



**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	2022	2023	2024	2025	2026
Capital Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Costs	481,012	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
External Revenues	(276,694)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Program Income (County)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
In-Kind Match (County)	<u>(204,318)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>NET FISCAL IMPACT</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
# ADDITIONAL FTE POSITIONS (Cumulative)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Is Item Included in Current Budget? Yes    No X

Budget Account No.: Rev/Exp Fund 1180 Dept 320 Unit 3259

Does this item include the use of Federal Funds: Yes X No

**B. Recommended Sources of Funds/Summary of Fiscal Impact:**

Sources: Ad-valorem taxes from Library Operating Fund \$204,318  
 State Grant provided through ARPA \$276,694

Impact: The funds will supplement local funding to provide library service. A budget amendment will be requested when actual award amounts are known.

**Note:** The \$204,318 are grant matching funds based on staff time worked on the grant and operating supplies. A JVA will be processed for the matching funds. No new positions will be filled for this grant

**C. Departmental Fiscal Review:** Alicia Garrow  
 (Alicia Garrow, Director, Library Finance and Facilities)

**III. REVIEW COMMENTS:**

**A. OFMB Fiscal and/or Contract Dev. And Control Comments:**

Dale Brown 9/7/21 OFMB LM 9/2  
John G. Jaworski 9/9/21 Contract Dev. And Control  
 9-9-21 TW

**B. Legal Sufficiency:**

[Signature] for A Helfant 9/9/21  
 Assistant County Attorney

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director

**Division of Library and Information Services  
Florida American Rescue Plan Act (ARPA) Guidelines**

The Florida Department of State has received \$6,735,385 from the Institute of Museum and Library Services (IMLS) according to the provisions of the American Rescue Plan Act (Public Law 117-2).

**Purpose**

“To achieve the American Rescue Plan Act’s purposes with respect to Grants to States, this funding is to be used by September 30, 2022, in helping communities respond directly and immediately to the pandemic, as well as address related economic and community needs through equitable approaches. Spending priorities are as follows:

1. First, to support digital inclusion efforts to enable libraries to reach residents such as through internet hotspots, accessible Wi-Fi, and access to digital content and related resources, particularly in support of education, health, and workforce development needs. The following types of data, among others, can inform efforts to reach underserved populations:
  - Poverty/Supplemental Nutrition Assistance Program (SNAP)
  - Unemployment
  - Broadband availability;
2. Second, to provide rapid emergency relief to libraries across the country, allowing them to safely respond to the pandemic and implement public health protocols;
3. Third, to support library services that meet the needs of communities throughout the U.S., including costs such as personnel, technology, training, materials, supplies, equipment, and associated indirect costs; and
4. With respect to (1), (2), or (3), reach tribal and museum partners best positioned to assist with pandemic response efforts, in addition to traditionally eligible library entities, where appropriate.”<sup>1</sup>

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<sup>1</sup> Quoted directly from IMLS Official Notice of Award.

**Timeline:**

July 1, 2021	Application available
August 5, 2021	Application deadline – <b>5 p.m. Eastern</b>
August 6-19, 2021	Application review by DLIS
August 19-September 23, 2021	Application review by State Library Council
September 24 and 28, 2021	State Library Council funding recommendation virtual meeting (two days)
October 2021	Funding recommendations to Secretary of State for approval. Project start date is date of Secretary’s approval.
October 2021	Grant agreements sent to grantees for review, approval and signature
January 30, 2022	Mid-Year Report due
September 15, 2022	Project payments complete
September 30, 2022	Project period ends
November 1, 2022	Annual Reports due

**Match is not a requirement for DLIS Florida American Rescue Plan Act funding.**

**Number of applications that can be submitted:** There is no limit on the number of applications that can be submitted. Applications can be submitted directly by an eligible entity or by another eligible entity on behalf of another organization.

**Eligibility**

Any Florida organization that meets the eligibility criteria described below can apply for DLIS Florida American Rescue Plan Act funding:

- The organization’s library services program must be headed and administered by a librarian who has completed a library education program accredited by the American Library Association.
- Nonprofit organizations must be qualified or registered pursuant to Chapter 617, *Florida Statutes* and be in good standing. Good standing indicates that the nonprofit organization has a current certificate of status from the Florida Department of State, Division of Corporations.

## Eligible Organizations

The following entities are eligible to apply:

- Florida libraries and nonprofit organizations primarily related to the provision or support of library services are eligible to apply for DLIS Florida American Rescue Plan Act funds.
- Florida museums and cultural organizations are eligible to apply for DLIS Florida American Rescue Plan Act funds if they have a library that meets the definition of a special library as described below.

### ADDITIONAL INFORMATION ON ELIGIBILITY FOR SPECIFIC ORGANIZATION TYPES:

**Public libraries.** A public library is an organized collection of information resources with paid staff; regularly scheduled hours for being open to the public; is legally established; is supported in whole or in part with public funds; and makes its collections accessible to the public either directly or through the Florida Information Network (FLIN).

This category also includes state-supported institutions and Native American tribal libraries.

