. Most applicants will have some one read and comment on this section prior to submission of the application. This is where the applicant conveys information to the reviewer to convince them of the need and merits of the project.

Element 4: PROJECT EVALUATION

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

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.

Means to examine and demonstrate the 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 a larger and updated library facility.

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

Example: Develop building plan with input from owners of facility and community. Hire architect to interpret plan and local needs and desires. Work with architect and owners to develop final drawing and plans. Set timeline for groundbreaking and schedule for completion of major portions of project. Communicate with community on project. Develop new collection and operational policies for new facility. Attend construction meetings as needed. Work with staff and local media on public relations event for new facility. Open new library facility.

Anticipated Project Outputs – Measures the service or products provided.

Example: Provide a larger area for public access computing; limited to 500 sq ft currently. Provide meeting facilities for local public events and organizations; no public meeting space available other than at local church. Increase patron satisfaction with public library facilities; cramped, dark, musty, and dirty are some words used by patrons in a recent survey. Provide area for children's books and related events; no area currently available.

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

Example: The ABC Library's community will indicate increase satisfaction with the facilities by utilizing the facilities resources more. Meeting will be held and organizations will regularly hold events in the new meeting room. Parents will bring their children to the library to check out books and attend events in the new children's area. ABC Library will serve a more successful, well rounded, and globally aware community evidenced by larger and updated library facilities available to them.

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 be 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/Content/NavigationMenu/ASCLA/Publications1/Interface/Archives/Content_Listing_by_Volume_Number/Volume24/Outcomes-Based_Evaluation1/Outcomes-Based_Evaluation.htm

Element 5: PROJECT BUDGET

Required

Limited to 4 pages – space as provided in application for each category

Electronic form in MS Excel; this portion of the application will calculate and carry figures to the summary budget page.

The Budget should include costs that will be supported by subgrant funds, applicant, and/or third party matches. In addition to budget, this element of the application gathers information related to the particular category. Read the instructions for each category carefully and include all information.

One (1) page is allowed per program category: Construction, Renovation & Repair, Furniture & Equipment, and Technology.

The different categories of the grant program allow for different types of purchases within each. See the category requirements for a list of eligible and ineligible expenses in each category.

- Budget Items–** list the items or services needed for the project. Some items common to the type of project are provided. List others as needed in the blank spaces in this column.
- Prior Expense –** expenses incurred after November 24, 2004, are eligible for reimbursement under certain conditions. (See Prior Expense in the General Requirements section of the manual.)
- Estimated Cost –** estimated cost for each budget item; if a prior expense is listed for the budget item, this figure should be the remaining cost for that budget item.
- Total Estimated Cost –**the total cost of that budget item; Prior Expense + Estimated Cost. (Locked item - form WILL CALCULATE this figure)
- Total Estimated Project Cost –** total cost this category (Locked item - form WILL CALCULATE this figure)

Element 6: SUMMARY BUDGET

Required

Limited to 1 page – space as provided in application

Electronic form in MS Excel; this portion of the application will calculate and carry figures to the summary budget page.

The summary budget is divided into sections that correspond to the page for the program category: Construction, Renovation & Repair, Furniture & Equipment, and Technology. Each section requires total estimated project cost from the category budget page and the subgrant/match amounts. The summary section for Construction requires additional information on In-kind match for the project. The subgrant amount and match will be automatically calculated in the summary budget.

Categories: Construction, Renovation & Repair, Furniture & Equipment, and Technology

Formulas are set up in the blocks to calculate the maximum amount of subgrant fund eligible for this project based on the category limits and the total estimated project cost

Total estimated category cost – from each category budget page (Locked item - form WILL BRING this figure from the appropriate category page)

Bond Funds Requested – limited to category minimums/maximums and project maximum of \$300,000 (Not a locked item – form WILL CALCULATE this figure at the maximum for the category) IF the applicant wishes to request a subgrant amount less than the maximum, simply type the amount requested in the block to the right of “Bond Funds Requested”, the remaining calculations will use this figure. (NOTE: When a figure is manually entered, the formula is deleted from that block.) If the applicant enters figures in the block check the limits for each category.

