Mississippi Library Commission
Library Services and Technology Act
Federal Subgrant Program Manual

1. GENERAL INFORMATION

The Mississippi Library Commission (MLC) offers a subgrant program to help empower libraries. These funds are provided through subgrants to all Mississippi public libraries through funds from the Library Services and Technology Act (LSTA) grant; CFDA No. 45.310; appropriated by Congress and administered by the Institute of Museum and Library Services (IMLS).

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

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This manual and the following requirements are considered a part of the subgrant agreement. When signing the subgrant agreement, the Subgrantee is agreeing to all aspects of this manual and it 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 procedures governing grants, state and federal laws and regulations concerning grants, and statewide needs identified by MLC. In addition to these general requirements, categories may have specific requirements; these will be identified within the category or program.

USE OF FUNDS – GENERAL

Following are basic requirements for use of federal funds 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 the following criteria:
   a. **Allocable** (chargeable or assignable to the awarded project) 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.

COST PRINCIPALS/ ADMINISTRATIVE REQUIREMENTS/LAWS/RULES/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.

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*.

With 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.

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" in this manual. 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.

Children's Internet Protection Act:
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 must be covered under the subgrantee's Internet filtering policy which must be compliant with CIPA.

Trafficking in Persons:
The recipient of federal funds through this program, including its employees, its principals, and/or its subcontractors, paid with program funds may not:

- Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
- Procure a commercial sex act during the period of time that the award is in effect; or
- Use forced labor in the performance of the award or subawards under the award.

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.
e) the requirements of any other nondiscrimination statute(s) which may apply.

Drug-Free Workplace:
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.

Financial, Administrative and Legal Accountability:
By submitting the application and signing the agreement, the applicant assures MLC 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*

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 excluded, debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
b) have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. §180.800(a) or had a civil judgment rendered against it or them for one of those offenses within that time period.
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 listed in 2 C.F.R. §180.800(a); 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 statements 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 relating to the grant program: www.sam.gov. Subgrantees must verify vendor's standing regarding excluded parties' listings, just asking the vendor is not enough. Keep the search results from the website that shows no results as verification for the vendor.

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SUBMITTING THE APPLICATION

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See the specific program descriptions on MLC's website for official application time frames and other critical information dates. Applications not submitted during the window will NOT be accepted.

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

Acknowledgement of Receipt:
MLC will acknowledge, by e-mail, 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.

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

Signatures:

No signatures will be required to submit an application. 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 MLC.

REIMBURSEMENT AND SUPPORTING DOCUMENTATION

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 MLC and expenses not supported by the proper documentation or outside the grant time frame 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.

A reimbursement request form must be completed, submitted, and approved for payment with the attached supporting documentation 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. Forms and instructions for requesting funds can be found on the grant page of the MLC website. Subgrantees may request funds as needed during the program subgrant period.

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

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.

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 the project is not at the midpoint in activities.
- If the 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 MLC.

ACKNOWLEDGMENT OF GRANTOR

Both IMLS and MLC require acknowledgment of federal assistance in all publications and products resulting from the award of an LSTA subgrant. The subgrantee must include the logos of the IMLS and MLC or text in all publications or other materials produced in whole or in part with funds awarded under the agreement.

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 and MLC as a source of support;
- Graphic items such as posters or brochures should include the IMLS and MLC logos, available at http://www.imls.gov/recipients/logos.aspx and https://mlc.lib.ms.us/lsta-grant-acknowledgement.
- Electronic items should link to the IMLS and MLC Web sites, http://www.imls.gov/ and http://www.mlc.lib.ms.us
- Audio/video broadcasts must include a tag line indicating IMLS and MLC as a source of support. Video broadcasts should display the IMLS and MLC logos.

DISPUTES/COMMENTS

Any dispute/comment received, either in person, by mail, or email, by MLC concerning the LSTA program will be forwarded to the LSTA program coordinator, Jennifer Peacock, 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 MLC, Hulen Bivins, who will respond as appropriate to the situation, either through a phone call, an email message, or formal letter. The Executive Director of MLC is the person of last resort for disputes/comments concerning the state's LSTA program.

AUDITS

MLC requires the Subgrantee's to furnish an appropriate audit report compiled by a certified public accountant in accordance with standards promulgated by the American Institute of Certified Public Accountants. This audit report is due to MLC by May 31 of each year. The Subgrantee/Payee agrees to itemize, by subgrant number, all funds received from MLC in connection with any grant program they have administered to Subgrantee.

The report will contain the auditor's comments on any instances of non-compliance with any grant program administered by MLC found in the normal course of work conducted in connection with the report.

MONITORING

MLC 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, and 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.