The headquarters of a library system or cooperative must submit the application. The project can be for the entire system, an individual branch or for some other portion of the organization, but only the headquarters can submit the application. For example: If the project will benefit one county in a multicounty cooperative, the director of the multicounty cooperative must submit the application on behalf of the county library.

**Public elementary, secondary or charter school libraries.** The county school board coordinates and applies for grants on behalf of public elementary, secondary and charter school libraries. Grants may be for a single member or multiple members of a school district. To be eligible to receive a grant, the district media coordinator or contact must meet the basic eligibility requirements (see Eligibility section above).

**Academic libraries.** Academic libraries include public state universities, state or community colleges and private post-secondary education libraries. The academic support organization for the public colleges and universities is also included in this category. To be eligible to receive a grant, the library must meet the basic eligibility requirements (see Eligibility section above).

**Library consortia.** Eligible library consortia in Florida are the five multitype library cooperatives: Northeast Florida Library Information Network, Panhandle Library Access Network, Southeast Florida Library Information Network, Southwest Florida Library Network and Tampa Bay Library Consortium. To be eligible to receive a grant, the library director must meet the basic eligibility requirements (see Eligibility section above).

**Special libraries.** Special libraries include information resource centers located at publicly supported government agencies, museums, hospitals, associations and other organizations with specialized information needs. At least fifty percent of the agency's operating funds must come from public governmental sources. To be eligible to receive a grant, the library must meet the basic eligibility requirements (see Eligibility section above).

***Other organizations serving libraries.*** An organization that strengthens and supports libraries, such as state professional library associations or local Friends groups, must be a not-for-profit corporation, qualified or registered pursuant to Chapter 617, *Florida Statutes* and in good standing (see Eligibility section above).

Unlike the other organizations listed above, the project manager must be a librarian who has completed a library education program accredited by the American Library Association. Projects coordinated by these organizations that are awarded DLIS Florida American Rescue Plan Act funds must be open to staff of any Florida library or allied organization and not limited to members of the organization.

## **Partner Application Submission**

An organization may submit an application and administer a project on behalf of another eligible organization. If this option is chosen, the expectations are:

- The partner (beneficiary) organization's name should be clearly included in the application title.
- Funds must be received, expended and administered by the applicant organization. Grant funds cannot be distributed to the partner organization for expenditure.
- A Partnership Form must be signed between the applicant and the partner organization (beneficiary). The form should indicate that the partner wants the applicant to apply for funding on their behalf and what the applicant will do for the partner. Signed forms should be included in the Certifications and Attachments section, in the Support Materials section. This form is available at [info.florida.gov/services-for-libraries/grants/arpa/forms/](https://info.florida.gov/services-for-libraries/grants/arpa/forms/).

## Use of Funds

Federal grants, such as the DLIS Florida American Rescue Plan Act grants, have limitations on what items and services may be purchased using grant funds. Some items and services are "allowable costs," meaning that they may be purchased using grant funds, while others are not.

Expenditures shall be in compliance with the state and federal guidelines for allowable project costs. State guidelines for allowable costs are outlined in the Department of Financial Services' *Reference Guide for State Expenditures*, which is available online at <https://www.myfloridacfo.com/division/aa/manuals/documents/ReferenceGuideforStateExpenditures.pdf>.

Federal guidelines for allowable costs can be found at [gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200-subpartE.pdf](https://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200-subpartE.pdf) in 2 *CFR*, Part 200, Subpart E – Cost Principles.

In general:

Grant funds are designed for direct support of services and programs.

Grant funds may be used for evaluation related costs.

Grant funds may be used to assist in making technology and information resources available for persons with disabilities.

If grant or matching funds are used for travel expenses, they must be paid in accordance with the provisions of Section 112.061, *Florida Statutes*.

Grant funds may be used for indirect costs. There are four options for indirect costs in the application:

1. Use a current indirect cost rate already negotiated with a federal agency (2 *CFR* 2 §200.414(e));
2. Use an indirect cost rate proposed to a federal agency but not yet approved (2 *CFR* 2 §200.414(e));
3. Use a rate not to exceed 10% of the total direct costs if your organization has never had a federally negotiated indirect cost rate and you are not subject to other requirements (e.g., for local governments) (2 *CFR* 2 §200.414(f)); or
4. Do not include any indirect costs.

When determining the amount that can be charged to indirect costs, the modified total direct costs amount (MTDC) must be used as the amount of funds that the indirect costs are calculated against. The MTDC is the direct costs of the project minus certain exclusions that include equipment and space rental costs. A list of exclusions that cannot be a part of the MTDC are in 2 *CFR* §200.68.

Grant funds may not be used for:

1. Construction. Funds may not be used to build, remodel or expand library facilities. However, they may be used to retrofit a building to accommodate technologies (e.g., wiring).
2. Audits. If the grant recipient's governing entity has received less than \$750,000 in federal funds, grant funds may not be used to cover audit costs.
3. Food and Drink. Although food and drink may be served at a program paid for with grant funds, these items may not be purchased with grant funds.

