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ABSTRACT

             This handbook provides FY (fiscal year) 2002 guidelines
developed by the Library of Michigan for applying for LSTA (Library Services
and Technology Act) funding. The first section provides an overview of the
LSTA program. The second section gives the grant timeline for FY 2002. The
third section outlines general application guidelines for all funding areas.
The fourth section describes the application review and award process. The
fifth section covers the following required elements of the grant
application: (1) identification; (2) project administration; (3) abstract;
(4) federal LSTA goal; (5) LSTA goals for Michigan; (6) narrative, including
relationship to federal LSTA goals, relationship to Michigan's 5 year state
plan, project need, multi-type cooperation and resource sharing, goals and
objectives, local resources, continuation and sustainability, and awareness;
(7) project objective(s); (8) project activities; (9) objective budget(s);
(10) summary budget; (11) timeline; (12) evaluation; (13) project partners;
and (14) board resolution statement of assurances. Descriptions of the
following grant funding areas are attached: library services to the
underserved; technology and networking; and collaboration and partnership.
Appendices include: mail and phone information; a glossary; grant proposal
review score sheets; maps and directories of Michigan's public library
cooperatives and regions of cooperation; a grant application checklist;
poverty guidelines; and an LSTA excerpt. (MES)

FY 2002 Library Services and Technology Act Grant Program Handbook

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I. OVERVIEW

This grant program was developed by the Library of Michigan to distribute federal library funding received under the Library Services and Technology Act (LSTA). This federal program has two broad purposes:

- to encourage library technology and networking among all types of libraries, and
- to provide assistance to those having difficulty in using libraries.

Goals for the improvement of library service, as well as the specific programs and services to be funded, have been identified in the *Library Services and Technology Act Five Year State Plan for Michigan October 1, 1997 - September 30, 2002*, published by the Library of Michigan. The state plan is implemented through annual LSTA programs, services, and grants. You may find this and other resources on the Library of Michigan website at *www.libraryofmichigan.org/lsta/lsta.html*. The LSTA Funding Areas for FY 2002 may be classified into two groups:

1) statewide projects, and those dedicated to a specific area of statewide interest
2) competitive grant projects

The **LSTA listserv** was created to provide a forum for dialog specific to the LSTA program. To subscribe to the LSTA listserv, send the message "subscribe lsta" to *majordomo@listserv.libraryofmichigan.org*.

II. FY 2002 GRANT TIMELINE

Applications Available   April 2001
Applications are available from the Library of Michigan or accessible electronically on the Library of Michigan website

Applications Due	June 29, 2001
Award Announcement Letters	October 2001
Grant Administration Workshops	November/December 2001
Grant Contracts Mailed	Approximately January 2002
Expenditure Deadline	April 30, 2003
Reimbursement Request Deadline	May 30, 2003
Final Narrative Report Due	June 30, 2003

III. GENERAL APPLICATION GUIDELINES - The following guidelines apply to **ALL** grant funding areas.

A.   Applications for competitive grants must be received at the Library of Michigan by the due date listed on the application, regardless of delivery method.

B. For competitive grant projects, federal funds must be used as seed money and may not be used to replace local funding of daily operations, including materials or staff, or to support ongoing activities.

C. According to LSTA, Section 213, the term 'library' includes:
1. a public library;
2. a public elementary school or secondary school library;
3. an academic library;
4. a research library that:
   a. makes publicly available library services and materials suitable for scholarly research and not otherwise available to the public; and
   b. is not an integral part of an institution of higher education; and
5. a private library, or other special library, but only if the state in which the private or special library is located determines that the library should be considered a library for purposes of this subtitle.

NOTE: Charter school libraries are eligible within the public school category, if the charter school has been approved by the State of Michigan.

D. To be eligible to apply for LSTA funds, the library must meet **all** of the following Library of Michigan criteria:
1. have one or more paid library staff;
2. have a regular schedule of library service;
3. have a dedicated facility for library purposes;
4. have an annual budget with funds reserved for library materials and services; and
5. have a record of multitype library cooperation, evidenced by activities such as union listing of holdings, reciprocal borrowing or interlibrary loan.

In addition, Library Cooperatives established under P.A. 89 of 1977, Regions of Cooperation (ROCs), Regional Educational Media Centers (REMCs), and Intermediate School Districts (ISD), may apply on behalf of their members for a centrally-administered project that will benefit multiple library locations.

E. A multi-branch library or school district may choose to apply on behalf of an individual branch, selected branches, or the system as a whole.

F. Each proposal must clearly designate only one funding area; however, a library may apply in more than one funding area and may submit more than one application within a funding area.

G. The total amount requested must meet or exceed the minimum grant award amount established for the funding area.

H. Materials purchased with LSTA dollars must be available for sharing among all types of libraries.

I. Collaborations among libraries and with community agencies that benefit

individuals in the community are strongly encouraged. The grant proposal must clearly designate a single eligible applicant library and a grant administrator from the applicant library.

J. **Grant funds are available to grantees on a reimbursement basis.** Reimbursement request forms are submitted by the grant recipient **after** funds have been expended for the project.

K. Legislators will be notified of grant awards to libraries located in their districts prior to notification to applicants.

L. Libraries may not charge patrons for the use of materials or equipment acquired with LSTA funds during the grant period. After the close of the grant, fees become a local policy matter.

M. Locations for all LSTA funded items must be clearly specified in the application.

N. Each grant proposal must:
1. include one original and five copies;
2. be submitted as single-sided documents;
3. have consecutive page numbers;
4. be typed or computer generated; and
5. be submitted in typewriter font size not more than ten characters per inch and computer font size not less than twelve point.

