

**Mississippi Library Commission
Library Services and Technology Act
Federal Grant Program**

DOCUMENT OUTLINE

Section 1 – LSTA Program General Information & Requirements

Section 2 – LSTA Subgrant-Specific Information

1. GENERAL INFORMATION & REQUIREMENTS

As part of the Mississippi Library Commission’s annual grant program, the Library Commission provides funds through competitive and non-competitive subgrants to all Mississippi public libraries through funds from the Library Services and Technology Act (LSTA) appropriated by Congress and administered by the Institute of Museum and Library Services (IMLS).

For more information on the Mississippi Library Commission’s LSTA program, contact:

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

Individuals requiring an alternative format of this or any other LSTA program information may contact the Grant Programs division for assistance.

This manual and the following requirements are considered a part of the subgrant agreement if an award is made and must be included as a part of the official records and files for the awarded project(s).

The following requirements are developed in accordance with agency policies governing grants, state and federal laws and regulations concerning grants, and statewide needs identified by the agency. In addition to these general requirements, categories may have specific requirements; these will be identified within the category or program.

LAWS

In regards to state and federal law and regulations, this manual is considered a guide and should not be used to make final determination of a complex issue. Applicable state and federal laws and regulations should be consulted. This information serves as notice to the recipients of state and federal laws and regulations. Determinations of which federal laws are applicable are guided by the type of entity receiving the funds. Both Administrative Requirements and Cost Principals are required to be followed.

Technical assistance is available from the Mississippi Library Commission regarding compliance and eligibility of projects and goods or services acquired under that project.

ACKNOWLEDGMENT OF GRANTOR(S)

The Institute of Museum & Library Services (IMLS) and the Mississippi Library Commission (MLC) require acknowledgment of federal assistance in all publications and products resulting from the award of an LSTA subgrant. The subgrantee must include in all publications or other materials produced in whole or in part with funds awarded under the agreement the logo of the IMLS and/or text.

The type of recognition varies according to the type of activity. Use the following guidelines for acknowledgement:

- Written materials must include a credit line indicating IMLS as a source of support;
- Graphic items such as posters or brochures should include the IMLS logo, available at <http://www.imls.gov/recipients/logos.aspx>.
- Electronic items should link to the IMLS Web site, <http://www.imls.gov/>.
- Audio/video broadcasts must include a tag line indicating IMLS as a source of support. Video broadcasts should display the IMLS logo.

ADMINISTRATIVE REQUIREMENTS

All federal requirements applying to entities receiving an award through this program can be found in the Office of Management and Budget's (OMB) [Uniform Guidance](#).

ANNOUNCEMENT OF SUBGRANT AWARD

No information about the status of an application will be released until applications have been reviewed and final awards are made. The award decisions of the Mississippi Library Commission Executive Director and the Mississippi Library Commission Board of Commissioners are final.

Applicants in the Competitive categories will be notified within three (3) days of the Board of Commissioners meeting with the status of the application.

Non-Competitive applications will be reviewed and applicants notified of status within two weeks of receipt of the application.

CHILDREN'S INTERNET PROTECTION ACT (CIPA)

The Children's Internet Protection Act (PL 106-554) requires that State Library Administrative Agencies assure the federal government that public libraries receiving LSTA funds comply with the requirements of CIPA. Certification of compliance will be required in the subaward agreement.

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

CONSTRUCTION

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

“ . . . new buildings and acquisition, expansion, remodeling, and alteration of existing buildings and for the purchase, lease, and installation of equipment of any such buildings, or any combination of such activities (including architects' fees and the cost of acquisition of land).”

CONSULTING FEES

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

For the purpose of this grant program, consulting fees are usually based on the completion of a specific project or portions of a project. These fees may be hourly rates depending on the professional and the type of payment arrangement made with the consultant.

Consulting fees may or may not include travel cost; travel cost may be charged based on actual cost with receipts or a negotiated rate. Consulting fees differ from service costs in that service costs are usually associated with a product or item.

COST PRINCIPALS

All federal requirements applying to entities receiving an award through this program can be found in the Office of Management and Budget's (OMB) [Uniform Guidance](#).

DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

All recipients must certify, to the best of his or her knowledge and belief that neither the recipient of federal funds through this program, nor its principals, nor subcontractors paid with program funds:

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

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

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

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

DIRECT COSTS

Direct costs are those that can be identified specifically with a particular project and associated outcome. Only direct costs are allowable in subgrant categories described in this manual. Direct costs for all goods and services

related to a project must be allowable and eligible under federal and state regulations and laws. Matching funds must be a direct cost.

DISPUTES/COMMENTS

Any dispute/comment received, either in person, by mail, or email, by the Mississippi Library Commission concerning the LSTA program will be forwarded to the LSTA program coordinator who will respond as is appropriate to the situation, either through a phone call, an email message, or formal letter.

For any issue unresolved by the LSTA program coordinator, the dispute/comment will be forwarded to the Executive Director of the Mississippi Library Commission who will respond as appropriate to the situation, either through a phone call, an email message, or formal letter.

The Executive Director of the Mississippi Library Commission is the person of last resort for disputes/comments concerning the state's LSTA program.

DRUG-FREE WORKPLACE REQUIREMENTS

The applicant must provide a drug-free workplace by complying with the requirements in [2 CFR Part 3186](#) (Requirements for Drug-Free Workplace [Financial Assistance]), in particular the requirements in Subpart B (or Subpart C if the recipient is an individual).

This includes, but is not limited to: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for the grantee's employees; and taking actions concerning employees who are convicted of violating drug statutes in the workplace.

EVALUATION REPORTS

Evaluations are a means to examine and demonstrate the effectiveness of services/programs and to provide accountability of the expenditure of public funds. Evaluation reports are required for all subgrant projects.

Mid-Year Evaluations

- Due mid-January (specific date published annually).
- Must still be submitted even if project is not at the midpoint in activities.
- If project has not begun, report when it will begin, changes in the timeline, and why.
- Required forms will be provided by the Mississippi Library Commission.

Final Evaluations

- Due end of August (specific date published annually).
- All projects require final evaluation.
- Evaluations will include a narrative report and a close out financial report.
- Required forms will be provided by the Mississippi Library Commission.

EQUIPMENT (CAPITAL EQUIPMENT)

Defined as - *An article (one unit) of nonexpendable, tangible personal property having a useful life of more than one (1) year and costing \$5,000 or more.*

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

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

FINANCIAL, ADMINISTRATIVE, AND LEGAL ACCOUNTABILITY

By submitting the application and signing the agreement, the applicant assures the Mississippi Library Commission that it has the fiscal and legal authority and capability to administer all aspects of the LSTA subgrant project as listed in the application. The following business systems are required by federal regulations and MUST be in place prior to award of subgrant (click the link following the business system to see the applicable federal regulations regarding basic requirements for state and local governments):

- [Equipment \(Property\) - 2 CFR 215.34](#) - *Equipment*
- [Finance - 2 CFR 215.21](#)- *Standards for Financial Management Systems*
- [Personnel - 2 CFR 200.430](#) - *Compensation—Personal Services*
- [Procurement \(Purchasing\) - 2 CFR 215.44](#) - *Procurement Procedures*
- [Travel - 2 CFR 200.474](#) – *Travel Costs*

GRANT WRITING ASSISTANCE

Consultants from the Library Services Bureau of the Mississippi Library Commission will provide grant writing and application completing assistance upon request. Assistance from Library Commission staff in writing a subgrant application does not guarantee funding, implied or otherwise. Public library systems are encouraged to take advantage of this service.

INELIGIBLE OR UNALLOWABLE ITEMS

The list of items below is meant as a guide only and is general in nature. For a detailed list of items see the uniform guidance for cost principals [Subpart E](#). Other items are considered ineligible/unallowable under LSTA, such as construction (see definition of construction in this section) and non project related public relations cost. Also, some items may be deemed ineligible/unallowable in certain categories and programs at the state level and/or at the federal program level.

- Alcoholic beverages
- Bad debts
- Donations and contributions
- Entertainment costs
- Fines and penalties
- Fund raising and investment management
- Goods or services for personal use
- Lobbying

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

LIMITED ENGLISH PROFICIENCY

Reasonable steps will be taken to ensure that persons with Limited English Proficiency (LEP) have meaningful access and equal opportunity to participate in services, activities, programs, and other benefits offered by the Mississippi Library Commission.

Any translations and other aids needed shall be provided without cost to the person being served and will be informed of the availability of such assistance, also free of cost.

