

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: Museum Assessment Grant Program

DEPARTMENT: Fiscal Services **DIVISION:** Grants Administration

AUTHORIZED BY: Lisa Spriggs *LS* **CONTACT:** Jennifer Bero *JB* **EXT.** 7125

Agenda Date <u>02/13/07</u>	Regular <input type="checkbox"/>	Consent <input checked="" type="checkbox"/>	Work Session <input type="checkbox"/>	Briefing <input type="checkbox"/>
	Public Hearing – 1:30 <input type="checkbox"/>		Public Hearing – 7:00 <input type="checkbox"/>	

MOTION/RECOMMENDATION:

Approve and authorize the Chairman to execute a letter to the Institute of Museum and Library Services requesting an extension of the Museum Assessment Program.

BACKGROUND:

In May 2005, the Museum of Seminole County History received a Museum Assessment Program (MAP) grant through a cooperative agreement with the Institute of Museum and Library Services (IMLS) and the American Association of Museums. The MAP provides an overview of the management and operations of the entire museum. They help the museum set priorities, prepare for strategic planning, and operate more efficiently, thereby improving services to the community. This \$2,325 grant is scheduled to expire April 30, 2007.

As part of the program, an independent surveyor conducts a site visit and prepares an assessment report. The IMLS has experienced internal difficulties which continue to delay the site visit. As a result, they are requesting for the County to submit a request for an extension of the grant period to April 30, 2008. Extension of the grant period will allow IMLS additional time to complete the evaluation and subsequent assessment report.

Staff requests the Board to approve and authorize the Chairman to execute a letter to the Institute of Museum and Library Services requesting an extension to the Museum Assessment Program.

Reviewed by:
Co Atty: _____
DFS: _____
Other: _____
DCM: _____
CM: <i>[Signature]</i>
File No. <u>CFSG02</u>

BOARD OF COUNTY COMMISSIONERS



February 13, 2007

Dan Lukash
IMLS Senior Program Officer
1800 M. St. NW, Ninth Floor
Washington, DC 20036

Re: IM-01-05-0059-05
Museum of Seminole County History

Dear Mr. Lukash:

The Museum of Seminole County History received a MAP Institutional Assessment grant award from the Institute of Museum and Library Services (IMLS) in May 2005. This is a two-year grant, scheduled to end April 30, 2007.

Due to difficulties experienced in setting up a Surveyor site visit, Seminole County is requesting a **one-year** extension to the grant period. The extension would allow for work on the assessment to continue beyond the grant period end date.

With a new grant end date of **April 30, 2008**, the assessment timeline would be:

- MAP Surveyor site visit will occur between 2/1/07 and 2/1/08
- MAP will forward the Surveyor Assessment Report to the museum within 10 weeks of the site visit
- Assessment activities will be completed by 4/30/08

The request and timeline were discussed with and approved by Jessica Schultheiss, Program Coordinator with the Museum Assessment Program.

Thank you for your consideration.

Sincerely,

Carlton D. Henley, Chairman
Seminole County Board of County Commissioners

cc: Jessica Schultheiss, Museum Assessment Program Coordinator
Suzy Goldman, Seminole County Library and Leisure Services Director
Jennifer Bero, Seminole County Grants Administrator

AGENDA MEMORANDUM

SUBJECT: Institute of Museum and Library Services

DEPARTMENT: Fiscal Services **DIVISION:** Grants Administration

AUTHORIZED BY: Lisa Spriggs *LS* **CONTACT:** Lee Bailey *LB* **EXT.** 7125

Agenda Date <u>11-09-04</u> Regular <input type="checkbox"/> Consent <input checked="" type="checkbox"/> Work Session <input type="checkbox"/> Briefing <input type="checkbox"/>
Public Hearing – 1:30 <input type="checkbox"/> Public Hearing – 7:00 <input type="checkbox"/>

MOTION/RECOMMENDATION:

Approval and authorize Chairman to execute an application for the *Museums Assessment Program* through the Institute of Museum and Library Services (IMLS).

BACKGROUND

Funded by the IMLS, the Museum Assessment Program is designed to help museums assess their strengths and weaknesses and plan for the future. The Museum of Seminole County History will make application for this program. If awarded, the assessment tools, site visit, and recommendations are provided at no cost to the museum. See abstract attached for additional details.

Reviewed by:
Co Atty: _____
DFS: _____
Other: _____
DCM: <u>SS</u>
CM: <i>[Signature]</i>
File No. <u>CFSA01</u>



INSTITUTE
of MUSEUM
and LIBRARY
SERVICES

April 26, 2005

Karen Jacobs
Project Director
Seminole County Government
300 Bush Boulevard
Sanford, FL 32773

Dear Ms. Jacobs,

IM-01-05-0059-05

It gives me great pleasure to notify you that your application has been selected to receive a 2005 Institutional Assessment grant in the Museum Assessment Program.