O. All proposals (copies and originals) become the property of the Library of Michigan and cannot be returned.

P. The applicant library must notify the Library of Michigan if there are changes in its key personnel.

IV. APPLICATION REVIEW AND AWARD PROCESS

A. **Application Review**

Abstracts from each proposal will be read and evaluated for overall impact by the LSTA Advisory Council. Each grant application will also be reviewed in its entirety by a peer review team selected by the State Librarian. The peer review teams and Advisory Council will use their respective *Grant Review Score Sheets* to evaluate each grant proposal (Appendix C). The State Librarian will make all final decisions on grant awards.

B. **Award Process**

Award Letter: A letter will be sent from the State Librarian to announce the award of an LSTA grant. This announcement will contain a contingency that awards are not certain until after the approval of the federal budget. Project spending must not occur until after contract execution.

Grant Administration Workshops: Each grant recipient will be required to attend a grant administration workshop presented by Library of Michigan staff. The workshop is designed to provide project management information to administer an LSTA grant effectively. The grant administrator must attend the workshop to maintain eligibility for the grant. Library directors, fiscal agents or others involved in the project are also welcome to attend.

Handbook: An LSTA Grant Administrative Handbook will be distributed to each grant recipient at the grant administration workshops. It will provide important information and guidelines for a successful grant program, including guidance on reimbursement policies, procedures and documentation, required reporting, project revisions, and record retention.

Grant Contract: The Library of Michigan will prepare and execute a contract with each grantee and fiscal agency. The grant contract will identify the award period in which all expenditures and obligations must be incurred. Expenditures or contractual obligations incurred outside of the award period **will not** be eligible for reimbursement under the LSTA program.

V. GRANT APPLICATION - REQUIRED ELEMENTS

All the following elements are required:

A. **Identification:** Include funding area designation, title of project, amount requested, applicant library basic information, type of library, eligibility checklist, user groups targeted, and estimated number of persons to be served by the project.

B. **Project Administration:** Include information about the fiscal agency, fiscal year end, fiscal agent, grant administrator, and authorized official. See Glossary (Appendix B) for definition of terms.

C. **Abstract:** The abstract presents in summary form the major components of the proposal, including the target population's need for the project; the project goal(s); and the project description and activities. The abstract must be fully contained in the space provided on the application form.

D. **Federal LSTA Goal:** Identify the goal that the project most closely describes (refer to Appendix G).

E. **LSTA Goals for Michigan:** Identify the goal that the project most closely works to achieve.

- **Goal I:** To develop and fund LSTA programs in support of statewide access to the widest possible range of information for all residents of the state through all types of libraries.

- **Goal II:** To increase equity of information access by providing special assistance to areas of the state where library services are inadequate

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(underserved rural and urban communities).

- **Goal III:** To support the continued development of information skills through continuing education on a collaborative basis statewide.

- **Goal IV:** To foster innovation and technical improvements in information services by funding leading edge projects in libraries which will serve as models and training centers.

F. **Narrative:** Include all of the following:
1. **Relationship to Federal LSTA Goals** - Describe how the project meets the goals of the Library Services and Technology Act.
2. **Relationship to Michigan's Five Year State Plan** - Describe the relationship of the project to the Library of Michigan LSTA Five Year State Plan. Describe how the project will contribute toward Michigan's progress in achieving the stated goal(s).
3. **Project need** - Describe how the need for this project was determined. Provide statistical data and demographic information. Describe the current level of service provided to the target population. If the project is technology related, include a description of the current technology, the technology needs and longer term technology plan. Describe the impact should the project **not** receive funding. Cite sources of all data used.
4. **Multitype cooperation and resource sharing** - Describe the established history of resource sharing and cooperation with other libraries and/or community agencies. Describe the collaborative activities of the proposed project and the contributions of each project partner.
5. **Goals and objectives** - Describe the goal(s) and objective(s) of the project and clearly relate them to the identified needs. These objectives will also be listed with their associated activities and budgets (see G below).
6. **Local resources** - Explain the local resources that will be used to assist with the project, such as funding, outreach, or technical support.
7. **Continuation and sustainability** - Describe the plans to continue the project beyond the grant period. Include plans for funding, and if applicable, for the use of project evaluation in support of future funding.
8. **Awareness** - Describe how the target population will be made aware of the improved library service.

G. **Project Objective(s):** Describe the objective(s) of the project. Include as many objectives as you wish. Use a separate page for each objective. Each objective should be measurable and specific.

H. **Project Activities:** Describe the activities that will achieve the stated objective and how they will be implemented. For example, identify types of programs to be provided or library materials to be purchased. Include a description of all activities listed in the project budget.

I. **Objective Budget(s):** Identify the budget category used and provide supporting

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calculations. Each expenditure must relate to a project activity.

Budget Category Definitions

1. **Communications:** Telephone billings, telecommunication charges, and other communications expenses.
2. **Library Materials and Supplies:** Materials and supplies necessary to carry out the grant project. Includes library materials such as books, catalog cards, CD-ROMs, films, microfiche, microfilm, microform materials, periodicals, videos; and office items such as copy paper, letterhead, and postage. Subscriptions for no more than twelve months may extend beyond the grant period if ordered and paid for before the expenditure deadline.
3. **Professional Services and Costs:** (not related to outreach, promotion, technology or training)
    Includes consultant fees, professional fees, and staff costs, other than those specifically related to another budget category. Includes travel, meals, and lodging when expended in direct support of project objectives not related to outreach, promotion, technology or training. Activities related to promotion and outreach, technology, or training should be designated in those budget categories.
4. **Promotion and Outreach:** All costs related to promotion of the project and outreach, including advertising, design fees, printing, publishing, and travel costs. Includes costs of promotional items to make the target population aware of the improved library service.
5. **Technology:** Costs of technology including hardware, software, supplies, and furnishings integral to the project. Also includes the costs for consultant fees, delivery, installation, and maintenance of hardware, software, and other technology related expenses. Maintenance contracts for no more than 12 months may extend beyond the grant period, if ordered and paid for before the expenditure deadline.
6. **Training:** Includes project-related training costs such as wages, professional fees, administrative costs, preparation and printing of training materials and supplies. Includes travel, meals, and lodging when expended in direct support of project's training objectives.
7. **Miscellaneous:** Unusual or hard-to-classify items. Provide specific details for any expenditures listed in this category.
8. **The following items are not eligible for reimbursement:**

    a. Food and beverages provided at workshops, meetings, or open houses
    b. Fringe benefits
    c. Payroll taxes
    d. Photocopiers
    e. Sales tax
    f. Transportation equipment
    g. Overhead and indirect costs

J. **Summary Budget:** Total all project objective budgets by budget categories. The

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total of the summary budget must equal the total amount requested for the project.