Match – Total estimated category cost less bond funds requested (This may be more than the 25% required if maximums are exceeded.) (Locked item - form WILL CALCULATE this figure based on category cost and Bond Funds Requested.)

Grand Total for Project

All of the category summary information will be carried from the category pages and calculations made in the appropriate blocks. The only information the applicant must enter is under “Funding Source” in the Grand Totals section.

Estimated Project Cost – All Categories - total of all category budgets (Locked item - form WILL CALCULATE this figure from the category budgets) must = Total Funding Commitment

Bond Funds Requested - total of all bond funds requested for each category (Locked item - form WILL CALCULATE this figure from the category budgets)

Match - Total estimated project cost less bond funds requested (This may be more than the 25% required if maximums are exceeded.) (Locked item - form WILL CALCULATE this figure based on project cost and Bond Funds Requested.)

Funding Source

This list of monetary support solidifies information for applicants and gives reviewers information on overall project support at the local level. Resolutions or letters of support should be included as an attachment to the application for the sources listed that are outside the library/library system.

List the amount of the commitment and the date funds will be available.

State Bond Issue - amount of commitment of state bond funds IF a subgrant is awarded (Locked item – form will bring in this figure from the “Bond Funds Requested” above)

City - amount listed in resolution for city

County - amount listed in resolution for county

Local Bond Issue - amount listed in resolution for bond referendum

Private Donation - amount listed in letter of intent

Other - amounts from other sources – may or may not require letter or resolution depending on how secure the commitment is. It is the responsibility of the applicant to make this determination.

Blank space has been provided to list additional sources; attach resolution or letter as necessary.

Element 7: ASSURANCES

Required

Limited to 2 pages – space as provided in application

MS Word file

The Mississippi Library Commission requires certification from its subgrant applicants regarding, handicapped accessibility, non-discrimination, a drug-free workplace, and other applicable assurances.

See Element 7 for detailed information. Read carefully the information on the required signatures for the categories.

Should this organization receive a subgrant, the organization and its leaders will comply with all regulations, all statutes outlined, requirements as defined in the Mississippi Library Commission, and all applicable local, state and federal statutes and regulations.

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:

- Element 1: Face Sheet
- Element 2: Subgrant Timeline/Activities
- Element 3: Project Background/Summary
- Element 4: Evaluation
- Element 5: Budgets
- Element 6: Summary Budget
- Element 7: Assurances/Certification of Authorizing Official *(Signed in blue ink by signatory authority required)*

Optional Elements:

- Partnership Statement, if applicable
- Attachments *(Identify all attachments to application)*
- Report from Planning Activities *(e.g., Needs Assessment)*
- Resolutions
- 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 June 30, 2006.
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 July 7, 2006.

SUBMITTING THE APPLICATION(S)

June 26, (corrected 4/16/06 cbw)

Applications must be received at the following address by 5:00 p.m. on June 30, 2006. Applications that do not meet the submittal deadline will be REJECTED without evaluation.

Send To

Mississippi Library Commission
Public Library Capital Improvement 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.**
 - **Mail the application by June 23, 2006.** (*mailing by 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. By 12:00 p.m. on June 30, 2006, all acknowledgements will be sent. If, by this deadline, an acknowledgement has not been received, the applicant should contact the Mississippi Library Commission.

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 the date stamped by the U.S. Postal Service is legible.

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APPLICATION REVIEW CRITERIA

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

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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

PUBLIC LIBRARY CAPITAL IMPROVEMENT APPLICATION REVIEW

NAME	
PROJECT TITLE	
APPLICATION #	

MLC Compilation of Reviewer Scores

	Element	Highest Possible Points	Actual Points
2	Timeline	16	
3	Project Background/Summary	45	
4	Evaluation	24	
5	Category Budget	10	
6	Summary Budget	5	
	TOTAL POINTS	100	
	Bonus Points Catastrophic loss to facility/contents; documentation must be attached; loss must be included in application	10	
	GRAND TOTAL POINTS	110	

