

# **New Jersey State Library Per Capita State Aid Grant Program Timeline**

PCSA is a grant program. Completing the annual survey is one of the grant requirements.

## **January**

Libraries receive electronic notification from NJSL (via the NJPUBLIBS listserv) regarding the availability of the Counting Opinions survey. The survey may be found at: <http://njsl.countingopinions.com/>.

Please contact [Bob Keith](#) if you do not have your login or password.

The municipality/county Application and instructions are made available in early January via GovConnect, the Department of Community Affairs listserv. The municipality/county mails the original completed Application to NJSL and a copy to the local library; local library staff members enter the data in the survey.

## **February**

If October posting of equalized valuation amount has changed due to court appeals, NJSL will notify the local library.

## **March 15**

Municipality/county mails Application to NJSL postmarked no later than March 15.

Due date for submission of the Annual Survey. Library mails Accuracy Certification and required attachments postmarked no later than March 15<sup>th</sup>.

## **April - July**

Local library staff may be contacted to clarify data submission and/or provide missing Accuracy Certification or Application.

## **August – September (or earlier)**

Information regarding expected PCSA award and any potential failures are sent electronically to the library. Libraries may submit a “Request for Exception” form after notification of potential failure. Libraries receive notification regarding “Request for Exception” from NJSL.

## **October**

NJPUBLIBS listserv notification that PCSA check has been mailed (to municipality or library) including the award amount. Library should follow up with NJSL if the check is not received in a timely manner.

NJPUBLIBS listserv notification regarding equalized valuation and operating budget required to meet the 1/3 mill minimum required by law for the coming year (municipal and joint libraries only).

Equalized valuation amounts and check amounts are posted at [http://www.njstatelib.org/services\\_for\\_libraries/resources/per\\_capita\\_state\\_aid/](http://www.njstatelib.org/services_for_libraries/resources/per_capita_state_aid/).

## **December**

Statistics and Analyses published online at [http://www.njstatelib.org/services\\_for\\_libraries/resources/statistics/public\\_libraries/](http://www.njstatelib.org/services_for_libraries/resources/statistics/public_libraries/).

## **Throughout**

It is imperative that the library director keep their email address current with the administrator of PCSA, [Bob Keith](#), as much information is only delivered via the NJPUBLIBS listserv.

December 30, 2014