K.   **Timeline:** Include a step-by-step chronological list of all project activities, including steps in the evaluation.

L.   **Evaluation:** Project evaluation is a required activity, critical to assessing the impact of a project. Indicate the method of evaluation. The evaluation plan must include:
1.   a description of what is to be measured;
2.   data collection methodology;
3.   target benchmarks used to determine success; and
4.   a plan to share evaluation results.

M.   **Project Partners:** List all agencies actively collaborating in and contributing to the project.

N.   **Board Resolution Statement of Assurances:** Complete the form to certify that:
1.   the applicant has the legal authority to apply for federal funding;
2.   the applicant will comply with federal regulations and LSTA Grant Guidelines;
3.   LSTA funds will be used to supplement and not supplant local funding for library service purposes; and
4.   all information presented in the LSTA application is truthful. This form also includes required certifications regarding debarment and lobbying.

COMPETITIVE GRANT FUNDING AREAS

Funding Area:	**Library Services to the Underserved**
Minimum Grant Award:	$5,000
Required Local Financial Match:	0%

The overall goal of the funding area is to encourage all types of libraries to provide the same quality and level of service to all patrons. Grants may be awarded to improve library and information services to underserved urban and rural communities; to target services to children from families with incomes below the poverty line; and to serve those individuals who experience difficulty using a library.

LSTA uses the definition of children as those between birth through age seventeen. "Families with incomes below the poverty line" are defined in guidelines provided by the U.S. Office of Management and Budget. These guidelines are revised annually in accordance with section 673(2) of the Community Services Block Grant Act (42 U.S.C. 9902(2)) and are dependent upon family size (see Appendix F). Additionally, "difficulty using a library" may include visual, physical or auditory conditions, type or location of residence, or other factors that make it difficult for a person to use a library.

Grants may be awarded for outreach, training programs, library materials, and the purchase of computers, equipment, or related software to provide improved library services to the targeted population. Grants may be awarded to assist libraries in serving disabled persons through the use of adaptive technology and programs designed to teach their use. Funding is available to initiate, upgrade, modernize, or extend library services and programs. Proposals should emphasize the library's role as a key resource for the target population.

Resources obtained through the grant project must be available to share among all libraries within the library cooperative. Requests to fund general library operations will not be funded. Proposals that include partner libraries or other appropriate community organizations in the planning and implementation of the project will be given priority consideration over stand-alone proposals of a single library.

Funding Area:	**Technology and Networking**
Minimum Grant Award:	$5,000
Required Local Financial Match:	0%

Grants in this funding area may be awarded for:

- the purchase of hardware, software, and telecommunications equipment for access to remote databases and statewide electronic networks such as AccessMichigan;

- creation of local or wide area networks;

- the initial installation, necessary upgrade or replacement of a library circulation system or on-line catalog; and

- the support of technology training in these areas.

Projects that provide information technology for public access and that link libraries electronically to educational, social or information services at the state and local level will be given priority over stand-alone projects in a single library.

Grants may also be awarded for the development of community information networks that serve to link libraries to the state and national communities, and to provide improved citizen access to the wide range of unique local information needed in daily life. The library's role in collecting, organizing, and presenting local information is derived from a strong working relationship with the private, non-profit and governmental agencies serving that community. Ideally, the library will provide a point of public access to the community information network, as well as training in the use of these resources. Costs for scanning or entering local information should be met, in part, with local funds or in-kind support, since the upkeep of the local data will be an ongoing part of the service beyond the life of the LSTA grant.

While many libraries are working to introduce current technology, training staff and the public in its effective use, there is also a need for Michigan libraries to participate in research and demonstration projects that help to develop the next generation of information skills and technology. Grants may be awarded to assist libraries and library networks to pioneer new applications of information technology in Michigan libraries. Funding may also be used to support the costs of demonstration and project sharing activities.

All funded projects will include a plan to share digitized information statewide, and all projects must utilize established standards (such as US MARC, Z39.50, etc.) to assure compatibility of records for electronic sharing of resources. Consult your library cooperative for further information on the use of standards for electronic information. Resources obtained through the grant project must be available to share among all libraries within the library cooperative.

Funding Area: **Collaboration and Partnership**

Minimum Grant Award: $5,000

Required Local Financial Match: 25%

This funding area is intended to assist Michigan libraries in pioneering innovative services with collaborative partners and to share the knowledge learned from that partnership with other libraries. Grants may be awarded to meet the increased demand for information and library services by identifying and encouraging resource sharing and partnership.

The goal of this funding area is to foster a partnership among various types of libraries and non-library agencies. Grant applications must include a partnership that consists of at least one public library and one or more academic, school, special or institution libraries or non-library agencies.

Examples of possible projects include:
- advertising, marketing or outreach to promote public awareness of library services
- after school programs in cooperation with a community agency;
- community intergenerational programs;
- community Internet-training programs;
- community literacy programs;
- community network development;
- community surveys or studies;
- programs or services for partnering libraries and museums;

Projects should not include upgrades to current hardware and software or obsolete media, such as 16mm films. Requests to fund general library operations will not be funded.