## **Funding Decision Process**

The application funding decision process is accomplished in three phases:

### ***1. Grants Staff Review***

Upon receipt by the Division, applications will be reviewed by Grants staff for eligibility and completeness. If an application is incomplete, the applicant will be notified of the identified deficiencies and will be given an opportunity to submit information or documentation to render the application complete. If the identified deficiencies are not corrected by the established deadline, the application will be declared ineligible. When applications are declared ineligible, applicants will be notified of their ineligibility.

### ***2. Application Review Meeting***

The State Library Council serves as the review panel and makes funding recommendations on all grant applications submitted by eligible organizations. The application review will be held during a public meeting. The Division strongly encourages applicants to attend the grant panel meeting; however, it is not required. Meeting information will be emailed to applicants and posted on the Division's website.

Applications will be reviewed by the panel in two rounds:

#### **1. Scoring Round**

Individual panel members will review and score each application independently prior to the meeting, using the Panel Evaluation Form in the DOS Grants System. Initial panel member scores and comments must be entered into the DOS Grants System at [dosgrants.com](http://dosgrants.com) prior to the panel meeting.

Each application will be reviewed and discussed individually by the panel during the meeting. Applicants may also be given an opportunity to answer questions asked by panel members. Panel members will have an opportunity to modify and/or finalize their scores during the meeting. After discussion of each application, each panel member will voice their final score on the application and provide verbal comments about that score. The official score is the one voiced at the meeting.

Once the finalized scores are received from the panelists, each application score will then be averaged. The final average of the individual panelist's scores will be rounded to three decimal places.

Applications that score at or above 60 points will be considered by the panel for funding recommendations. Those applications that receive an average score equal to 59 or lower will not be considered further for funding.

Once the average scoring has been completed, Division staff will provide a list to the panel, ordered by score, for all applications scoring at or above 60 points.



## 2. Funding Round

The panel will make a recommendation of a funding amount for each application, with a grand total up to the amount of available funding.

- Funding recommendations can be from \$0 up to the full amount of the funding request.
- The panel can recommend revisions or changes to applications as a condition for funding.
- The panel cannot recommend more funding than is requested.
- The panel can determine the final funding recommendation for each application in various ways, such as fully funding from the highest scored application until all of the funds are allocated; percentage funding for all applications; or any other method chosen by the panel.

## 3. Secretary of State Review

The panel funding recommendations are submitted to the Secretary of State for final review and approval. The Secretary of State has the final authority to approve, amend or deny funding recommendations and to award grants.

Upon completion of the application review process, applicants are notified whether or not their application was approved for funding. Results of the evaluation of grant applications are available upon request after the review process is complete.

## Application

The following information shall be provided in the application. The application shall be submitted on the DOS Grants System at [dosgrants.com](https://dosgrants.com).

The Division will use the information provided by the applicant when developing the Scope of Work and Deliverables in the grant agreements of the approved projects.

**Applicant Information.** Provide general information related to the applicant and application, including:

- Organization information.
- Organization director's contact information.
- Project manager's contact information.
- DUNS number.

**Project Information.** Provide overall application information, including the project title, project summary, organizational purpose and organization governance.

If the application is being submitted on behalf of a partner organization, include the name of the beneficiary organization in the project title and information on the beneficiary in the project summary as applicable.

**Activities.** Describe the specific activities you will implement to help “communities respond directly and immediately to the pandemic, as well as to related economic and community needs through equitable approaches.” If the project will provide solutions to several different needs, describe each in a separate activity. Prioritize two or more activities. If there is only one activity, prioritize it as one of one.

For each activity include:

- The activity name.
- A description of who will benefit, including demographics and other specific information.
- The community need, problem or challenge this activity will address and how it was identified.
- A detailed narrative of what will be implemented as the solution to meet the need, problem or challenge.
- Who will plan, implement and manage this activity.
- How you will measure the results of the activity or know it is successful. Include what will be measured and how it will be counted.
- Describe how the activity will be sustained once the project is completed, if applicable.

Provide a detailed overall timeline of all the proposed activities. If desired, the timeline can be in the form of a Gantt or other chart. To find out more about a Gantt chart, visit <https://www.gantt.com/>

**Budget.** Provide details on the proposed expenditures of all funds. The budget explains and justifies the funds required for each activity (or activities). Each section of the budget is comprised of two required parts: the budget detail and budget narrative of the proposed amounts.

The narrative provides a detailed explanation and justification of proposed expenditures. For each amount listed in the detail, the narrative should describe how the amounts were calculated, for both grant and matching (if applicable) funds; i.e., include calculations, unit costs or breakdown of costs.

Matching funds are not required; however, they can be included if desired.

The applicant organization is allowed, if desired, to charge an indirect cost (administrative fee) for the project. For more information on indirect costs, please see the Use of Funds section.

**Certifications and Attachments.** If you have already applied for LSTA funds in 2021, you are not required to resubmit the following forms.