Language assistance will be provided through the use of competent, bilingual staff and technology and telephonic interpretation services where available.

LOBBYING

Lobbying is not an allowable expenditure. As required by [Section 1352, Title 31 of the United States Code](#), and implemented for persons entering into grants or cooperative agreements, the applicant certifies to the best of his or her knowledge and belief that:

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

LOCAL POLICIES

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

MATCHING FUNDS

A percentage basis of the total project cost cash match may be required. The percentage of the match, if applicable, will be specified in the category descriptions.

- Minimum match required is based on the total project cost
 - EXAMPLE: total project cost is \$10,000; match required is 10%
 $\$10,000 \times 10\% = \$1,000$ required matching funds
- In-kind contributions are not allowed.
- All funding must flow through the subgrantee, including donations.
- Matching funds must be expended on eligible project costs.
- Match may come from a combination of local or state funds or funds from non-governmental agencies (e.g. foundations, service clubs).
- Federal funds may NOT be used as match.

MATERIALS, SUPPLIES, AND EQUIPMENT

Materials and supplies used directly for a project are considered an eligible expense.

Equipment (over \$500 but less than \$5,000) purchased under this budget category must be a direct cost.

MONITORING

The agency is required to monitor subgrant activities. Monitoring may include, but is not limited to, one or more of the following activities: evaluation of reports, audit of payment request; site visits, review of audits and follow-up on findings. For the grantor, on-site monitoring provides a hands-on view of the project and the local impact as well as accountability and evidence of proper management of the project. For the subgrantee, on-site monitoring can be a valuable tool for feedback on processes and insight into what the grantee expects in evaluating the project. A subgrant is a partnership and monitoring is one method of fostering that partnership.

PARTNERSHIPS

Partnerships are encouraged, though not required. A partner is a library or non-library entity that will contribute specific deliverables to the project. A deliverable may be a cash amount or in-kind contribution such as donated personnel, training space, transportation, supplies, materials, printing, or other items to be used in implementing the project. All parties involved will want to be clear about the roles and responsibilities of each partner. Relationships between the partnering institutions are the responsibility of the partners. The lead/applicant library is responsible for establishing and enforcing any agreements or contracts with partnering institutions.

NONDISCRIMINATION

The subgrantee agrees to comply with the following nondiscrimination statutes and their implementing regulations and must also comply with the requirements of any other nondiscrimination laws which may also apply:

- a) Title VI of the Civil Right Act of 1964, as amended (42 U.S.C. §200 *et seq.*), which prohibits discrimination on the basis of race, color, or national origin (note: as clarified by Executive Order 13166, the applicant must take reasonable steps to ensure that limited English proficient (LEP) persons have meaningful access to programs);
- b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §701 *et seq.* including §749), which prohibits discrimination on basis of disability;
- 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 education programs; and
- 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.

PAYMENT AND ACCOUNTING PROCEDURES

Payments

The Mississippi Library Commission makes subgrant payments by invoices submitted to, and payments issued by, the Department of Finance and Administration (DFA). All LSTA subgrant payments are made on funds request basis using only forms provided by the Library Commission. Subgrantees may request funds as needed during the program subgrant period.

Accounting

The Mississippi Library Commission requires all subgrant recipients to maintain accounting of funds received in association with any subgrant awarded. A separate bank account is not required; however, subgrant recipient must establish, and maintain, a separate accounting category within an internal accounting system to show that

funds have been used for subgrant-related costs only. This restricted accounting record must be adequate enough to satisfy normal auditing procedures and are subject to the provisions of the Office of Management and Budget's (OMB) audit requirements. If, in an audit or similar financial report, a finding is noted which affects any subgrant awarded under this program, corrective action is required to resolve the finding.

The subgrantee must maintain records and supporting documentation, at the local level, sufficient enough to determine if funds requested were: 1) received and 2) expended on allowable project costs.

Regardless of usual local policy or practices, invoices and/or receipts are required for all subgrants received from the Mississippi Library Commission and expenses not supported by the proper documentation may be disallowed. Acceptable documentation is an invoice or receipt containing, at minimum, the following information:

1. Date of purchase or invoice date
2. Store or vendor name
3. Itemized list of goods/services purchased

Note: Payment requests, vouchers, or other internally generated documents are NOT acceptable forms of documentation to support actual subgrant expenses.