The required local financial match must be in cash from any source other than LSTA. In-kind contributions do not qualify as match funds. Grant awards will be reimbursed at 75 percent of the project to ensure the match funds will pay the balance of the project costs. For example, if the total project cost is $20,000, the grantee would be reimbursed for $15,000 of expenses under the grant. All claims will be paid at 75 percent of the submitted amount.

Resources obtained through the grant project must be available to share among all libraries within the library cooperative.

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Library of Michigan

FY 2002 LSTA Grant Program

Appendices

APPENDIX A

Mailing and Phone Information

All documents and certificates should be mailed to the Library of Michigan, Attention: LSTA Team, 717 W. Allegan Street, P.O. Box 30007, Lansing, MI 48909-7507.

Joanne Budler, Deputy State Librarian   517-373-5507
        Email: jbudler@libraryofmichigan.org

Naomi Krefman, Federal Programs Manager   517-373-5510
        Email: nkrefman@libraryofmichigan.org

Janet Laverty, Business Services Division   517-373-1550
        Email: jlaverty@libraryofmichigan.org

Sheryl Mase, LSTA Library Specialist   517-373-4331
        Email: smase@libraryofmichigan.org

Denise Sachau, Senior Accountant Analyst   517-373-5867
        Email: dsachau@libraryofmichigan.org

Kathy Webb, Lead Account Clerk   517-373-1306
        Email: kwebb@libraryofmichigan.org

These individuals may also be reached by fax at: 517-373-5815

APPENDIX B

Glossary

Authorized Official: The person authorized to sign legally binding documents for the institution and who will be addressed in communications from the Library of Michigan.

Board Chairperson or Administrative Official: This individual represents the board if the organization reports to a board. If the organization does not report to a board, the Administrative Official is the highest level official who can authorize the library's participation in the LSTA project. In either case, this person is authorized to sign contracts and legal documents on behalf of the organization.

Collaboration: Partnering with other libraries, community organizations or other relevant agencies on the proposed project in which all partners work together and expend effort in some fashion to make the proposed project a success. Letters of support are not considered collaborative effort unless the authors of the letters are actively involved in the planning, funding, and/or implementation of project activities. Each collaborating partner makes a contribution towards the success of the project.

Fiscal Agency: The organization whose bank account the grant funds flow through for the exclusive benefit of the library organization. The LSTA project reimbursement check, which is issued by the State of Michigan, is made payable to this organization. In some cases, the fiscal agency may be the parent organization, township, county, or school district.

Fiscal Agency's Year End: The end date of the audited period (fiscal year) for the fiscal agency.

Fiscal Agent: The individual employed by the fiscal agency who has access to the financial books and records that pertain to the grant project.

Grant Administrator: The grant administrator must be an employee of the applicant library. A grant administrator is generally responsible for completion of the LSTA project application, Reimbursement Request forms, and the final narrative report at the project's completion. The grant administrator may be the library director or any other staff member assigned to undertake the responsibilities of implementing the project. The grant administrator and fiscal agent may be the same individual.

Grant Contract: A binding legal document that authorizes the implementation of the proposed project and records the legal obligations of the parties to the contract. It must be signed by the grant administrator, the fiscal agent, and the State Librarian, who is the state administrator of LSTA programs.

Grant Period: This period is specified in the contract document

Intermediate School District (ISD): ISDs are responsible for assuring lifelong learning, programs and services. An ISD supports students and constituents in their service areas by providing services that range from administrative functions to extensive partnerships for education and learning that encompasses general, vocational-technical, special education and more. ISDs will interact and cooperate with other ISDs, the Michigan Department of Education, local school districts, higher education and other public and private sector agencies and organizations to assure programs and services are delivered effectively and efficiently.

Library Cooperative: A public library cooperative is a formally structured and state-funded organization formed by a group of legally established public libraries in Michigan. Cooperatives are organized under P.A. 89 of 1977, the State Aid to Public Libraries Act, which provides the minimum requirements for public libraries and for cooperatives to receive state aid payments. Membership in a cooperative is voluntary, and must be done through resolutions by the governing boards of the public library and the cooperative. Each cooperative files its Plan of Service and bylaws with the Library of Michigan for review and approval by the Legislative Council. Cooperatives may provide a variety of services to meet the needs of member libraries. Core services vary, but frequently include interlibrary loan and continuing education. Some cooperatives have established an associate member category to provide for affiliation and participation by non-public libraries that do not receive state aid. (A list of cooperative offices and a map of their service areas is provided as Appendix E.)

Multitype Cooperation: Defined as networking and collaborative partnerships among all types of libraries with local government, day care, senior centers, residential adult facilities or any other local agency that participate in multitype projects, such as union listing, common delivery and interlibrary loan arrangements, and/or joint training and planning activities.

Region of Cooperation: A multi-type organization of libraries based on one or more of the public library cooperatives. These regions, known as ROCs, were formed in 1980 to provide a structure for all types of libraries to cooperate in sharing resources at the local, regional and state levels. From 1980 through 1996, the Regions of Cooperation received funds from Title III of the Library Services and Construction Act (LSCA). With the passage of the new Library Services and Technology Act (LSTA) in 1996, the need for a separate structure to administer LSTA Title III funds ended, while the many projects of the regional groups continued. Under LSTA all types of libraries may participate in resource-sharing projects if they meet the criteria set by the Library of Michigan. (A list of the Regions of Cooperation and a map of their areas is provided as Appendix F.)

Regional Educational Media Center (REMC): A REMC is a program operated by an intermediate school district and approved by the state board, which provides services to local school districts. Services may include a materials-lending library that contains films, slides, filmstrips, disc recordings, or other types of remedial and enrichment programmed instructional materials; duplication services to reproduce transparencies, slides, filmstrips, audio and video tapes; professional leadership-training services; central purchasing of materials that will be coordinated with the curriculum; central purchasing of equipment related to media center activities and used in the local school; or graphics staff to produce transparency masters and charts and to render other production services to teachers.