Provide the required certification forms, as applicable:

1. **Debarment Form.** All applicants must complete this form to certify that the organization has not been deemed ineligible to receive federal funding. The form is available at [info.florida.gov/services-for-libraries/grants/lsta/guidelines-applications-and-forms](http://info.florida.gov/services-for-libraries/grants/lsta/guidelines-applications-and-forms).
2. **Federal Funding Accountability and Transparency Act (FFATA).** The form is available at [info.florida.gov/services-for-libraries/grants/lsta/guidelines-applications-and-forms](http://info.florida.gov/services-for-libraries/grants/lsta/guidelines-applications-and-forms). All applicants must complete this form. The FFATA Act requires that information on federal awards and executive compensation be made available to the public through a single searchable website, [www.USASpending.gov](http://www.USASpending.gov).
3. **Internet Safety Certification Form.** The form applies only to public libraries and is available at [info.florida.gov/services-for-libraries/grants/lsta/guidelines-applications-and-forms](http://info.florida.gov/services-for-libraries/grants/lsta/guidelines-applications-and-forms). This form certifies CIPA (Children’s Internet Protection Act) Compliance.
4. **Lobbying Activities Form.** Complete this form if your organization lobbies Congress for the passage of any federal act or law, or if your organization pays a lobbyist to lobby Congress. The form is available at [info.florida.gov/services-for-libraries/grants/lsta/guidelines-applications-and-forms](http://info.florida.gov/services-for-libraries/grants/lsta/guidelines-applications-and-forms).
5. **MLS Degree Certification.** Complete this form only if your organization **does not** receive a State Aid to Libraries Grant or a Library Cooperative Grant. The form is available at [info.florida.gov/services-for-libraries/grants/lsta/guidelines-applications-and-forms](http://info.florida.gov/services-for-libraries/grants/lsta/guidelines-applications-and-forms).
6. **Certificate of Status.** A current certificate of status from the Florida Department of State, Division of Corporations must be provided. This applies to not-for-profit organizations who do not receive Library Cooperative Grant funding and to organizations who have not submitted this form as part of an LSTA 2021 application.
7. **Electronic Payments.** A Vendor Direct Deposit form must be completed annually and submitted directly to the Department of Financial Services so that your organization can receive grant funds via electronic funds transfer (EFT). If your organization has already submitted a form to DFS since January 2021, please indicate. This form is available at <http://myfloridacfo.com/Division/AA/Forms/DFS-A1-26E.pdf>.
8. **Support Materials.** Add any attachments that are applicable to your application (optional).

## APPLICATION EVALUATION

Each application will be evaluated by individual State Library Council members for clarity, completeness and appropriateness as pertaining to the project impact, implementation, and budget categories. The point values will be determined using the scoring rubric below:

<b>Panel Evaluation Form</b>			
<b>Overall Project Impact– maximum score 40 points</b>			
<b>Criteria</b>	<b>Possible points</b>	<b>Reviewer points</b>	<b>Comments to support points assigned by Reviewer</b>
Describes the community need, problem or challenge for each proposed activity.	<b>10</b>		
Describes how the community need, problem or challenge is identified.	<b>10</b>		
Describes who will benefit from each activity and how they will benefit.	<b>10</b>		
Describes an appropriate solution(s) to the community need, problem or challenge for each activity.	<b>10</b>		
<b>Overall Project Implementation – maximum score 30 points</b>			
Describes a logical and appropriate implementation process for each activity.	<b>10</b>		
Describes who will plan, implement and manage each activity.	<b>5</b>		
Describes how the results of each activity will be measured, including what will be counted.	<b>5</b>		
Describes how each activity will be sustained once the project is completed, as applicable.	<b>5</b>		
The proposed timeline is realistic, appropriate and addresses all project activities.	<b>5</b>		
<b>Overall Project Budget – maximum score 20 points</b>			
The budget is realistic and appropriate.	<b>10</b>		
Shows how all amounts were calculated.	<b>10</b>		
<b>Total points</b>	<b>90</b>		

# Palm Beach County Library System


**Project Title:** Flex Tech

**Grant Number:** 22.I.ar.000.145

**Date Submitted:** Thursday, August 5, 2021

## A. Applicant Information Page 1 of 5

### Applicant Information

- a. **Organization Name:** Palm Beach County Library System 
- b. **DBA:** Palm Beach County Library System
- c. **FEID:** 59-6000785
- d. **Phone number (with extension if applicable):** 561.233.2600
- e. **Principal Address:** 3650 Summit Boulevard West Palm Beach, 33406-4198
- f. **Mailing Address:** 3650 Summit Boulevard West Palm Beach, 33406-4198
- g. **Website:**
- h. **Organization Type:** County Government
- i. **Organization Category:** Library
- j. **County:** Palm Beach
- k. **DUNS number:** 13-288-1897
- l. **UEI number:**
- m. **Fiscal Year End Date:** 09/30

### 1. Applicant Director \*

**First Name**

Doug

**Last Name**

Crane

**Phone**

561.233.2600

**Email**

CraneD@pbclibrary.org

**2. Project Manager \*****First Name**

Elizabeth

**Last Name**

Prior

**Phone**

561.233.2600

**Email**

priore@pbclibrary.org

**3. Duns/UEI in process**

DUNS or UEI Number Application in process

**4. Project Summary \***

A concise, standalone summary of the project. Include the applicant name (or beneficiary name as applicable), who is to be served by the project and what project activities will occur in the project.