Only goods/services obligated during the grant period are eligible for funding (obligated is defined as *goods/services received during the grant period that require payment during that same period*). For any invoices dated outside the grant period, documentation supporting the obligation occurred during the grant period must be attached to those invoices.

RECORDS RETENTION

Any records and supporting documentation pertaining to the subgrant project must be maintained for a minimum of three (3) years from the due date of the final grant report that must be submitted by the Mississippi Library Commission to the Institute of Museum and Library Services. The Library Commission will notify subgrantees of the submission date of the final report.

REPORTING

Subgrant recipients are required to submit a mid-year evaluation report and a final evaluation report as described in the category descriptions. The elements necessary in these reports will be prescribed by the Mississippi Library Commission; forms will provided and available on the agency's website. Failure to submit the evaluations as required can affect the receipt of program funds and future subgrant opportunities.

Dates concerning reporting deadlines and any other reporting requirements will be published with the program requirements in the program manual.

REQUEST FOR FUNDS

A reimbursement request form (and supporting documentation) must be completed, submitted, and approved for payment prior to the release of monies associated with the subgrant project. Forms and instructions for requesting funds can be found on the grant page of the agency's website.

All funds requests received and approved by the tenth (10th) calendar day of each month will be approved for payment in that month. Requests received after the tenth (10th) may be held for approval until the following month. Every effort will be made to pay the requesting subgrantee in the month the request was approved; however, by state statute, DFA has forty-five (45) days after receipt of an invoice to make payment. This date is subject to change depending on the close out schedule of the agency and DFA; subgrantees will be advised of any changes.

Only funds requests received by the Mississippi Library Commission within the timeframe established for the specific subgrant program will be paid. Funds not requested within that timeframe will be considered released and will no longer be available to the subgrantee.

REVIEW PROCESS FOR APPLICATIONS

Competitive Applications – subject to a three (3) phase review; Phases I and II are internal reviews and the Phase III review is done by outside, independent reviewer(s) who will evaluate the subgrant applications.

Non-competitive applications - subject to a three (3) phase review; Phase I and Phase II are internal reviews and Phase III is an internal review by the Executive Director of the Mississippi Library Commission for funding approval.

During the application’s initial internal review, the application may be rejected for the following reasons:

- Application is incomplete.
- Applicant is determined to be ineligible.
- Application does not meet the minimum criteria for the subgrant category.
- Application is not received by the submission deadline.

Phase I – Completeness

Applications will be reviewed to ensure all required information and elements have been included. If time allows, applicants may be contacted to provide additional information to complete the application. Applications will be rejected at this level if the application is not complete.

Phase II – Form

Applications will be reviewed to ensure that each element of the application conforms to the limitations and requirements for the program. Applications may be rejected at this level if the applicant or the application is not eligible.

Phase III – Content

- **Competitive** – Applications successfully completing Phases I and II will be reviewed and scored by independent reviewer(s). At this phase, reviewers may recommend rejection of an application if content of the application does not meet criteria for the subgrant category, does not supply appropriate or sufficient information to complete the review(s), or, in the opinion of the reviewer, is not a good use of federal funds. The decision to reject an application must be unanimous.

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

At this point, funding recommendations will be made to the Mississippi Library Commission Board of Commissioners based on: the results of the competitive review process, the stated funding priorities and limitations, and the overall goals of the LSTA program.

- **Non-Competitive** - Applications successfully completing Phases I and II will be presented to the Executive Director of the Mississippi Library Commission for final approval and funding. Scores will not be applied to these applications; however, information provided in all the applications must be consistent with the requirements of the category and relevant to the proposed project.

SALARIES/WAGES

Salaries and wages of permanent library staff are NOT eligible as a project expense or match. Salaries and wages of temporary staff hired specifically for the LSTA project ARE eligible as a project expense or match. Expense for salaries and wages must be:

1. Specific to the project.
2. Terminated with the end of the project.
3. Necessary to carry out the project, be reasonable, and be consistent with similar staff expenditures if activities are within the scope of permanent staff functions.

SERVICES

Services are eligible as a direct cost when directly related to the project. For the purposes of this grant program, services are usually connected with a tangible item.