Resource Sharing: The sharing of books, equipment, expertise, staff, or other readily available library resources with other libraries in support of current, ongoing activities.

Target Benchmark: A quantifiable measure of the impact of the project. It is the success point, e.g. to reduce staff time working on overdues by 40 percent; to increase circulation by 15 percent within the next year; to add 1,000 titles to the juvenile collection.
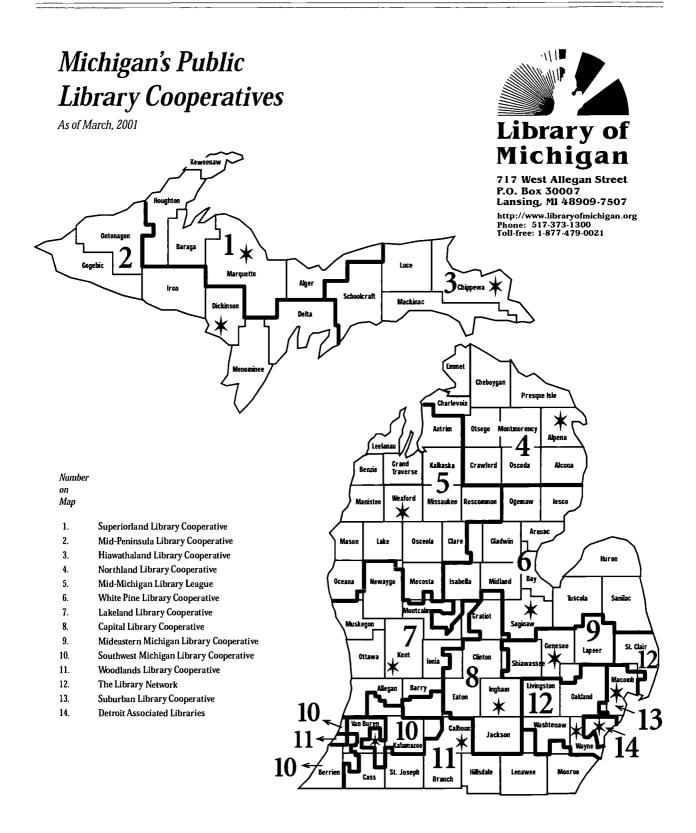
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APPENDIX C

Grant Proposal Review Score Sheets

LSTA Advisory Council Score Sheet: (Note: LSTA advisory council will review only the grant abstract)

Reviewer's name_____ Date_____

Applicant Library's name_____ Score_____

3 points _____ 1. Are the major elements of the proposal well-described and sound?
- Target population's need for project
- Project goals
- Project description and activities

3 points _____ 2. Is the need for this project compelling?

4 points _____ 3. Would giving this project seed money be a good use of LSTA funds?

Peer Review Team Score Sheet:

Reviewer's name_____ Date_____

Applicant Library's name_____ Score_____

Funding Area:_____ Library Services to the Underserved

_____ Technology and Networking

_____ Collaboration and Partnership

10 points _____ 1. Is project need (for target population) well described and compelling?
Consider:
- Description of unmet library needs of target population
- How need is determined
- Description of current level of service to target population
- If project is technology related, description of technology need and level
- Provision of statistical data/demographic information to establish need
- Impact of project **not** being funded

5 points _____ 2. Are project goals and objectives clearly defined, and clearly related to the identified needs?

2 points _____ 3. Does the proposal describe the established history of resource sharing and cooperation with other libraries and/or community agencies?

2 points _____ 4. Does the proposal explain the local resources that will be used to assist with the project, such as funding, outreach, technical support, or match?

2 points _____ 5. Does the proposal describe plans to continue the project beyond the grant period? Are there plans for future funding and the use of project evaluation in support of future funding?

1 point _____ 6. Does the proposal describe how the target population will be made aware of the improved library service?

5 points _____ 7. Does the budget provide support for each project objective, and is the budget adequate to support the project?

1 point _____ 8. Does the timeline include all necessary elements of the project and are the dates appropriate in relation to the overall project timeline?

6 points _____ 9. Does the evaluation plan include:
- a description of how to determine when the need is met?
- the method(s) of data collection?
- a specific description of what is to be measured?
- target benchmarks?
- a plan to share evaluation results?
- evaluation methods appropriate to the activity?

1 point _____ 10. Is a list of project partners included?

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Michigan's Public
Library Cooperatives

As of March, 2001

Library of Michigan

717 West Allegan Street
P.O. Box 30007
Lansing, MI 48909-7507

http://www.libraryofmichigan.org
Phone: 517-373-1300
Toll-free: 1-877-479-0021

*Number
on
Map*

1.	Superiorland Library Cooperative
2.	Mid-Peninsula Library Cooperative
3.	Hiawathaland Library Cooperative
4.	Northland Library Cooperative
5.	Mid-Michigan Library League
6.	White Pine Library Cooperative
7.	Lakeland Library Cooperative
8.	Capital Library Cooperative
9.	Mideastern Michigan Library Cooperative
10.	Southwest Michigan Library Cooperative
11.	Woodlands Library Cooperative
12.	The Library Network
13.	Suburban Library Cooperative
14.	Detroit Associated Libraries

✳ Cooperative Headquarters Locations

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CAPITAL LIBRARY COOPERATIVE
4 Universal Way
Jackson, MI 49202-1476
Ann C. Holt, Director
email: aholt@clc.lib.mi.us
URL: http://cwic1.jackson.lib.mi.us/capital/
517-768-8173
　　　　　FAX: 517-768-9976

DETROIT ASSOCIATED LIBRARIES
12244 Woodward Avenue
Highland Park, MI 48203-3320
Dr. Maurice B. Wheeler, Director
email: mwheele@detroit.lib.mi.us
313-833-3997
　　　　　FAX: 313-833-2327
　　　　　TDD: 313-833-3997