The Palm Beach County Library System (PBCLS) will increase the organization's flexible technology capacity in response to the continued threat of COVID-19. Educational, skill-building, and recreational technology access provided by the library is more important than ever as its members face increased economic hardship as a result of the ongoing pandemic. Parents with young children need a space and technology that is both conducive to work and a safe and entertaining play environment.

In order to address these factors, Library staff will use ARPA funds to purchase items that will: 1) expand and enhance the library's existing in house laptop lending capabilities by replacing outdated laptop computers at two library locations and adding laptop computers at 15 additional locations; 2) improve in house technology lending capabilities through making tablets available to younger children at each of the library's 17 locations; 3) create family friendly technology zones through merging

technology (laptops and tablets) with furniture (pods) at 14 locations; 4) Replace outdated technology in the Main Library CreationStation with equipment better suited to meet the needs of users working and collaborating remotely.

While still providing "walk up" and virtual service after closing to the public on March 20, 2020, PBCLS began re-adding services after reopening its doors June 1, 2020 resuming full services hours in June 2021. During the spring of 2020, the PBCLS began to strengthen its partnerships with Palm Beach County Community Services Department (CSD) as well as other departments and local organizations in an effort to assist members trying to obtain access to federal aid during COVID-19. The PBCLS distributed over 10,000 unemployment applications in FY20 (April 2020 - May 2020). In addition to library staff assisting with processing CARES Act and Emergency Rental Assistance (ERA) applications, space was made available to CSD temporary workers who met individually with the public to assist in completing applications. However, maintaining social distancing between public access computers made it difficult to meet technological demands with this added service while still providing ongoing access to library content. An increasing number of members have begun working and studying remotely and the need for equipment with cameras and microphones that can be used in study rooms and flexible spaces throughout the building is more important than ever. Parents with small children who need access to technology have limited opportunities in public settings.

## **5. What is the organizational purpose of the applicant? \***

The purpose of the PBCLS is best exemplified by its mission to "connect communities, inspire thought, and enrich lives," and by its vision to "open minds to a world of unlimited possibilities." Established in 1967, the Library System offers electronic and physical materials, research and specialized services, educational and recreational activities, and access to technology hardware and software to a growing number residents in a Library Taxing District (estimated 2021 population of 967,425) as well as 24 municipalities in Florida's largest County of over 2,383 square miles. Across 16 branches and a Main Library, a Library Annex for logistical support, and a Bookmobile, 480 FTE employees answered more than 930,000 research questions and lent over 7.5 million items in FY20.

## **6. Describe the governance of the applicant's organization? \***

The PBCLS operates as a department of county government. The Board of County Commissioners is the Library's governing body and a Library Advisory Board represents the County Commission to the Library in matters pertaining to library service and the means to meet objectives. The Library System is funded through a dependent taxing district.

## **7. Provide any additional information about the applicant to set the context for the project. This response is optional.**

The PBCLS is committed to providing essential technology resources to meet the needs of its members in support the library's mission of connecting communities. The pandemic created an environment where members' access to the library's public PCs was reduced to meet social distancing requirements. This situation continues to impact members' ability to conduct needed activities such as online education, job searching, locating health information, and enrichment during a time where social

interaction is minimized. Observing a community need during the early stages of COVID-19 in summer 2020, the Library partnered with other County departments and community groups to assist with providing access to federal aid and other opportunities. In July 2021, Palm Beach County became the only county government in Florida that had already assisted in processing ERA applications for more than 2,000 households, largely in part due to the staff working within PBCLS locations. It soon became apparent that there were not enough public access computers available for those needing federal aid and other assistance. With that in mind, the library's current public technology service environment needs to be enhanced and expanded to provide the public with flexible options so that they can access resources and expert assistance from within PBCLS libraries. Updating the CreationStation equipment will enable users to connect remotely and access high quality production This expansion of the System's model of lending technology in house will enable more members to be served and allow room to address future needs. Additionally, loaning equipment for use throughout each of the Library's 17 locations provides increased social distancing opportunities for the public. Tablets for younger children to use while parents utilize laptops in a family friendly space, will eliminate barriers for those who often have no other opportunity to access critical resources. The Flex Tech program will safely support members' needs in a current and post COVID environment and position the public library as an essential technology community resource.



## B. Activities Page 2 of 5

**1. Describe the specific activities you will implement to help "communities respond directly and immediately to the pandemic, as well as address related economic and community needs through equitable approaches." If the project will provide solutions to several different needs, describe each in a separate activity. If two or more activities are included, please prioritize them. If there is only one activity, prioritize it as one of one.**

For each activity include:

- The activity name.
- A description of who will benefit including demographics and other specific information
- The community need, problem or challenge this activity will address and how it was identified.
- A detailed narrative of what will be implemented as the solution to meet the need, problem or challenge.
- Who will plan, implement and manage this activity?
- How you will measure the results of the activity or know it is successful. Include what will be measured and how it will be counted.
- Describe how the activity will be sustained once the project is completed, if applicable.

