



SLK ARPA GRANT PROJECT GUIDELINES

Grant Information and Requirements



State Library of Kansas

2021



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Purpose of Grant:

To achieve the American Rescue Plan Act's purposes, this funding is to be used in helping communities respond directly and immediately to the pandemic, as well as to related economic and community needs through equitable approaches.

Grant Priorities:

Kansas libraries are encouraged to focus on projects that allow them to respond to and recover from the turmoil of the past year. All public libraries in Kansas are eligible to apply. Additionally, the Regional Library Systems may apply if they have a project to benefit their member libraries.

IMLS priorities are as follows:

- First, to enable libraries to reach residents with internet hotspots, accessible Wi-Fi, and other digital inclusion efforts, 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.
- Second, to provide rapid emergency relief to libraries across the country, allowing them to safely respond to the pandemic and implement public health protocols.
- 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.

Project Awards:

Libraries may apply to fund projects between a minimum of \$1000 and a maximum of \$25,000. Libraries can only apply for a single project, but multiple related elements can be included.

DUNS Number:

Libraries must have a federal DUNS number to apply for federal funding. The number must be issued to the library. Cases where a library would use the DUNS of their municipality would include libraries that are departments of their city. You can look up and verify whether or not you have a D-U-N-S number here: <https://www.dnb.com/duns-number/lookup.html> If you're unsure how the library name may be listed, you can search city and state leaving the Business Name field blank. If your library is not listed or you have just used the one for your local municipality in the past, you should obtain a number right away. Get started here: <https://www.dnb.com/duns-number/get-a-duns.html>

Guidance on use of Funds:

Please keep in mind that while this is a somewhat extensive list of items that can be purchased with grant funding, the items you include in your application must fit into the scope of your proposed project. This is not funding to be used for day-to-day operations. You are encouraged to develop projects that address the problems you have encountered due to the COVID-19 pandemic. This is not an exhaustive list. Email arpagrant@ks.gov with questions if you are unsure whether something will qualify.

Allowed Items: *(including but not limited to)*

- Desktops/laptops/tablets/Chromebooks
- Collections (print and electronic) must be targeted directly to the grant goals
- Hotspots
- Printers (including 3D)
- Copy/scan/fax machines
- Wireless printing software
- Workforce development
- Digitization equipment
- Outdoor educational activities
- Projectors
- Speakers for PA system
- Furniture with embedded electrical components/technology
- Charging stations
- Virtual support technology
- Bringing fiber to the library
- Secure lockers for outside/remote pickup of materials after hours
- Lockers for permanent hotspot/computer/device storage
- Outdoor charging benches for devices/computers
- Outdoor tent for programming
- People counter and capacity monitor
- Technology support and training
- RFID/Self-checkout systems
- Whiteboards, Smart boards
- Green screens, cameras, video equipment, tripods, microphones, cameras
- Document cameras
- Outdoor furniture if related to grant project
- Solar umbrellas
- Outdoor heaters
- Pergola (can purchase but cannot install)
- Outreach vehicles
- Book bikes
- Plexiglass shields/screens/PPE
- Wi-Fi kiosks for remote use
- Digital screens/televisions
- eReaders
- Technology to allow for hybrid meetings

(continues next page)

- Educational resources
- Delivery services and equipment
- Assistive technologies
- Collaborative tools and technology
- Routers, modems, network boosters, extenders
- Enhanced Wi-Fi capacity
- Security cameras/systems
- Touchless bottle fillers
- Website development
- Virtual or curbside scheduling software
- Remote access tools
- Online registration software

Not Allowed Items:

- Advertising, marketing, public relations
- Salaries
- Food or alcohol
- Promotional items
- Performances
- Travel expenses
- Fundraising costs
- Advocacy
- Construction or renovation
- Generally, any activity involving contract labor in the construction trades
- Architectural plans or consultations
- Funds cannot be used for any services past the grant period
- Debt repayment

Acknowledgement of IMLS and SLK Support:

Grant recipients are required to credit IMLS in all related publications and activities in conjunction with use of the grant funds. Recipients should publicize grant-supported activities in available and appropriate media. Logo images are available on the ARPA webpage. All publications must include an acknowledgement statement which is provided with the images on the website.