SPECIAL CONDITIONS

Library Services - resulting from the receipt of an LSTA subgrant must be made available without discrimination to all members of the community served. Participants may not be denied services on the basis of the nondiscrimination statutes referenced to in this manual.

Products Produced - as a result of the subgrant should be distributed free or at cost unless the recipient has received prior written approval for other arrangements.

- The subgrantee may copyright, with prior written permission, any work that is subject to copyright and was developed, or for which ownership was purchased, under a subgrant award
- The Mississippi Library Commission reserves, for federal government purposes, a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use the work; and authorize others to do the same.

SUBMITTING THE APPLICATION

These general guidelines apply to ALL subgrant application. See the specific program descriptions on the agency website for official application time frames and other critical information dates. Applications not submitted during the window will NOT be accepted.

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

Applications must be emailed as an attachment to grantsprog@mlc.lib.ms.us by midnight of the application deadline date. ATTACHMENTS MUST BE A .PDF FILE.

Acknowledgement of Receipt

The Mississippi Library Commission will acknowledge, by e-mail, the receipt of the application. Within one week after the close of the application window, all acknowledgements will be sent. If an acknowledgement has not been received in this timeframe, the applicant should contact Grant Programs at the Library Commission.

Proof of submission

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

Signatures

No signatures will be required to submit an application. All terms and conditions will be contained in the subaward agreement. Some local policies regarding grant applications may require approval of the local board prior to submission; applicants should follow all local policies regardless of requirements of the Mississippi Library Commission.

TRAVEL

Travel costs are eligible when necessary for the project AND when charges are consistent with those normally allowed for travel by the library/library system.

- To be considered “consistent with those normally allowed,” a policy must already be in place to determine what types of travel will be paid by the library/library system.
- Public libraries/library systems are required to follow state travel regulations published on the Department of Finance and Administration (DFA) website:
<http://www.dfa.state.ms.us/Purchasing/Travel/Travel.html>
- As required by federal regulations, a business system addressing travel must be in place prior to submission of application.

USE OF FUNDS – GENERAL

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

All goods/services purchased with federal funds must be:

1. Eligible within the grant program at the state level
2. Allowable under federal cost principals and administrative requirements meeting all of the following criteria:
 - a. **Allocable** (to award in direct proportion to actual usage for the program) and
 - b. **Necessary** (could not conduct the project without this good/service) and
 - c. **Reasonable** (cost for goods/services must not be inflated because non-federal funds are being used).
3. Acquired following all applicable federal cost principals, administrative requirements, and state purchasing laws.

Promotional Items

Federal regulations do not normally allow for the purchase of promotional items to be used as gifts, models, or souvenirs. The purchase of these items with LSTA funds is rarely an allowable cost unless the awarding agency and the subgrant recipients have clearly demonstrated a legitimate purpose for the purchase and distribution of these items and that they are directly related to the LSTA grant project. Any such item must be approved in advance.

- For promotional items/activities paid with LSTA funds, they must be directly related to a specific subgrant project and cannot be used to solely promote the library.
- For promotional items/activities NOT allowed to be paid with LSTA funds, many libraries partner with businesses and other organizations to cover the costs of these promotional materials.

Software Equipment

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

All equipment and software purchased with LSTA funds must be used for the project specified in the subgrant application.

Unexpended Funds

All unexpended LSTA subgrant funds will revert back to the Mississippi Library Commission.

2. Subgrant-Specific Information

Subgrant Purpose

The purpose of these subgrants is to provide:

- Learners new or enhanced services/resources in the areas of programming and development.
- Improved services to learners through strategic development of libraries in management, planning and internal resources.