At the December 1 deadline, we received 61 applications requesting an Institutional Assessment. All 61 applicants will receive funding totaling \$141,825.

Enclosed you will find a letter from Mary Estelle Kennelly, Associate Deputy Director for Museum Services, providing details about the terms and conditions of this award. Please review her letter and the enclosed forms and materials carefully and follow the instructions they contain.

Congratulations on your Museum Assessment Program award. I am delighted that the Institute of Museum and Library Services is able to provide support for this Institutional Assessment.

Sincerely,

Robert S. Martin, Ph.D.
Director

Enclosure

cc: Mr. Daryl McLain, Commissioner

MAY 09 2005

BCC
CM
DCM
Mary Director
Juscel SWS



Institute of Museum and Library Services

Official Award Notification for Grants and Cooperative Agreements

Awardee Name and Address Seminole County Government 1101 East First Street Sanford, FL 32771	Date of Award March 30, 2005
	Award Number IM-01-05-0059-05
Official Contact Karen Jacobs 300 Bush Boulevard Sanford, FL 32773	Award Period From May 01, 2005 To April 30, 2007
Program Name Museum Assessment Program CFDA Number 45.302 Project Type Institutional	Award Amount \$ 2,325.00 03/30/2005 \$2,325.00 Original Award
Scope of Work and/or Special Conditions <ol style="list-style-type: none">1. This grant shall be administered by the Project Director in accordance with 45 CFR 1180 Subpart C, including any amendments in effect on the date of this award.2. Payment of this award will be issued approximately seven days from receipt of the ACH Form.3. Expenditure of funds under this award must be made as follows: Administrative Fees: \$1,000.00 Surveyor Honorarium: \$300.00 Surveyor Travel: \$725.00 Implementation Funds: \$300.004. Questions concerning payment of this award should be directed to the IMLS Grants Administration Office by e-mail at grantsadmin@imls.gov. Questions concerning program coordination should be directed to the IMLS MAP Office, 1575 Eye Street NW, Suite 400, Washington, DC 20005, by e-mail at map@aam-us.org, or by telephone at (202) 289-9118.	
IMLS Authorizing Official Signature <i>Mary Estelle Kennelly</i>	Name and Title Mary Estelle Kennelly Associate Deputy Director for Museum Services

Face Sheet

MAP GRANT APPLYING FOR: (CHECK ONE)

- Institutional
- Collections Management
- Public Dimension
- Governance

COPY

1. Applicant Organization
Seminole County Government - Seminole County Museum of History

2. Institutional Mailing Address
1101 East First Street

3. City Sanford 4. State FL 5. Zip Code 32771-1468

6. Web Address _____ 7. DUNS Number (9 digits) 06-783-4358

8. TIN Number (9 digits) 59-6000856

9. Name and Title of Project Director Mr. Ms. Dr.
Karen Jacobs 10. Business Phone of Project Director
407-665-2489

11. Project Director Mailing Address
300 Bush Boulevard

12. City Sanford 13. State FL 14. Zip Code 32773

15. Fax Number of Project Director
407-665-5220 16. E-mail Address of Project Director
kjacobs@seminolecountyfl.gov

17. Name and Title of Authorizing Official
Commissioner Daryl G. McLain 18. Business Phone of Authorizing Official
407-665-7209

19. Authorizing Official Mailing Address
1101 East First Street

20. City Sanford 21. State FL 22. Zip Code 32771-1468

23. E-mail Address of Authorizing Official dmerkt@seminolecountyfl.gov

24. Sponsoring institution if applicable (e.g., municipality, state, or university)
 check if this entity will manage funds if an award is made. Name and address:
Seminole County Government, 1101 East First Street, Sanford, FL 32771-1468

25. Is the applicant organization university controlled? yes no

26. Governing control of applicant State County Municipal Private Non-Profit
 Tribal Government Other, please specify _____

27. Type of organization (check one)

- Aquarium
- Arboretum/botanic garden
- Art museum
- Children's/youth museum
- General museum*
- Historic house/site
- History museum
- Natural history museum
- Nature center
- Planetarium
- Science/technology museum
- Specialized museum**
- Zoological society

* A museum with collections representing two or more disciplines equally (e.g., art and history).

** A museum with collections limited to one narrowly defined discipline (e.g., textiles, stamps, maritime, ethnic group).

28. Number of full-time paid staff 2 29. Number of part-time paid staff .5

30. Number of full-time unpaid staff 0 31. Number of part-time unpaid staff 30

32.-33.