PHASE 1: REVIEW FOR COMPLETENESS

		Yes	No	N/A
1.	Received by application deadline & appropriate type and amount			
2.	Packet includes the following required items:			
	Element 1 Face Sheet			
	Element 2 Timeline			
	Element 3 Project Background/Summary			
	Element 4 Evaluation / Outcomes			
	Element 5 Project Budget			
	Element 6 Summary Budget			
	Element 7 Assurances / Certification of Authorizing Official			
3.	Optional Items			
	Partnership Statement or Resolutions, 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			
> Prescribed application form used			
> All blanks completed			
> Project description consistent with category(s)			
Element 2: TIMELINE/ACTIVITIES			
> Prescribed application form used			
> Major activities listed consistent with category(s) indicated			
Element 3: PROJECT BACKGROUND/SUMMARY			
> Prescribed application form used			
> Corresponds to activities related to category(s) indicated			
> Relates to activities in Timeline/Activities			
Element 4: PROJECT EVALUATION (OUTCOMES)			
> Prescribed application form used			
> All sections are addressed			
> Consistent with project category(s)			
Element 5: PROJECT BUDGET			
> Prescribed application form used			
> Provides budget information for items and/or services			
> All required information is given			
> Budget is consistent with category(s)			
> Provides appropriate cash match			
Element 6: Budget Summary			
> Prescribed application form used			
> Summary information consistent with category(s)			
> Summary information is within limits for category and program			
Element 7: ASSURANCES / CERTIFICATION OF OFFICIALS			
> Appropriate signatures in blue ink			
OPTIONAL ITEMS			
> Items identified in Project Background /Summary			
Rejection Notice Mailed: (Date: _____)			
Forwarded for Phase 3 Review: (Reviewer's Initials: _____)			

Internal Reviewer's Notes:

Mississippi Library Commission

PLCI APPLICATION REVIEW

NAME	
PROJECT TITLE	
APPLICATION #	

PHASE 3: REVIEW FOR CONTENT

TIMELINE/ACTIVITEIS		0 - 16 points
1	Do the specific activities and corresponding dates support this project?	
2	Are all of the necessary elements included?	
3	Are activities listed appropriate for this type of project?	
4	Is timeframe for project reasonable & attainable?	
		POINTS <input type="text"/>

PROJECT BACKGROUND/SUMMARY		0 - 45 points
1	Is the need for the project clearly demonstrated?	
2	Does the applicant give convincing reasons as to why this project should be funded with state bond funds?	
3	Is the group that will benefit from the project identified?	
4	Is there statistical information provided to substantiate/support the need for this project?	
5	Does the application list any partners? If so, are the roles they will play in the project identified?	
6	Is the population to be served by this project well described?	
7	Does the applicant present a plan to obtain future local funding if the project is to continue?	
8	Does the applicant tie the project to the mission of the library and a long range plan for library service?	
9	Does the applicant identify activities to be supported by the project?	
		POINTS <input type="text"/>

EVALUATION		0 – 24 points
1	Does the project evaluation focus on customer impact / outcomes?	
2	Does the purpose list the need? If so, it is consistent with the need listed in other parts of the application?	
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 listed? If so, are activities/methods consistent with the project intent?	
5	Are outputs listed? If so, are outputs listed 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?	
8	Does the Evaluation clearly state a plan for evaluating activities over the course of the project?	
		POINTS <input style="width: 100px; height: 20px;" type="text"/>

BUDGET		0 – 10 points
1	Is information provided in budget consistent with category requirements?	
2	Are the proposed budget items reasonable and provide adequate support to the category(s) and project?	
		POINTS <input style="width: 100px; height: 20px;" type="text"/>

BUDGET SUMMARY		0 – 5 points
3	Is local support demonstrated for project through funding support?	
		POINTS <input style="width: 100px; height: 20px;" type="text"/>

REVIEWER COMMENTS	
Strengths:	
Areas Needing Improvement	
Summary Comments:	

EVALUATION GUIDELINES

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EVALUATION

CAPITAL IMPROVEMENT SUBGRANT PROJECTS

Annual and final evaluation reports must be completed and filed by subgrantee listed on the subgrant agreement.