Application Questions/Technical Assistance:

Applicants with questions in advance of the due date may email questions to arpagrant@ks.gov with the subject title “ARPA Grant Question”.

Successful Applications:

Only complete applications received by the stated due date will be reviewed. Full instructions are available on the website at kslib.info/arpa. We also recommend viewing the tutorial provided on Niche Academy.

Successful applications will address the following:

- Clearly describe the project
- Identify the need using data
- Identify the focus area
- Identify the goal to be addressed
- Identify WHO the target community members are and HOW the project will benefit them
- Describe the library's ability to achieve the goals of the project
- Describe how the projects will continue beyond the grant period
- Describe the intended outcomes and what indicators you will use to measure success

To be considered complete and ready for review, all application questions must be answered in accordance with the provided instructions. (*see pages 7 & 8*)

Project Approval:

Project applications will be reviewed, evaluated, and approved on how well they connect their proposed project activities to the spending priorities and intent of the ARPA funding. If demand exceeds available funding, some grants could be partially funded.

Grant Timeline:

- Applications open: **June 21, 2021 at 8 AM**
- Applications close: **July 19, 2021 at 5 PM**
- Last day to turn in signed grant paperwork: **July 30, 2021**
- Project Implementation: **August 1, 2021-January 31, 2022**
- Last day to spend funding: **January 31, 2022**
- Final report due: **March 30, 2022**

Reporting on Awards:

Libraries will be required to return any funding that has not been spent by January 30, 2022. Please contact us if special circumstances arise. Libraries will be responsible for completing the final report by March 30, 2022. The reports will include not only outputs (how many people attended, how many items purchased, etc.) but address how the project has achieved its intended outcomes, and the impact of the project on the community. We will ask for qualitative evidence of the project's impact, such as photos and stories from patrons and staff.

Grant Application Instructions:

Application available online beginning June 21, 2021 at kslib.info/arpa.

How to complete the ARPA Grant Application (See sample of application on page 9).

Library Name	This is the full and legal name of your library.
DUNS Number	See page 2.
Library Address	This is where the State Library will send physical documents, checks and any other applicable information if needed.
Library Phone Number	The State Library will use this phone number if we have any questions about the application or the grant project.
Library Director	The name of the director of the public library.
Library Director Email	The email of the director of the public library.
Project Manager Name and Title	This is the name of the person who is managing the grant, i.e., applying, planning, implementing, ordering, receiving, installing, making the project work. The State Library will contact this person if we have any questions about the project. ***This may or may not be the library director.
Project Manager Email	The State Library will use this email address if we have any questions about the application or the grant project.
Grant Project Title	The grant project title should be descriptive of the project.
Brief Description of the Grant Project (4000 characters; ~600 words)	<p>Explain how the grant funds will be used to:</p> <ul style="list-style-type: none"> • Help your community respond directly and immediately to the pandemic • or support digital inclusion efforts that enable your library to reach residents in support of education, health, and workforce development needs • or provide rapid emergency relief to your library to safely respond to the pandemic and implement public health protocols • or support library services to meet the needs of your community by using the funds for technology, training, materials, supplies, and equipment. <p>Write out a brief plan about how you intend to accomplish the above goals. Explain how items or people will be selected, evaluated, and procured (the items, etc., should be listed below.) Explain how the project will be implemented. Include anything that will assure the State Library that this library project fits the above priorities, and the library has the wherewithal to carry it out.</p>
Project Evaluation Plan	Briefly explain how the library will measure the success and impact of the grant project. For example, the library will survey users, collect usage data, etc. Include anything that will assure the State Library that your library has a plan to measure how using the ARPA grant funds has an impact on people's lives.