Fiscal Year	Revenue/ Support/Income	Expenses/ Outlays	Budget Deficit (if applicable)*	Budget Surplus (if applicable)
Most recently completed FY 20 <u>03-04</u>	\$193,000	\$ 163,295	(\$)	\$ 29,705
Second most recently completed FY 20 <u>02-03</u>	\$ 350,000	\$ 338,864	(\$)	\$1,136

* If Institution has a budget deficit for either of the two most recently completed fiscal years, please attach a single sheet behind this face sheet to explain the circumstances of this deficit.

34. Museum's attendance for the 12-month period prior to application.
 Onsite 3,085 Offsite 1,080 Electronic 9153 + (42,174 Hits)

35. Total number of hours the Museum was open to the public for the 12-month period prior to the application
2,486

36. Year the Museum was first open and exhibiting to the public. November 1982

37. Certification: [Signature] 11-12-04
 Signature of Authorizing Official Date

IMLS Assurances

The IMLS is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, non-discrimination, and a drug-free workplace. Applicants requesting more than \$100,000 in grant funds must also certify regarding lobbying activities and may be required to submit a "Disclosure of Lobbying Activities" (Standard Form LLL). Some applicants will be required to certify that they will comply with other federal statutes that pertain to their particular situation. These requirements are incorporated in the Assurances Statement below. Review the Statement and sign the certification form. If you receive a grant, you must comply with these requirements.

CERTIFICATION OF AUTHORIZING OFFICIAL

(The applicant organization's authorizing official should sign the following certification after all other parts of the application form have been completed)

I have examined this application and I hereby certify that

- 1) the information provided is true and correct; and
- 2) all requirements for a complete 2005 Museum Assessment Program application have been fulfilled.

Should I receive a grant, I will comply with all requirements of the IMLS Regulations 45 CFR Part 1180*, all statutes outlined above and all other applicable Federal statutes and regulations


Signature of Authorizing Official

11-12-04
Date

1101 East First Street
Mailing Address of Authorizing Official

Sanford, FL 32711-1468
City, State, and Zip Code of Authorizing Official

407-665-7209
Business Phone of Authorizing Official

dmerkt@seminolecountyfl.gov
E-mail address of Authorizing Official

* IMLS Regulations are available upon request.

ASSURANCES STATEMENT

By signing the application form, the authorizing official, on behalf of the applicant, assures and certifies that, should a grant be awarded, it will comply with the statutes outlined below and all related IMLS regulations. These assurances are given in connection with any and all financial assistance from IMLS after the date this form is signed, but may include payments after this date for financial assistance approved prior to this date. These assurances shall obligate the applicant for the period during which the Federal financial assistance is extended. The applicant recognizes and

agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States government has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears on the application form.

**FINANCIAL,
ADMINISTRATIVE,
AND LEGAL
ACCOUNTABILITY**

I. CERTIFICATIONS REQUIRED OF ALL APPLICANTS

The authorizing official, on behalf of the applicant, certifies that the applicant has legal authority to apply for Federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.

The authorizing official, on behalf of the applicant, certifies that the applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. § 7501 et seq.) and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the provisions of OMB Circular No. A-110, "Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations."

**FEDERAL
DEBT STATUS**

The authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt.

**DEBARMENT
AND
SUSPENSION**

The authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, or in connection with a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) have not within a three-year period preceding this application/proposal had one or

more public transactions (federal, state or local) terminated for cause or default.

**NON -
DISCRIMINATION**

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 et seq.), which prohibits discrimination on the basis of race, color, or national origin;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.), which prohibits discrimination on the basis of disability;
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs; and
- (d) the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age.

**DRUG-FREE
WORKPLACE
ACT OF
1988**

- (A) The authorizing official, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by:
 - (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition;
 - (b) establishing an ongoing drug-free awareness program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the grantee's policy of maintaining a drug-free workplace;
 - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;
 - (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - (1) abide by the terms of the statement; and
 - (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
 - (e) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;
 - (f) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted:
 - (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.); or
 - (2) requiring such employee to participate satisfactorily in a drug abuse assistance

- or rehabilitation program approved for such purposes by a federal, state, or local health, law or other appropriate agency; and
- (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

- (B) The applicant shall either identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

**CERTIFICATION
REGARDING
LOBBYING
ACTIVITIES
(APPLIES
TO
APPLICANTS
REQUESTING
FUNDS IN
EXCESS OF
\$100,000)**

The authorizing official certifies, to the best of his or her knowledge and belief that:

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

**GENERAL
CERTIFICATION**

The authorizing official, on behalf of the applicant, certifies that it will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program.