### **Activity Name:**

Designate staff and assign roles

Priority 1 of 5 activities

### **Activity Narrative:**

The targeted audience is all Palm Beach County residents with a focus specifically on those with limited access to technology who need to utilize it in a public setting including parents with small children. Results will be measured through monthly, quarterly and annual usage statistics as well as existing feedback methods (website, paper, email). Library IT staff will maintain equipment ongoing and replacement needs will be built into future budgets.

Staff involved:

Fourteen Librarian IVs (Library Branch Managers) overseeing seventeen locations will be responsible for establishing or upgrading the FlexTech lending program at their respective locations.

The Librarian IV at the Main Library will manage the replacement and upgrade of equipment to the CreationStation.

Librarian Is in fourteen branches and the Library Associate Vs in three smaller branches will be responsible for the daily management of the FlexTech lending program in their location.

The Procurement Coordinator will manage the purchasing process for equipment and materials.

The Administrative Assistant III is responsible for overseeing the purchase and installment of Family Workstations.

Systems Administrator II and Computer Specialist II will be responsible for receiving and installing equipment at 17 locations and removing outdated equipment.

**Activity Name:**

Purchase and install equipment and supplies

Priority 2 of 5 activities

**Activity Narrative:**

The Systems Administrator II and Computer Specialist II will work with Finance staff to facilitate the purchase of all equipment/materials for 17 library locations and the CreationStation.

The Administrative Assistant III is a member of the Finance section and will coordinate the purchase of the Family Workstations and ensure adequate cleaning supplies are in stock.

**Activity Name:**

Develop and implement marketing plan

Priority 3 of 5 activities

**Activity Narrative:**

Designated public services staff, Librarian Is and Library Associate Vs, will develop promotional materials and social media announcements with assistance of the Library's Integrated Marketing and Communications team. The target audience will be informed through a variety of media channels that include the Library's website, the monthly "Happenings" publication, digital signage, the Palm Beach County website, Facebook, Twitter, Instagram, YouTube, as well as press releases, and email blasts to community partners. A flier and posters will be designed and shared with local community and senior centers.

**Activity Name:**

Update procedures

Priority 4 of 5 activities

**Activity Narrative:**

The Librarian IV (Branch Managers) will collaboratively update the existing policies and procedures for in house lending of equipment to ensure consistency at 17 locations.

The Librarian IV at the Main Library will review and update the CreationStation policies and procedures as needed to adapt to newer equipment and member needs.

**Activity Name:**

Provide services and track usage

Priority 5 of 5 activities

**Activity Narrative:**

The designated Librarian Is and Library Associate Vs will be responsible for the daily operation of the FlexTech program. They will track usage and provide monthly, quarterly, and annual statistics in support of the Library's Strategic Planning Goals (Goal 5 Provide a welcoming environment to spark creativity, stimulate thoughtful conversation and encourage collaboration / Objective 5.2 The User Experience Team will research and implement at least two service innovations to maintain a positive member experience, virtually and at all 17 library locations. / Activity 5.2.1 Evaluate temporary service innovations/changes, especially those made as a result of the COVID-19 pandemic, and make quarterly recommendations for permanent service adjustments, evaluating and updating policies and procedures as needed.

**2. Provide a detailed overall timeline of all the proposed activities. Information can be provided in the box or as an attachment. If desired, the timeline can be in the form of a Gantt or other chart. \***

To find out more about a Gantt chart, see <https://www.gantt.com>

Please see the attached document.

**3. Upload Information**

File Name	File Size	Uploaded On	View (opens in new window)
Timeline.docx	27 [KB]	8/5/2021 11:54:06 AM	View file

# C. Budget Page 3 of 5

Provide details on the proposed expenditures of all funds. The budget explains and justifies the funds required for each activity (or activities). Each section of the budget is comprised of two required parts: the budget narrative and budget detail of the proposed amounts.

The narrative provides a detailed explanation and justification of proposed expenditures. For each amount listed in the detail, the narrative should describe how the amounts were calculated, for both grant and matching (if applicable) funds, i.e., include calculations, unit costs, or breakdown of costs.

Matching funds are not required, however, they can be included if desired.

The applicant organization is allowed, if desired, to charge an indirect cost (administrative fee) for the project. For more information on indirect costs, please see the DLIS Florida CARES Act Guidelines, page 5 <http://info.florida.gov/services-for-libraries/grants/arpa/forms/>

## 1. Salaries and Benefits

Show combined salaries and benefits to be paid to each person employed in the project on a separate line. The narrative should indicate what the benefits percentage is for the salaries. Fees and expenses for consultants should be included under the Contractual Services section. For each position listed, provide the full-time equivalency (FTE) for the amount of time spent on this particular project based on the local work week.