<p>Estimated Budget</p>	<p align="center">MUST USE ARPA BUDGET SPREADSHEET</p> <p>(see sample page)</p> <ul style="list-style-type: none"> • Check the list of Allowable Expenses • Get quotes or look online or in catalogs for the prices • Round all amounts to the nearest dollar • List or describe items in each category • ARPA Funds Requested-the amount cannot exceed \$25,000 <p><u>Equipment and Hardware</u> Include any physical item or things, like copiers, computers, firewalls, routers, security cameras.</p> <table border="1" data-bbox="646 569 1279 674"> <tr> <td data-bbox="646 569 787 674">Example</td> <td data-bbox="787 569 1279 674"> <ul style="list-style-type: none"> • 10 Chromebooks \$2500.00 • 1 Wi-Fi Access point \$450.00 • Cables for networking \$200.00 </td> </tr> </table> <p><u>Library Materials and Supplies</u> Include pandemic relief items here, like hand sanitizer and gloves along with any other of materials or supplies, individual print books and ebooks. For subscriptions and software, see below.</p> <p><u>Contracted Services</u> This includes tech consultants or trainers. Funds cannot be used for performers, contract labor, or salaries. Project funds can be used to purchase the supplies, but local funds must be used for installation/contractual labor.</p> <p><u>Subscriptions and Software</u> Include subscriptions to online resources, security software, or scheduling software. You may only use grant funding for subscriptions and software usage from August 1, 2021 through June 30, 2022. Any ongoing expenses must come from local library funding.</p> <p><u>Other</u> Include anything that doesn't fit in the above categories.</p>	Example	<ul style="list-style-type: none"> • 10 Chromebooks \$2500.00 • 1 Wi-Fi Access point \$450.00 • Cables for networking \$200.00
Example	<ul style="list-style-type: none"> • 10 Chromebooks \$2500.00 • 1 Wi-Fi Access point \$450.00 • Cables for networking \$200.00 		
<p>Total Amount Requested</p>	<p>Enter the final total here. It will be calculated automatically for you in the spreadsheet.</p>		
<p>Name and Title of Person Completing Application</p>	<p>Enter the name and title of the person completing the application even if listed above.</p>		
<p>Date</p>	<p>Enter the current date when you are ready to submit the application.</p>		
<p>Initial for Electronic Signature</p>	<p>Enter your initials here. As this is a paperless application, this step serves as a signature and verifies you consent to all the rules and stipulations of the grant.</p>		
<p>Receive an Email Copy</p>	<p>You can enter an email and receive an electronic copy of the application when you submit. <i>(This is recommended.)</i></p>		
<p>Submit</p>	<p>Once you click submit, your application will be reviewed and the State Library will contact you with further information.</p>		

Sample Application

ARPA Grant 2021

Save Progress



2021 ARPA Grant Application



READ INSTRUCTIONS BEFORE COMPLETING APPLICATION

Library Name <input type="text"/>	Library DUNS Number <input type="text"/>	DUNS Number <input type="checkbox"/> No Number <input type="checkbox"/> Check here if not yet received Must have number to receive funds
Address1 <input type="text"/>		
Address2 <input type="text"/>		
City <input type="text"/>	State <input type="text"/>	Zip <input type="text"/>
Library Phone <input type="text"/>		
Library Director Name <input type="text"/>		Library Director email <input type="text"/>
<hr/>		
Project Manager Name (If different from Director) <input type="text"/>		Project Manager email (If different from Director) <input type="text"/>
Grant Project Title <input type="text"/>		
Brief Description of Project <input type="text"/>		
Project Evaluation Plan <input type="text"/>		
Estimated Budget (see instructions) <input type="button" value="Choose File"/> No file chosen Use the template spreadsheet provided in the instructions. Then upload your saved file here.		Total Amount of ARPA Funding Requested <input type="text"/> Round up to nearest whole dollar amount
<hr/>		
Name and Title of Person Completing Application <input type="text"/>		Date <input type="text" value="mm/dd/yyyy"/>
Initial for use as Electronic signature <input type="text"/>		
<input checked="" type="checkbox"/> Receive an email copy of this form.		
Email address <input type="text"/>		
<small>This field is not part of the form submission.</small>		
<input type="button" value="Submit"/>	<input type="button" value="Submit and Print"/>	