Records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office (GAO). The Subgrantee/Payee will give MLC, or its duly designated representatives, at all reasonable times access to and the right to examine, monitor, audit, copy all records, books, papers, documents, or items of like or similar nature related to the grant.

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.

RECORDS RETENTION

Any records and supporting documentation pertaining to the subgrant project must be maintained until December of 2026 which is a minimum of three (3) years from the due date of the final grant report that must be submitted by MLC to IMLS.

SPECIAL CONDITIONS

Library Services:
Any project paid for with LSTA subgrant funds must be made available without discrimination to all members of the community served. Participants may not be denied services based on the nondiscrimination statutes referenced to in this manual.

Products Produced:
Any project paid for with LSTA subgrant funds 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

- MLC 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.

Termination for Convenience:
The Executive Director of MLC, by written notice, may terminate or suspend the Subgrant Agreement, in whole or in part, when it is in the best interest of the government. To the extent that this Subgrant Agreement is for

services and is so terminated, the government shall be liable only for payment in accordance with the payment provisions of this Subgrant Agreement for services rendered prior to the effective date of termination.

A termination of this nature shall only occur if funds supporting this grant are reduced, withdrawn or not forthcoming.

Failure to Submit the Report:
As described in AUDITS and EVALUATION REPORTS of this Manual, funds will be withheld in connection with all subgrant awards and Subgrantee will be determined ineligible for future subgrant awards. Reports which do not include all required information will be rejected. Subgrantee will be notified of rejection of the report. If/when corrections are made, the report will be considered submitted as required.

Unexpended Funds:
All unexpended LSTA subgrant funds will revert to MLC.

2. SUBGRANT SPECIFIC INFORMATION

FY2020 Subgrants:

- All FY2020 Subgrants are Non-Competitive.
- There is no match required for any subgrants.
- The grant period runs from July 1, 2019 – June 31, 2020 (with the exception of Enhanced Materials Grant).
- The maximum amount of each subgrant is $3,000 (with the exception of Enhanced Materials Grant).
- Only Mississippi Public Libraries and Mississippi Public Library Systems are eligible to apply.
- Mid-Year and Final Evaluations and required.
- All reports and audits must be current prior to application submission.

1. **General Subgrants** - Allowed 2 subgrants

2. **Professional Development Subgrants** - Allowed 1 subgrant

   Must be directed at improving local library services.

   Registration fees/tuition for educational sessions related to library services, 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.

   Allowable costs associated with local in-house training:
   Fees for trainers, mileage, lodging, and meals.

   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:
   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 are allocable costs and are determined by comparing actual hours spent in training to the hours for the entire 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.

3. **Beehive Transport Grant**

Funds received through this program are to be used to assist public libraries with the cost of delivery and return of materials used in Beehive system transactions between Mississippi libraries.

Individual awards are based on the participating library/library system's total number of successful interlibrary loan transactions reported through the Beehive Resource Sharing system in MLC's preceding fiscal year (July – June).

Transaction counts used for award purposes will be those reported in the Beehive system as the number of ILL requests a lender updates to "Shipped" (indicating the item is being delivered to the borrower) and by the number of items a borrower updates to "Received" (indicating an item, which must be returned, has been received by the borrower). Program counts apply only to transactions for returnable materials, which are items that must be sent back to the lending library after use.

Applicants must meet the following criteria:

- Be a current participant in the Beehive Resource Sharing system
- Have completed a minimum of 50 successful ILL transactions via the Beehive in the preceding agency fiscal year (July – June). Statistics from system-generated Beehive reports will be used
- Will not charge for ILL services from award through June 2024

Eligibility of participants will be assessed annually throughout the program period and participants who do not meet all eligibility criteria will not receive funds for that program year. Public library/library systems found to be eligible in subsequent program year will be given an opportunity to apply for funding. Current program participants found to be ineligible will be disqualified for future funding until found to be eligible again in the next assessment.

3. APPLICATION INSTRUCTIONS

- Applications must be filled out electronically and submitted on forms provided by MLC.
- Complete applications must be submitted by email in .pdf format to grantsprog@mlc.lib.ms.us.
- Complete applications are due by mid-night on the application deadline. Applications not submitted during the open application period will not be accepted.

APPLICANT INFORMATION:
Provide all applicant information.

PROJECT TITLE:
Give a short, descriptive title for this project (do NOT include the library/library system's name in the title).

INTENDED OUTCOME:
Choose ONE of the Focal Areas and then one of the Intents from the drop-down lists that best represents the purpose of your project.