HIAWATHALAND LIBRARY COOPERATIVE
541 Library Drive
Sault Ste. Marie, MI 49783-2147
Janus Storey, Director
email: janus@uproc.lib.mi.us
URL: www.uproc.lib.mi.us/hlc/
906-632-4342
　　　　　FAX: 906-635-0210

LAKELAND LIBRARY COOPERATIVE
4138 Three Mile Road N.W.
Grand Rapids, MI 49544-1134
Daniel Siebersma, Director
email: dan@lakeland.lib.mi.us
URL: www.lakeland.lib.mi.us/
616-559-5253
　　　　　FAX: 616-559-4329

MID-MICHIGAN LIBRARY LEAGUE
411 South Lake Street
PO Box 700
Cadillac, MI 49601-0700
Stephen Dix, Director
email: dixs@ns.mmll.lib.mi.us
URL: http://ns.mmll.lib.mi.us/
231-775-6541
　　　　　FAX: 231-775-1749

MID-PENINSULA LIBRARY COOPERATIVE
1525 Pyle Drive
Kingsford, MI 49802-1114
Barbara J. Brewer, Director
email: brewerb@mid-pen.lib.mi.us
URL: www2.mid-pen.lib.mi.us/MidPen/
906-774-3005
　　　　　FAX: 906-774-3074
　　　　　TDD: 906-774-3005

MIDEASTERN MICHIGAN LIBRARY COOPERATIVE
503 South Saginaw Street
Suite 839
Flint, MI 48502-1851
Roger Mendel, Director
email: rmendel@gfn.org
URL: www.falcon.edu/libraries/
810-232-7119
　　　　　FAX: 810-232-6639

NORTHLAND LIBRARY COOPERATIVE
316 East Chisholm Street
Alpena, MI 49707-2822
Bryon Sitler, Director
email: sitlerb@northland.lib.mi.us
URL: http://www.nlc.lib.mi.us/
517-356-1622
　　　　　FAX: 517-354-3939

SOUTHWEST MICHIGAN LIBRARY COOPERATIVE
305 Oak Street
Paw Paw, MI 49079-1364
Dr. Alida L. Geppert, Director
email: alida@smlc.lib.mi.us
URL: www.smlc.lib.mi.us/
616-657-4698
　　　　　FAX: 616-657-4494

SUBURBAN LIBRARY COOPERATIVE
16480 Hall Road
Clinton Township, MI 48038-1132
Tammy Turgeon, Director
email: turgeont@libcoop.net
URL: www.macomb.lib.mi.us/
810-286-5750
　　　　　FAX: 810-286-8951
　　　　　Carolyn Pelkey, Fax Contact

SUPERIORLAND LIBRARY COOPERATIVE
1615 Presque Isle Avenue
Marquette, MI 49855-2811
Suzanne Dees, Director
email: sdees@uproc.lib.mi.us
URL: www.uproc.lib.mi.us/slcindex.htm
906-228-7697
　　　　　FAX: 906-228-5627

THE LIBRARY NETWORK
13331 Reeck Road
Southgate, MI 48195-3054
A. Michael Deller, Director
email: mdeller@tln.lib.mi.us
URL: http://tln.lib.mi.us/
734-281-3830
　　　　　FAX: 734-281-1905
　　　　　Irene Bakowski, Fax Contact

WHITE PINE LIBRARY COOPERATIVE
3210 Davenport Road
Saginaw, MI 48602
Dave Simmons, Director
URL: http://www.vlc.lib.mi.us/~whitepn/
517-793-7126
　　　　　FAX: 517-793-7257

WOODLANDS LIBRARY COOPERATIVE
415 South Superior Street
Suite A
Albion, MI 49224-2135
James C. Seidl, Director
email: jseidl@monroe.lib.mi.us
URL: www.woodlands.lib.mi.us/woodlands/wlcmain.htm
517-629-9469
　　　　　FAX: 517-629-3812

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Michigan's Library
Regions of Cooperation

As of March, 2001

Library of Michigan

717 West Allegan Street
P.O. Box 30007
Lansing, MI 48909-7507

http://www.libraryofmichigan.org
Phone: 517-373-1300
Toll-free: 1-877-479-0021

*Number
on
Map*

1. Upper Peninsula Region of Library Cooperation
2. Northland InterLibrary System
3. Mid-Michigan Library League Region of Cooperation
4. White Pine Library Network
6. Capitol Area Library Network
7. Mideastern Michigan Region of Cooperation
8. Southwest Michigan Library Cooperative Region
   of Cooperation
9. Southern Michigan Region of Cooperation
10. Oakland Washtenaw Wayne Livingston St. Clair
    Library Network
11. Macomb Region of Cooperation
12. Detroit Associated Libraries Region of Cooperation

✳ ROC Headquarters Locations

CAPITAL AREA LIBRARY NETWORK, INC.
PO Box 71
Napoleon, MI 49261
Barbara Decker
email: calnet@ingham.k12.mi.us
URL: http://calnet.mlc.lib.mi.us/
(517) 788-4088
FAX: (517) 788-6024

**DETROIT ASSOCIATED LIBRARIES REGION OF
COOPERATION**
5201 Woodward Avenue
Detroit, MI 48202-4007
James W. Lawrence
email: jlawrenc@detroit.lib.mi.us
313-833-4835
FAX: 313-832-0877

MACOMB REGION OF COOPERATION
16480 Hall Road
Clinton Township, MI 48038-1140
Tammy Turgeon
email: turgeont@lcm.macomb.lib.mi.us
810-286-5750
FAX: 810-286-8951
Carolyn Pelkey, Fax Contact