Sample Budget Sheet

No match or local funds are required for this grant project, but you may include any used here if they are supporting your project

	A	B	C	D	E	F	G
1		Item	Type	Description	Quantity	Cost	Total
2							\$0
3			Equipment or Hardware				\$0
4			Library Materials and Supplies				\$0
5			Contracted Services				\$0
6			Subscription or Software				\$0
7			Other				\$0
8							\$0
9							\$0
10							\$0
11							\$0
12							\$0
13							\$0
14							\$0
15							\$0
16							\$0
17							\$0
18							\$0
19							\$0
20							\$0
21							\$0
22							\$0
23							\$0
24							\$0
25	Any individual item \$5,000 or more must be listed here.						\$0
26							\$0
27							\$0
28							\$0
29							\$0
30							\$0
31							\$0
32							\$0

Frequently Asked Questions:

What are ARPA Funds?

The American Rescue Plan Act (ARPA) is a federal program that was approved by Congress in March 2021. The Institute of Museum and Library Services (IMLS) determined the priorities and rules surrounding how these funds may be used and distributed the funds to State Libraries using the LSTA grant program that was already in place. The grant funds may be used for materials or technology to support digital inclusion efforts to enable libraries to reach residents, especially in support of education, health, and workforce development needs; and/or to respond to the pandemic and implement public health protocols. The State Library has provided a list of allowable expenses for these grant requests. *See pages 3&4.*

Who is eligible for these grants?

All Kansas public libraries are eligible to apply for this grant. Regional Library Systems are also eligible.

What is the total amount of money that libraries can request from these funds?

Each public library may request from \$1000 to \$25,000.

Are matching funds required?

No, we are not requiring libraries to provide matching funds for these grants.

Can a project include matching funds if we'd like to add them?

Yes, if you would like to add funds from your budget to do a project that would cost more, you are welcome to do so, but the ARPA funds must only be spent on allowable expenses.

If we can't apply for the grant this round, will there be more grant money available later?

At this time, this is the only ARPA grant opportunity that is planned.

Where can I find the application?

The application will be available at kslib.info/arpa and opens on **June 21, 2021 at 8:00 AM**. Applications must be submitted by **July 19, 2021 at 5:00 PM**.

When will I be notified if we've been approved for the grant?

We will notify you of approval as quickly as we can after receiving your application, as long as no clarifications or modifications are needed. We will contact and work with you if that is the case. A grant agreement will need to be signed and received by the State Library before we distribute the funding.

Can we collaborate with other libraries to get more funding?

Yes, libraries may partner with other libraries for a larger project, but the limit would still be \$25,000 (for example, if 5 libraries decided to partner on a project, the total amount could be up to \$25,000). Those libraries would not be eligible to apply for individual grants for their libraries in addition to the group grant.

Can I pay for or hire an employee with these funds?

No. Funding may not be used for current, temporary, or contractual employees.

Can these funds be used to bring fiber internet to the library?

You could use these funds to purchase the fiber internet, and pay for the technician to connect it, but not to dig the trench to get it to the library. No construction is allowed, and installation of the fiber cables (digging the trench) is considered construction work.

Can we purchase and install Story Walk posts with these funds?

You can purchase the Story Walk posts and books for inserting, however if you are planning to install permanent posts, grant funds cannot be used to pay for this installation as that is considered construction, which isn't allowed.

What type of report is needed at the end of the project?

A report template and instructions will be provided at kslib.info/arpa. The State Library is looking for outcomes and impacts of these projects, such as, how your project affected your community in response to the pandemic.

What do you mean by impacts (in evaluation)?

The impact of a project is how your community or library, (preferable community for these grants) was changed as a result of the grant project. Who did you help and how?