II. CERTIFICATIONS REQUIRED OF SOME APPLICANTS

The following certifications are required if applicable to the project for which an application is being submitted. Applicants should be aware that additional federal certifications, not listed below, might apply to a particular project.

SUBAGREEMENTS

Applicants who plan to use awards to fund subgrants, contracts and subcontracts should be aware that they must receive the following certifications from applicants to grant programs and those who bid on contracts:

- (1) certification of compliance with the nondiscrimination statutes from institutional

- applicants and contractors, and
- (2) certification regarding debarment and suspension from applicants to grant programs (regardless of the amount requested) and from potential contractors and subcontractors who will receive \$100,000 or more in grant funds. Applicants are also required to include without modification the following wording in solicitations for all grant proposals and for contracts that are expected to equal or exceed \$100,000:
- (a) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
 - (b) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**NATIVE
AMERICAN
HUMAN
REMAINS
AND
ASSOCIATED
FUNERARY
OBJECTS**

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the provisions of the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. § 3001 et seq.), which applies to any organization that controls or possesses Native American human remains and associated funerary objects, and which receives federal funding, even for a purpose unrelated to the Act.

**HISTORIC
PROPERTIES**

The authorizing official, on behalf of the applicant, certifies that the applicant will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470f), Executive Order (E.O.) 11593, and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. § 469 et seq.).

**ENVIRONMENTAL
PROTECTIONS**

- The authorizing official, on behalf of the applicant, certifies that the project will comply with environmental standards, including the following:
- (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969, as amended (42 U.S.C. § 4321 et seq.) and Executive Order (E.O.) 11514;
 - (b) notification of violating facilities pursuant to Executive Order (E.O.) 11738;
 - (c) protection of wetlands pursuant to Executive Order (E.O.) 11990, as amended by Executive Order (E.O.) 12608;
 - (d) evaluation of flood hazards in floodplains in accordance with Executive Order (E.O.) 11988, as amended.
 - (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972, as amended (16 U.S.C. § 1451 et seq.); and
 - (f) conformity of Federal actions to State (Clean Air) Implementation Plans under section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.);
 - (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (42 U.S.C. § 300f et seq.); and
 - (h) protection of endangered species under the Endangered Species Act of 1973, as

amended (16 U.S.C. §§ 1531-1543).

The authorizing official, on behalf of the applicant, certifies that the project will comply with the Wild and Scenic Rivers Act of 1968, as amended (16 U.S.C. §1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the flood insurance requirements of the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. § 4001 et seq.), which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

**RESEARCH
ON HUMAN
AND
ANIMAL
SUBJECTS**

The authorizing official, on behalf of the applicant, certifies that the project will comply with 45 C.F.R. Part 46 regarding the protection of human subjects involved in research, development and related activities supported by this award of assistance.

The authorizing official, on behalf of the applicant, certifies that the project will comply with the Laboratory Animal Welfare Act of 1966, as amended (7 U.S.C. § 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

For further information on these certifications, contact IMLS at 1100 Pennsylvania Avenue, NW, Room 609, Washington, DC 20506 or call (202) 606-8539.



Karen Jacobs/Seminole
01/05/2005 10:52 AM

To Lee Bailey/Seminole@Seminole
cc
bcc
Subject Fw: Your MAP Application has been Received and Processed

History:  This message has been replied to.

Lee,

This is what I received today.

Karen Jacobs
Museum Coordinator
Seminole County Government
300 Bush Blvd.
Sanford, FL 32773

Office: 407-665-2489

Fax: 407-665-5220

[kjacob@seminolecountyfl.gov](mailto:kjacobs@seminolecountyfl.gov)

www.seminolecountyfl.gov

----- Forwarded by Karen Jacobs/Seminole on 01/05/2005 10:49 AM -----



"Laura Plaisted"
<lplaisted@aam-us.org>
01/05/2005 10:10 AM

To "Laura Plaisted" <lplaisted@aam-us.org>
cc
Subject Your MAP Application has been Received and Processed

Dear Museum Assessment Program Applicant,

Thank you for your application for the Museum Assessment Program! Your application has been received and processed.

The next step at this stage is for the Institute of Museum and Library Service to determine your organization's grant eligibility. IMLS may contact you sometime in the next few months, to clarify any questions they might have. ***Grants will be announced in late April or early May of 2005. You will next hear from our office at that time.***

If you have any questions in the meantime, please feel free to contact MAP staff at 202-289-9118 or by e-mail at map@aam-us.org.

Laura Plaisted

Assistant - Museum Assessment Program
American Association of Museums
1575 Eye Street, NW Suite 400
Washington, DC 20005
202-289-9118

fax 202-289-6578

www.aam-us.org