**MID-MICHIGAN LIBRARY LEAGUE REGION OF
COOPERATION**
411 South Lake Street
PO Box 700
Cadillac, MI 49601-2101
Stephen Dix
email: dixs@ns.mmll.lib.mi.us
231-775-6541
FAX: 231-775-1749

MIDEASTERN MICHIGAN REGION OF COOPERATION
503 South Saginaw Street
Suite 839
Flint, MI 48502-1851
Marian Hesse
email: mhesse@kettering.edu
810-232-7119
FAX: 810-232-6639

NORTHLAND INTERLIBRARY SYSTEM
316 East Chisholm Street
Alpena, MI 49707-2892
Christina Johnson
517-356-1622
FAX: 517-354-3939

**OAKLAND WASHTENAW WAYNE LIVINGSTON ST. CLAIR
LIBRARY NETWORK**
13331 Reeck Road
Southgate, MI 48195-3054
A. Michael Deller
email: mdeller@tln.lib.mi.us
734-281-3830
FAX: 734-281-1905
Irene Bakowski, Fax Contact

SOUTHERN MICHIGAN REGION OF COOPERATION
415 South Superior Street
Suite A
Albion, MI 49224-2135
James C. Seidl
email: jseidl@monroe.lib.mi.us
517-629-9469
FAX: 517-629-3812

**SOUTHWEST MICHIGAN LIBRARY COOPERATIVE
REGION OF COOPERATION**
305 Oak Street
Paw Paw, MI 49079-1364
Dr. Alida L. Geppert
email: alida@smlc.lib.mi.us
616-657-4698
FAX: 616-657-4494

**UPPER PENINSULA REGION OF LIBRARY
COOPERATION**
1615 Presque Isle Avenue
Marquette, MI 49855-2811
Suzanne Dees
email: sdees@uproc.lib.mi.us
906-228-7697
FAX: 906-228-5627

WHITE PINE LIBRARY NETWORK
3210 Davenport Avenue
Saginaw, MI 48602
Dave Simmons
517-793-7126
FAX: 517-793-7257

APPENDIX E

Checklist for Grant Application

Before sending the application to the Library of Michigan, please review this checklist to ensure that you have a completed project.

☐ 1.   Only one funding area is designated for a single project.

☐ 2.   Requested amount is within the range for that funding area.

☐ 3.   Proposal and attachments are legible.

☐ 4.   Proposal is typed or computer generated. The typewriter font is ten or less characters per inch and the computer font size is at least twelve point.

☐ 5.   Proposal is printed on one side of the paper.

☐ 6.   One (1) original and five (5) copies of the proposal are submitted.

☐ 7.   Proposal includes all of the required elements:
   ☐ Identification
   ☐ Project Administration
   ☐ Abstract
   ☐ Federal LSTA Goal
   ☐ LSTA Goal for Michigan
   ☐ Narrative
        ☐ Relationship to Federal LSTA Goals
        ☐ Relationship of project to Michigan's Five Year Plan
        ☐ Project need
        ☐ Multitype cooperation and resource sharing
        ☐ Goals and objectives
        ☐ Local resources
        ☐ Continuation and sustainability
        ☐ Awareness
   ☐ Objectives, activities and budgets
   ☐ Summary budget
   ☐ Timeline
   ☐ Evaluation
   ☐ Project partners

☐ 8.   Proposal includes documentation for the needs that are reported.

☐ 9.   Board resolution statement of assurances is included.

☐ 10.   The Library of Michigan must receive your proposal **no later than** June 29, 2001 by 5:00 p.m.

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APPENDIX F

Poverty Guidelines

"Families with income below the poverty line" is defined according to the following federal regulations, which are quoted in relevant part:

> *From the U.S. Code Online via GPO Access; Cite: 42 USC 9902. Title 42 - The Public Health and Welfare; Chapter 106 - Community Services Block Grant Program.*

For the purposes of this chapter:

The term "poverty line" means the official poverty guidelines as defined by the Office of Management and Budget based on Bureau of the Census data. The Secretary of the U.S. Department of Health and Human Services shall revise the poverty line annually (or at any shorter interval the Secretary deems feasible and desirable), which shall be used as a criterion of eligibility in community service block grant programs.

"Poverty Guidelines" is defined according to the following federal regulations, which are quoted in relevant part:

> *From the Federal Register: March 18, 1999 (Volume 64, Number 52) - From the Federal Register Online via GPO Access. Department of Health and Human Services, Annual Update of the HHS Poverty Guidelines.*

Summary: This notice provides an update of the HHS poverty guidelines to account for last (calendar) year's increase in prices as measured by the Consumer Price Index.

Effective Date: These guidelines go into effect on the day that they are published (unless an office administering a program using the guidelines specifies a different effective date for that particular program).

For information about the number of persons in poverty (since 1959) or about the Census Bureau (statistical) poverty thresholds, contact the HHES Division, Room G251, Federal Office Building #3, U.S. Bureau of the Census, Washington, DC 20233—telephone (301) 457-3242 or email to hhes-info@census.gov.

2001 Poverty Guidelines for the 48 Contiguous States and the District of Columbia

Size of family unit

1	$8,590
2	11,610
3	14,630
4	17,650
5	20,670
6	23,690
7	26,710
8	29,730

For family units with more than 8 members, add $3,020 for each additional member. (The same

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increment applies to smaller family sizes also, as can be seen in the figures above.)

The preceding figures are the 1999 update of the poverty guidelines required by section 673(2) of the Omnibus Budget Reconciliation Act (OBRA) of 1981 (Pub.L. 97-35 - reauthorized by Pub.L. 105-285, Section 201 (1998)). As required by law, this update reflects last year's change in the Consumer Price Index (CPI-U); it was done using the same procedure used in previous years.