### 1.1. Salaries and Benefits Detail \*

#	Position Title	F.T.E.	Grant Funds	Cash Match	Total
1	System Administrator II	0.02	\$0	\$1,785	\$1,785
2	Procurement Coordinator	0.02	\$0	\$1,604	\$1,604
3	Librarian I*	0.10	\$0	\$105,142	\$105,142
4	Librarian IV Branch Manager *	0.05	\$0	\$60,915	\$60,915
5	Library Associate V**	0.10	\$0	\$22,059	\$22,059
6	Computer Specialist II	0.02	\$0	\$1,567	\$1,567
7	Administrative Assist III	0.02	\$0	\$1,440	\$1,440
<b>Totals:</b>			<b>\$0</b>	<b>\$194,512</b>	<b>\$194,512</b>

## 1.2. Salaries and Benefits Narrative

Position titles marked with an asterisk(\*) indicate amounts for 14 staff members (1 in each branch).

Position titles marked with (\*\*) indicate amounts for 3 staff members (1 in each branch)

**Librarian 1\*:** A Librarian at each branch (14) is responsible for coordinating the in-house marketing and daily distribution of laptops and tablets. they are also responsible for tracking usage and maintaining monthly, quarterly, and annual statistics.

**Library Associate IV\*\*:** A Library Associate IV at each small branch (3) is responsible for coordinating the in-house marketing and daily distribution of laptops and tablets. they are also responsible for tracking usage and maintaining monthly, quarterly, and annual statistics.

**Librarian IV\*:** The Branch Manager (14) for each location is responsible developing and updating the procedures and overseeing the success of the program at each branch. The Librarian IV at the Main Library is also tasked with overseeing the replacement of equipment at the CreationStation and updating procedures as necessary. All will ensure that usage is tracked and reported monthly, quarterly and annually.

**Procurement Coordinator:** Will obtain quotes and procure equipment and/or services for this grant

**Administrative Assistant III:** Will obtain quotes, order and receive furniture for this grant

**Computer Specialist II:** This position is responsible for selection and installation of new equipment as well as removal of outdated equipment.

**System Administrator II:** This position is responsible for selection and installation of new equipment as well as removal of outdated equipment.

## 2. Contractual Services

Include costs for specific services to be performed by an outside organization or individual under contract. Examples include: consultant fees, rentals, advertising, speaker's fees and wiring costs. Briefly describe services to be provided by contract.

### 2.2. Contractual Services Narrative

## 3. Library Materials

Describe type and numbers of materials to be purchased.

### 3.2. Library Materials Narrative

#### 3.3. Is the library purchasing materials for the library's collection?

Yes

No

## 4. Supplies

Describe the supplies needed for the project. Supplies may include computer supplies, toner, paper, postage, etc.

**4.1. Supplies Detail \***

#	Description	Grant Funds	Cash Match	Total
1	Disinfectant Wipes (12 count x 17 locations @ \$32 each)	\$0	\$544	\$544
2	Hand sanitizer (1 gallon each 4 count package x 17 @ \$129 each)	\$0	\$8,772	\$8,772
3	Monitor wipes (100 count @ \$14.00 each x 35 quantity)	\$0	\$490	\$490
<b>Totals:</b>		<b>\$0</b>	<b>\$9,806</b>	<b>\$9,806</b>

**4.2. Supplies Narrative**

Supplies are used to clean equipment after member use and are provided through existing County warehouse ordering processes.

**5. Travel**

Indicate amounts to be used for travel associated with the project. Any travel conducted with grant or matching funds must be done in accordance with Section 112.061, Florida Statutes. In the narrative indicate the traveler's position, destination, purpose, and how the travel relates to achieving project purposes.

**5.2. Travel Narrative**

**6. Equipment**

The costs for equipment and furniture to be purchased and used by the project are covered in this category. Examples include computers, desks, and chairs. Include only items with a useful life of at least one year and an acquisition cost of \$5,000 or more. Small items of equipment that do not meet this definition should be shown in the "Other" category. List all equipment to be purchased. Describe the type of equipment and explain how equipment will be used to support the project.

NOTE: Any equipment over \$5,000 for an individual item must be approved by IMLS prior to purchase.