Subgrant Types

1. Competitive
2. Non-Competitive

Subgrant-Specific Information

	<u>Competitive Subgrants</u>	<u>Non-Competitive Subgrants</u>
Available Funding	\$3,001- \$15,000	\$2,000 - \$3,000
Required Match	10% cash match of project total (Final match required based on Detailed Budget submitted in pre-award process)	None
Grant Period	July 1, 2016 – June 31, 2017	July 1, 2016 – June 31, 2017
Who Can Apply	Mississippi Public Libraries, Mississippi Public Library Systems, and Consortiums (led by a Mississippi library/library system)	Mississippi Public Libraries and Mississippi Public Library Systems
What Can Be Purchased	<p style="text-align: center;">Goods and services to conduct the project as described in the application.</p> <p>Excludes: Capital improvements/repairs/renovations defined by IMLS, library materials for general collection updates, staff costs, administrative overhead costs, general office supplies unrelated to the project, costs related to events/services primarily for entertainment, other costs not eligible/allowed under federal or state regulations.</p>	<p style="text-align: center;">Goods and services to conduct the project as described in the application.</p> <p>Excludes: Capital improvements/repairs/renovations defined by IMLS, library materials for general collection updates, staff costs, administrative overhead costs, general office supplies unrelated to the project, costs related to events/services primarily for entertainment, other costs not eligible/allowed under federal or state regulations.</p>
# of Application Allowed	Two	<p>Single County Library Systems Two (2) of any nature and One (1) Professional Development</p> <p>Multi-County Library System One (1) of any nature per county served and One (1) Professional Development</p>
Reports Required	Mid-Year Evaluation Final Evaluation	Mid-Year Evaluation Final Evaluation

PROFESSIONAL DEVELOPMENT SUBGRANT (NON-COMPETITIVE)

Available Funding	\$1,500 - \$3,500
Required Match	None
Grant Period	July 1, 2016 – June 31, 2017
Who Can Apply	Mississippi Public Libraries and Mississippi Public Library Systems
What Can Be Purchased	<p>Costs associated with: Registration fees/tuition for educational sessions, in-state academic courses directly related to library services (non-degree seekers only), required workbooks/manuals, travel costs for educational sessions (within continental US), transportation costs (mileage, airfare, taxi, shuttles, etc), lodging, and meals.</p> <p>Costs associated with local in-house training: Fees for trainers, mileage, lodging, and meals.</p> <p>EXCLUDES: Non-instructional computer software, capital improvements and repair/renovation of library facilities as defined by IMLS, library materials, staff costs, administrative overhead fees, office supplies/materials unrelated to project, costs related to events/services primarily for entertainment, costs related to general staff meetings, costs related to attending events or activities sponsored by the Mississippi Library Commission NOT identified as a continuing education/skills development event, other costs determined to be not eligible or allowable for this program under federal and state regulations, and travel costs incurred as result of personal choice.</p>
# of Application Allowed	One
Reports Required	Mid-Year Evaluation Final Evaluation

As part of the Professional Development subgrant, in-house training cost may be allowed.

IN-HOUSE TRAINING ELIGIBILITY

Training

Must be included in the local training plan and be directed at improving local library services.

Trainers

An appropriate subject matter expert may be hired specifically for the training event, or in-house staff sufficiently trained may conduct the event.

Allowable Costs

Only that portion of the training which is allocable to the award is eligible.

Any part of the meeting which is NOT devoted to training is NOT eligible for federal funds. Workbooks, manuals, and trainer fees are fully reimbursable under the program. Staff travel and meals - allocable costs are determined by comparing actual hours spent in training to the hours for the entire day. Two (2) hours of eligible training during an eight (8) hour meeting would qualify for ¼ of the total costs of staff travel and meals for the day. Contact the Grant Programs Department for any questions about allocating costs.

Note: Only travel costs related to the actual training are allocable for this program; i.e., overnight expenses for attending a training day then a staff meeting would not be allocable. Snacks provided during the training are NOT considered travel costs and are not reimbursable under this program.

ILL TRANSPORT COOPERATIVE SUBGRANT

Library/library systems awarded this subgrant in FY2014, FY2015, or FY2016 should NOT apply. The award period for those subgrants goes through the entire project period (July 2013 – June 2018).

This is a non-competitive subgrant. Qualifying applicants will receive funds for partial payment of the prior year's ILL shipping costs as documented through VUC/ILL statistical reports generated by the Library Commission.

Public library/library systems that do not meet all eligibility criteria for the prior year will not receive funds for the program year.

Any public library/library system found to be eligible in the subsequent program year (and has not been award the subgrant) will be notified and given the opportunity to apply for funding.

For more information about the ILL Transport Cooperative subgrant, contact the Grant Programs Department.

END OF MANUAL

SUBGRANT APPLICATION DATES

Competitive Subgrant Applications

January 4, 2016 – applications open

April 15, 2016 – applications closed

Non-Competitive Subgrant Applications

May 2, 2016 – applications open

March 31, 2017 – last day to submit applications (or until program funds have been exhausted)