Section 673(2) of OBRA-1981 [42 U.S.C. 9902(2)] requires the use of the poverty guidelines as an eligibility criterion for the Community Services Block Grant program. The poverty guidelines are also used as an eligibility criterion by a number of other Federal programs (both HHS and non-HHS). Due to confusing legislative language dating back to 1972, the poverty guidelines have sometimes been mistakenly referred to as the "OMB" (Office of Management and Budget) poverty guidelines or poverty line. In fact, OMB has never issued the guidelines; the guidelines are issued each year by the Department of Health and Human Services (formerly by the Office of Economic Opportunity/Community Services Administration). The poverty guidelines may be formally referenced as "the poverty guidelines updated annually in the **Federal Register** by the U.S. Department of Health and Human Services under authority of 42 U.S.C. 9902(2)."

The poverty guidelines are a simplified version of the Federal Government's statistical poverty thresholds used by the Bureau of the Census to prepare its statistical estimates of the number of persons and families in poverty. The poverty guidelines issued by the Department of Health and Human Services are used for administrative purposes—for instance, for determining whether a person or family is financially eligible for assistance or services under a particular Federal program. The poverty thresholds are used primarily for statistical purposes. Since the poverty guidelines in this notice—the 2001 guidelines—reflect price changes through calendar year 2000, they are approximately equal to the poverty thresholds for calendar year 2000 which the Census Bureau will issue in late summer or autumn 2001. (A preliminary version of the 2000 thresholds is now available from the Census Bureau.)

In certain cases, as noted in the relevant authorizing legislation or program regulations, a program uses the poverty guidelines as only one of several eligibility criteria, or uses a percentage multiple of the guidelines (for example, 125 percent or 185 percent of the guidelines). Non-Federal organizations which use the poverty guidelines under their own authority in non-Federally-funded activities also have the option of choosing to use a percentage multiple of the guidelines such as 125 percent or 185 percent.

While many programs use the guidelines to classify persons or families as either eligible or ineligible, some other programs use the guidelines for the purpose of giving priority to lower-income persons or families in the provision of assistance or services.

The poverty guidelines given above should be used for both farm and nonfarm families. Similarly, these guidelines should be used for both aged and non-aged units. The poverty guidelines have never had an aged/non-aged distinction; only the Census Bureau (statistical) poverty thresholds have separate figures for aged and non-aged one-person and two-person units.

Definitions - There is no universal administrative definition of "income," "family," "family unit," or "household" that is valid for all programs that use the poverty guidelines. Federal programs in

some cases use administrative definitions that differ somewhat from the statistical definitions given below; the Federal office which administers a program has the responsibility for making decisions about administrative definitions.

The following statistical definitions (derived for the most part from language used in U.S. Bureau of the Census, Current Population Reports, Series P60-185 and earlier reports in the same series) are made available for illustrative purposes only; in other words, these statistical definitions are not binding for administrative purposes.

(a) Family. A family is a group of two or more persons related by birth, marriage, or adoption who live together; all such related persons are considered as members of one family. For instance, if an older married couple, their daughter and her husband and two children, and the older couple's nephew all lived in the same house or apartment, they would all be considered members of a single family.

(b) Unrelated individual. An unrelated individual is a person 15 years old or over (other than an inmate of an institution) who is not living with any relatives. An unrelated individual may be the only person living in a house or apartment, or may be living in a house or apartment (or in group quarters such as a rooming house) in which one or more persons also live who are not related to the individual in question by birth, marriage, or adoption. Examples of unrelated individuals residing with others include a lodger, a foster child, a ward, or an employee.

(c) Household. As defined by the Bureau of the Census for statistical purposes, a household consists of all the persons who occupy a housing unit (house or apartment), whether they are related to each other or not. If a family and an unrelated individual, or two unrelated individuals, are living in the same housing unit, they would constitute two family units (see next item), but only one household. Some programs, such as the Food Stamp Program and the Low-Income Home Energy Assistance Program, employ administrative variations of the "household" concept in determining income eligibility. A number of other programs use administrative variations of the "family" concept in determining income eligibility. Depending on the precise program definition used, programs using a "family" concept would generally apply the poverty guidelines separately to each family and/or unrelated individual within a household if the household includes more than one family and/or unrelated individual.

(d) Family unit. "Family unit" is not an official U.S. Bureau of the Census term, although it has been used in the poverty guidelines **Federal Register** notice since 1978. As used here, either an unrelated individual or a family (as defined above) constitutes a family unit. In other words, a family unit of size one is an unrelated individual, while a family unit of two/three/etc. is the same as a family of two/three/etc.

For statistical purposes—to determine official income and poverty statistics—the Bureau of the Census defines income to include total annual cash receipts before taxes from all sources. Income includes money wages and salaries before any deductions.

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APPENDIX G

Library Services and Technology Act of 1996 Excerpt

Refer to the following excerpt from the Act in identifying the federal LSTA goals that your project most closely describes:

SEC. 231. GRANTS TO STATES

IN GENERAL - Of the funds provided to a State library administrative agency under section 214, such agency shall expend, either directly or through subgrants of cooperative agreements, at least 96 percent of such funds for:

- establishing or enhancing electronic linkages among or between libraries;
- electronically linking libraries with educational, social, or information services;
- assisting libraries in accessing information through electronic networks;
- encouraging libraries in different areas, and encouraging different types of libraries, to establish consortia and share resources; or
- paying costs for libraries to acquire or share computer systems and telecommunications technologies; and
- targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 673(2) of the Community Services Block Grant Act (42 U.S.C. 9902(2)) applicable to a family of the size involved.

FY 2002 GRANT TIMELINE

Applications Available   April 2001
Applications are available from the Library of Michigan or accessible electronically on the
Library of Michigan website

Applications Due   June 29, 2001

Award Announcement Letters   October 2001

Grant Administration Workshops   November/December 2001

Grant Contracts Mailed   Approximately January 2002

Expenditure Deadline   April 30, 2003

Reimbursement Request Deadline   May 30, 2003

Final Narrative Report Due   June 30, 2003