What documentation will I need to provide for the final report?

You will need an invoice showing paid, a receipt, a bill of sale with a zero balance, a copy or copies of checks used to pay the invoice. If you make purchases online, and pay with a credit card, save the order confirmation, any invoices, or bills, credit card statements, and copies of checks used to pay it, or payment confirmation for online purchases. Just save everything that shows you ordered it, received it (*like packing slips*), were charged for it, and paid it. Submit all this proof with your report. Make sure the dates on these documents are between the signed dates on the Grant Agreement and January 31, 2022.

Does CIPA impact any of these purchases?

Yes, the Children's Internet Protection Act (CIPA), a federal law, does require that any item that connects to the internet must have a technology protection measure connected to it. The list of expenses that may be purchased has an asterisk (*) next to expenses that would be affected by CIPA. If you need clarification on the you can visit kslib.info/kansascipa

How does this grant fund work with the Emergency Connectivity Funds?

This grant is separate from the Emergency Connectivity Funds (ECF) that will be available this summer. The ARPA funds come to the State Library from IMLS, and the ECF funds come from the FCC. We will be putting out more information regarding the ECF funds.

Why is there a list of allowable expenses? Can we spend the money on something not on this list?

IMLS has strict guidance on how the grant money can be spent, so we put together a list of common expenses that are allowable under this grant. You are welcome to contact us to check on allowability if you have another idea.

What is the Grant Agreement and why is it necessary?

After the grant proposal is accepted, a grant agreement will be issued. The library signs this to agree to spending within the parameters of the grant program. Basically, the library agrees to spend the money on what the library applied for. It contains other elements such as termination, indemnification, state and federal assurances, and a minority impact statement. This agreement is necessary to ensure compliance and eliminate waste, fraud, and abuse.

I purchased these items last year in response to the pandemic. Can I include those in this project?

No, only expenses that are purchased after the Grant Agreement is signed will qualify. This funding does not cover reimbursement of prior purchases.

Can we spend these funds on a building/construction project?

These funds cannot be used for building/construction or to hire any type of contractor.

Do we have to purchase items before being reimbursed?

No. Once approved for the grant you will receive the full payment. You will need to provide thorough documentation of all expenditures with a final report by March 31, 2022.

Do we have to participate in e-rate to receive funds?

No

Do you have special paperwork we need to use to apply for funding?

Yes. All forms are online at kslib.info/arpa

I understand Wi-Fi hotspots do qualify, but is the reimbursement for the devices alone, or for the monthly service cost?

Grant funds can be used to purchase the device and pay for service during the grant. Any future service costs beyond June 30, 2022 must be covered by the library.

What infrastructure plans would apply to this grant? New building? Elevator in our present building?

No construction will be funded.

Can funds be used for special collections such as children's nonfiction and large print?

Yes, if this is related to your project.

Could the funds be used to purchase technology for circulating STEM kits?

Yes

Can you purchase charging stations?

Yes

Are buying study pods that have connections for USB drives and plug-ins allowable?

Furniture with technology components is allowable, when related to a project.

What is the definition of Construction?

Be sure that you aren't knocking down walls and using construction professionals for any work. Ask yourself: How permanent is it? Is it movable/flexible/modular and a staff member could take it with them to another location? Is there a construction-related trade involved? Would it need contract labor, or would a staff member be able to assemble it with some basic tools like a screwdriver?

If a library needs “switches” for fiber connection. Would this work be considered “construction”?

This is not considered construction and is permissible.

If the city has a DUNS number, does the library have to have its own DUNS number?

The library must have their own DUNS number unless they are a department of the city.

Will shipping and handling costs be covered? If we order a printer will supplies like toner be covered or filament for a 3d printer if we would get a 3d printer?

Yes, supplies and shipping would be covered and any materials needed would be covered as long as they are purchased within the grant project timeline.

Is it possible to do a contract for service with this grant?

Yes, you can contract for service. The contract would need to end by June 30, 2022.