

Consortium of Ohio County Law Library Resources Boards Emergency Funding Grant Request for Proposals

Introduction

County Law Library Resources Boards (“CLLRBs”) are invited to submit for consideration grant proposals for grant opportunities offered by the Consortium of Ohio County Law Library Resources Boards (“Consortium”) and described herein. Ohio Revised Code §3375.481(E)(2) states, “The statewide Consortium Board may ... provide grants to county law library resources boards.” By that authority, the Consortium offers these grants.

Goals & Categories

The Consortium seeks opportunities to return a portion of its revenue from CLLRBs’ statutorily mandated payments via needs-based grants to individual CLLRBs. A CLLRB may apply for emergency funding when that CLLRB can illustrate a clear financial need. The needs-based grants are for emergency funding only and are restricted to purchases that are central to the operation of the library. Additionally, the applying CLLRB must illustrate that a financial need exists which cannot be met with current resources. The Consortium may also consider awarding reimbursements for emergency purchases in circumstances requiring an immediate purchase that results in a financial hardship for the CLLRB. The Consortium hopes to assist CLLRBs with expenses that may arise unexpectedly or do not fall within the parameters of other grant opportunities.

Maximum Awards

The maximum award for any CLLRB is \$1,000 for purchases or reimbursements associated with grant activity even if the actual costs exceed \$1,000. The amount of funding awarded is limited to no more than \$1,000 per CLLRB during each two-year fiscal cycle of the Consortium. While applicants may apply more than one time per fiscal cycle, the total amount awarded cannot exceed \$1,000. The total number of grants awarded to CLLRBs per fiscal cycle will vary based on the number of proposals received, the quality of those proposals, and the availability of funds. The current fiscal cycle ends June 30, 2021.

Timeframe

A CLLRB applying for a needs-based grant may do so at any time. Grant-funded initiatives must be achieved and reported within 90 days of the receipt of funds. If the grant request is for reimbursement of a purchase, the grant application must be submitted within 90 days of the purchase.

Notification and Funding

A committee of the Consortium Board will review all complete proposals and will make recommendations for funding to the Executive Director, who will consult with the Consortium Chair before approving the funding. CLLRBs will be notified by email according to the contact information they have provided. Successful applicants will be awarded grant funding upon completion of required procedures through the Office of Budget and Management (OBM) and the Supreme Court of Ohio.

The committee may also have the proposals or portions of them reviewed and evaluated by the Consortium Board, independent third parties, or various state personnel with technical or professional experience that relates to the project. Upon review, the committee may, in a timely manner, request additional documentation.

Requirements of Recipients

Grant recipients will be required to retain and submit copies of receipts for purchases of goods and services to the Executive Director of the Consortium within 90 days of the receipt of funds along with a brief report of spending (a list of what was purchased, price, total spent, total remaining funds, if any). Unspent funds must be reimbursed to the Consortium within 120 days of the receipt of funds. If any funds are not spent in accordance with the terms of the grant, those funds are subject to a full or partial reimbursement by the CLLRB to the Consortium and the CLLRB may be ineligible for future grants.

The successful CLLRB (“Grantee”) will be required to enter into a grant agreement, a memorandum of understanding (MOU), with the Consortium. The grant agreement will not be valid and enforceable until the availability of funds is certified by and approved by the Office of Budget and Management, in accordance with Chapters 126 and 131 of the Ohio Revised Code. The Consortium Board is not obligated to make grant payments prior to such OBM certification.

By submitting a proposal on the enclosed application, the CLLRB acknowledges that it has read this Request for Proposals (RFP), understands it, and agrees to be bound by its requirements.

The Consortium Board will not be liable for any costs incurred by any CLLRB in responding to this RFP, even if the Consortium Board does not award any grants through this process. The Consortium Board may decide not to award any grants. The Consortium Board may also cancel this RFP and contract for the project through some other process or by issuing another RFP.

Section 9.24 of the Revised Code prohibits a State agency from awarding a contract to any person against whom the Auditor of State has issued a finding for recovery if the finding for recovery is “unresolved” at the time of award. By submitting a proposal, the CLLRB warrants that it is not now and will not become subject to an “unresolved” finding for recovery under R.C. 9.24 prior to the award of any contract arising out of this RFP.

Questions

Questions about grant opportunities and submission requirements should be directed to Jennifer Jones at jennifer.jones@sc.ohio.gov or by phone at 614-525-4971.

**Consortium of Ohio County Law Library Resources Boards
Emergency Funding Grant Application**

To apply for a needs-based grant, please complete the following application and submit with the required financial documentation listed on the following page.

CLLRB: _____

ADDRESS: _____

PROPOSAL AUTHOR(S): _____

EMAIL: _____

PHONE: _____

BOARD PRESIDENT: _____

Emergency Funds Requested

Specific Service and/or Item Requested	Quantity	Cost
		\$
		\$
		\$
		\$
		\$
		\$
Total Amount Requested		\$

Have you previously applied for a needs-based grant during this fiscal year cycle (July 1, 2019-June 30, 2021)?

YES NO

If so, how much were you awarded? _____

Describe why the requested item(s) or service(s) requires emergency funding. Clarify how the need is central to the operation of the library and cannot be met with current resources available. Also explain how the budget would be impacted if this purchase were made with library funds (or how it has already been impacted if you are seeking reimbursement):

Identify existing library resources (financial, human, etc.), if any, that will be allocated to the project:

Provide any additional information the committee should know before making recommendations:

Author Signature/Date

Board President Signature/Date

Checklist of Required Documents

- Typed application from above
- Quotes for each service and/or item requested
- Copy of CLLRB's most recent financial report with the impacted line item highlighted
- Copy of CLLRB's budget for current fiscal year

Important Dates

- If you are applying for reimbursement, the application and supporting documentation must be received within 90 of purchase date.
- A brief report of spending and copies of all receipts are due 90 days from receipt of grant funds.
- For unspent funds, reimbursements are due within 120 days of receipt of grant funds.

Proposals may be submitted by email or by postal mail to:

Statewide Consortium of Ohio County Law Libraries
c/o Jennifer D. Jones
Franklin County Law Library Resources Board
369 S. High Street, 10th Floor
Columbus, OH 43215
jennifer.jones@sc.ohio.gov