LIBRARY USERS' NEED ASSESSMENT:
The application must demonstrate an understanding of the target audience, including its demographics and barriers to library use.
   a) Who are the current or future library users this project will benefit?

b) Describe how the need for this project was determined and the extent of the current problem(s) for the users.

PROJECT DESCRIPTION:
Provide a narrative of the entire project that is clear, succinct, persuasive, and is written for reviewers who may not be familiar with your library or with the technical aspects of your project. Include:
a) What do you want to do to solve or address the problem stated above? Include target numbers for what will be better or different for library users;
b) Why was the proposed topic selected and why is it important to the patrons or local community?
c) Why are the collections and materials to be included in the project relevant to the chosen topic?
d) Include how library staff will be trained or prepared to support the project;
e) Describe how the target audience will be made aware of the project; and
f) What will happen to the project after the funding period has ended? How will the library sustain the new program/service for library users?

MATCHING FUNDS / LOCAL COMMITMENT:
Identify the source(s) of matching funds such as friends' group, foundation, local business, library budget, etc.

PROJECT ACTIVITIES:
Show the timeline of project activities with the expected completion dates (list in order or occurrence and mark planned time frame). Activities should include, but are not limited to, planning meetings, project development, testing, evaluation and outreach, and any other significant activities. The timeline should also include the local institutional approval process, grant program deadlines, training for library staff, and announcements to the target audience.

PROJECT PARTNERS, if applicable (others respond with N/A):
For each partner (other than the applicant): provide the name of the organization, describe their contribution to the project, and explain their roles and responsibilities in the project.

PROJECT EVALUATION:
How will you document and measure the success of this project in meeting the users' needs and the intended outcome you have described above? Describe the methods that will be used to gather information and determine if the library has achieved the project goals.
a) How will you document the "outputs", or countable products, of the grant (the number of workshops taught, the number of objects scanned, or the number of website views)? Before and after data is important to accurately measure and report effectiveness.
b) How will you illustrate whether the project reached or moved toward the intended outcomes? What changes were brought about, in part, because of the project in the target audience's behavior, attitudes, skills, knowledge, status, or life condition?

PROJECT GOALS:
Give a brief statement that explains how the proposed project supports your library's mission and goals.

PROJECT ABSTRACT:
Clearly and concisely summarize the project.

PROJECT BUDGET:
List all proposed grant expenditures with a brief description for each item that will help reviewers understand how the money will be spent in support of the project. If applicable, identify and explain any additional expenses that the library will incur and pay with local funds.

Incremental changes to the subgrant budget categories after award may be made without prior approval if these changes are less than ten percent (10%) of the total category budget amount. However, the changes must be

within the scope of the program rules and must carry out the original intent of the project. The total amount of the grant award will not change due to changes in the subgrant categories.

Changes in the subgrant budget categories which are more than ten percent (10%) of the total category budget amount may be allowable with prior approval. The amended budget must be filed and accepted by MLC prior to disbursement of funds related to a change in budget.

Budget Category Descriptions:

a. **Consultant 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 profession, as well as 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.

All expenses related to acquiring the services of a consultant for a specific activity within the project are included in this category. Costs may include fees, travel, accommodations, and support services hired directly by the consultant.

b. **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. Include position titles (but not names) in description.

Expense for salaries and wages must be: 1) Specific to the project; 2) Terminated with the end of the project; and 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.

c. **Services / Contractual**

Services are eligible when they directly related to the project. For the purposes of this grant program, services are usually activities provided by a third-party contractor or vendor. List the name of the service, the vendor, and the cost for each vendor.

d. **Supplies, Materials, & Small Equipment**

Materials and supplies are items that must be purchased in order to implement the project for which a subgrant was awarded. If the item you are purchasing is over $500, but less than $5,000, it is considered materials and supplies. Often equipment is mistaken for materials and supplies.

Equipment is 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.*

If equipment is part of the awarded project (item over $5,000), approval from IMLS is required <u>prior</u> to purchase. Contact MLC to request prior approval through IMLS before moving forward with the project.

e. Travel (library staff only)

Travel costs must be related to the project activities and must be incurred by library staff working on the project. Costs include airfare, ground transportation, accommodations, meals, etc.; include number of travelers and types of travel expenditures.

Travel costs are eligible when necessary for the project <u>AND</u> 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.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/purchasing-and-travel/travel/

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

PROJECT BUDGET SUMMARY:
This section will populate and calculate for you.

PROJECT BUDGET FUNDING:
Based on the information provided in the Project Budget Summary section, this section will populate and calculate the project's:
- Total LSTA Funds Amount
- Required Local Funds (Match) Amount
- Total Project Funding Amount

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-MISSLIB (1-800-647-7542)
Website: www.mlc.lib.ms.us

END OF MANUAL