**6.1. Equipment Detail \***

#	Description	Grant Funds	Cash Match	Total
<b>Totals:</b>		<b>\$276,694</b>	<b>\$0</b>	<b>\$276,694</b>

#	Description	Grant Funds	Cash Match	Total
1	Dell Latitude 3420 Laptop (155 @ \$775 ea.)	\$120,125	\$0	\$120,125
2	Microsoft Office 2016 (155 @ \$50 per license)	\$7,750	\$0	\$7,750
3	Deep Freeze Standard (155 @ \$10 ea.)	\$1,550	\$0	\$1,550
4	Fire 7 Kids Essential Bundle / Kids Fire 7 Tablet (17 @ \$160 ea.)	\$2,720	\$0	\$2,720
5	Family Workstation (14 @ \$8,499 ea.)	\$118,986	\$0	\$118,986
6	IMAC 27 Inch, 32 GB (3 @ \$3,100)	\$9,100	\$0	\$9,100
7	Ipad 10.2 inch, 128 GB (4 @ \$429)	\$1,716	\$0	\$1,716
8	Macbook Pro 16 Inch, 32 GB	\$3,200	\$0	\$3,200
9	Apple Care for iMac 3 yr ext. (3 @ \$200)	\$600	\$0	\$600
10	Apple Care for iPad 3 yr ext. (4 @ \$69)	\$276	\$0	\$276
11	Apple Care for Macbook Pro 3 yr ext.	\$379	\$0	\$379
12	Logic Pro Software for iMac, Macbook (7 @ \$200)	\$1,400	\$0	\$1,400
13	Final Cut Pro Software iMac, Macbook (7 @ \$ 300)	\$2,100	\$0	\$2,100
14	Compressor Software for iMac, Macbook (7 @ \$300)	\$2,100	\$0	\$2,100
15	Desktop equipment charging and storage station (17 @ \$276)	\$4,692	\$0	\$4,692
<b>Totals:</b>		<b>\$276,694</b>	<b>\$0</b>	<b>\$276,694</b>

## **6.2. Equipment Narrative**

Items were selected as upgrades to existing in house lending equipment, CreationStation equipment, or additional materials to provide access to a broader audience of users throughout the county. Family Workstations and tablets were added to create flexible space in library buildings for parents with small children to access library resources and technology.

## **7. Other**

Include costs for any items that do not fall under the categories above. Some examples include printing and small equipment costing less than \$5,000.

### **7.2. Other Narrative**

#### **Total Request:**

**\$276,694**

#### **Total Matching Funds: (Optional)**

**\$204,318**



## D. Certifications and Attachments Page 4 of 5

If you have already applied for LSTA funds in 2021 then the following forms are not required to be resubmitted.

### 1. Debarment Form \*

All applicants must complete this form.


 [Download Blank Debarment Form \(Word Format\)](#)

1.1.  Previously submitted with 2021 LSTA application

1.2.

### 2. Federal Funding Accountability and Transparency Act (FFATA) \*

All applicants must complete this form.

 [Download Blank FFATA Form \(Word Format\)](#)

2.1.  Previously submitted with 2021 LSTA application

2.2.

### 3. Internet Safety Certification Form. Applies only to public libraries.

File Name	File Size	Uploaded On	View (opens in new window)
PBCLS CIPA Compliance Form - completed.pdf	397 [KB]	8/5/2021 1:54:37 PM	<a href="#">View file</a>

### 4. Lobbying Activities Form


## 5. MLS Degree Certification

File Name	File Size	Uploaded On	View (opens in new window)
Palm Bch. Cty. Cert. of Credentials.pdf	485 [KB]	8/5/2021 1:08:04 PM	<a href="#">View file</a>

## 6. Certificate of Good Standing

### 7. Electronic Payments

This form must be completed annually and submitted directly to the Department of Financial Services so that your organization can receive grant funds via electronic funds transfer (EFT). If your organization has already submitted a form to DFS since January 2021, please check the box.

 [Download Blank Vendor Direct Deposit Authorization \(Pdf Format\)](#)

7.1.  Previously Submitted form since January 2021

7.2.

### 8. Support Materials (optional)

File	Title	Description	Size	Type	View (opens in new window)
Laptop agreement.pdf	Current In House Laptop agreement form		1216 [KB]		<a href="#">View file</a>
LRP2021-2023 final STRAT PLAN.pdf	2021-2023 Strategic Plan		1774 [KB]		<a href="#">View file</a>
creationstation general flyer-2019-logo-B-CS.pdf	CreationStation General Flyer		566 [KB]		<a href="#">View file</a>
CSGuidelines for Usage (Updated 2019-08-30)-CS.pdf	CreationStation General Usage Guide		74 [KB]		<a href="#">View file</a>
Creation Station individual flyers 2019-CS.pdf	CreationStation Individual Flyers		6167 [KB]		<a href="#">View file</a>

File	Title	Description	Size	Type	View (opens in new window)
Fairfield_PL_2.jpg	Family WorkStation Example		282 [KB]		<a href="#">View file</a>
2 Articles on ERA and Palm Beach County.pdf	Two Articles on ERA and PBC		346 [KB]		<a href="#">View file</a>

## 8.1.

## E. Review and Submit Page 5 of 5

### 1. Review and Submit

I hereby certify that I am authorized to submit this application on behalf of Palm Beach County Library System and that all information indicated is true and accurate. I acknowledge that my electronic signature below shall have the same legal effect as my written signature. I am aware that making a false statement or representation to the Department of State constitutes a third degree felony as provided for in s. 817.155, F.S., punishable as provided for by ss. 775.082, 775.083, and 775.084.

#### 1.1. Guidelines Certification

I hereby certify that I have read and understand the guidelines and all application requirements for this grant program as outlined under section 257. 12-15, Florida Statutes and 1B-2.011, Florida Administrative Code.

#### 1.2. Signature (Enter first and last name)

Douglas Crane