Purpose

- To examine and demonstrate the effectiveness of public library programs.
- To provide accountability for the expenditure of public funds.
- To determine if stated purpose of project was accomplished.
- To provide an overview of project activities.
- To identify unanticipated results and possible future projects.
- To assemble statistics, surveys, and customer responses.
- To assess social and economic impact.

Annual Evaluation Report

See sample report at the end of this section.

- Submit each year within 30 days of the date the subgrant was received; i.e. Subgrant Agreement is dated 08/01/2006, submit the report each year by September 30.
- Annual report is due on each subgrant award. There may be more than one subgrant award in a project.

Final Evaluation Report

The following questions, as related to a specific project, should be addressed in the evaluation.

- What is the subgrant number, project name, and grantee name as listed on the grant agreement?
- What geographical area is served by the project?
- What was the purpose of the project listed in the application? If the purpose changed during the project, explain why and what effect the change had on the project (a change of this nature would require formal action).
- What activities were carried out to meet the purpose?
- How were local library facilities and services improved?
- What events/problems/situations occurred that influenced the project in a negative or positive way?
- How was user's services/access enhanced or expanded?
- Were there unexpected results or achievements?
- What were the results of any surveys/other assessment tools used in the project? (Submit examples of tools with evaluation.)
- Was the project budget adequate or overestimated/underestimated?

- How have users benefited?
- Is there a demonstrated change in user's attitudes, skills, knowledge, behavior, abilities, status, or life condition?
- How did the project support the local community and/or strengthen the local economy?
- Were promotional pieces or news articles promoting the project generated? (Attach examples.)

Format of Final Evaluation Report

Keep report brief. Limit to three (3), 8 ½ "x 11" single-sided sheets.
Evaluations may be submitted in question/answer format or in a more formal narrative format.

Submission of Final Evaluation Report

Report should be submitted within 90 days of the completion of the project or 90 days after the five year deadline for expenditure of funds has passed; whichever comes first.

Mail, Fax, or Email evaluations to:

Mississippi Library Commission
Attn: Capital Improvement Grant Evaluations
3881 Eastwood Drive
Jackson, MS 39211
Fax: 601-432-4486
E-mail: grantsprog@mlc.lib.ms.us

Sample Annual Evaluation Report

Mississippi Library Commission Public Library Capital Improvement Grant Program Annual Evaluation Report

Subgrantee must submit each year within 30 days of the date the subgrant was received

Project	ACB Library Renovation	
Library System	XYZ Library System	
Subgrant #	B9907-99-1	
Category	Furniture & Equipment	
Award Amount	\$50,000.00	
Expended as of previous report	\$27,000.00	
Expended this year	\$15,000.00	
Remaining Funds	\$8,000.00	
Project		
Financial		
	Narrative status report; what has been completed?	
	In comparison to the project timeline submitted in the application is the project on schedule?	
	If not on schedule, why? Is there anything the Library Commission can do to facilitate getting the project back on schedule?	
	MLC/Admin/Grant Programs Management	April 07

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Public Library Capital Improvement Program SUBGRANT CALENDAR

Date	Activity
June 9, 2005	Call Approved by the Mississippi Library Commission Board of Commissioners
April 12, 2006	Handbook & Applications Distributed
June 26, 2006	Application Due at Library Commission
July 6, 2006	Phase III Team Review of Applications
July 18, 2006	Recommendations Presented to the Mississippi Library Commission Board of Commissioners (<i>proposed BOC meeting date; actual date may vary</i>)
July 31, 2006	Status Letters Mailed Contracts & Award Packets Mailed to Successful Applicants
August 7, 2006	Subgrant period begins
October 31, 2006	Signed Contracts Due to Library Commission
August 6, 2011	Subgrant period ends
November 4, 2011	Final Evaluation Reports Due to Library Commission
November 10, 2011	Final Reimbursement Request Due to Library Commission