

American Rescue Plan in Arkansas Public Libraries
Non-Competitive Grant
Application Guidelines

DEADLINE – Tuesday, June 15, 2021

Delayed Application Deadlines – July 1, August 1, September 1, 2021

A Completed American Rescue Plan in Arkansas Public Libraries grant application includes the following:

- Initialed and signed Letter of Agreement – Scan and email, FAX, or Mail
- Completed and Signed W-9 form – Scan and email, FAX, or Mail
- Completed Non-Competitive Application – Save and email, FAX, or Mail

Keep copies for your file.

Submit the Completed forms to:

aslib.grants@ade.arkansas.gov

Mail: Debbie Hall, LSTA Coordinator

Arkansas State Library

900 West Capitol Ave., Suite 100

Little Rock, AR 72201

FAX: 501-682-1533

Questions? Contact

[Debbie Hall](#)

Library Information

Complete this section with library contact information. The mailing address is very important as this is where the Grant Award warrant/check will be mailed.

DUNS Number: this **MUST** be included. If you are not sure if your library has one you can use this [website](#) to perform a DUNS Number lookup. Be very broad in searching. If your library does not come up try searching for your city or county and be sure to put in the Arkansas in the state option. Many city or county libraries use their city or county DUNS Number. Contact the city or county clerk or treasurer and ask them for theirs or if you should apply for one for the library. If you do not have one, you can obtain one free of charge from D&B by calling 866.705.5711, or [online](#).

Delayed Application

If you are not prepared to start spending funds as soon as you receive them, a delayed application may be submitted. **The grant period will still end June 30, 2022.** You may submit a delayed application July 1, August 1, or September 1, 2021, with the first installment of funds being distributed the following month.

Narrative

Projects

There are four categories available for funding. You may apply for more than one. The table with the project categories is on the last page of these guidelines. This is by no means an exhaustive list. If you have questions about what may be allowable, please contact [Debbie Hall](#)

Information Access

This can include: Books / E-books / Audiobooks / Databases (**subscription MUST end on or before September 30, 2022**) / Subscription magazine services (**subscription MUST end on or before September 30, 2022**)

1. Provide a description of what you plan to purchase and accomplish, including how this will address problems/issues caused by the COVID-19 Pandemic.
2. Do you plan to use any of these funds for salaries? If yes, explain how this position will augment the project. There are strict regulations using federal funds for salaries/wages that can be found in the ARPA Manual. Do not include peoples' names.

Institutional Capacity

This can include:

Internal Wi-Fi upgrades / Website / Filtering software / ILS migration / Masks / Wipes / Ionizers / Atomizer guns and disinfectant refills

Plexi-glass barriers (**not requiring construction to install or using local funds for installation**) / Hand sanitizer stations (**either free-standing or installed without using ARPA funds**) / Book lockers (**use local funds for installation**) / Furniture to facilitate outdoor programs (not built-in that would require construction) / ADA Assessment

1. Provide a description of what you plan to purchase and accomplish including how this will address problems/issues caused by the COVID-19 Pandemic.
2. Do you plan to use any of these funds for salaries? If yes, explain how this position will augment the project. There are strict regulations using federal funds for salaries/wages which can be found in the ARPA Manual. Do not include peoples' names.

Targeted Audiences

This can include: Wi-Fi hotspots / Devices with data plans (**plans MUST end on or before September 30, 2022**) / Job Fairs / Career Prep Databases other than Learning Express (**subscription MUST end on or before September 30, 2022**) / Workforce development mobile unit / Exercise equipment for checkout / Bookmobile or book bike

1. Provide a description of what you plan to purchase and accomplish, including who your target audience is and how this will address problems/issues caused by the COVID-19 Pandemic.
2. Do you plan to use any of these funds for salaries? If yes, explain how this position will augment the project. There are strict regulations using federal funds for salaries/wages which can be found in the ARPA Manual. Do not include peoples' names.

Enhanced Technology

This can include: Digital navigators (**contract or salary MUST end on or before June 30, 2022**) / Tech circuit rider program (**contract or salary must end June 30, 2022**) / Computers (**including peripherals, software, etc.**) / Laptops / Printers

1. Provide a description of what you plan to purchase and accomplish including how this will address problems/issues caused by the COVID-19 Pandemic.
2. Do you plan to use any of these funds for salaries? If yes, explain how this position will augment the project. There are strict regulations using federal funds for salaries/wages which can be found in the ARPA Manual. Do not include peoples' names.

Training

Do you plan on using ARPA funds for any training/workshops for your staff/patrons? If yes, describe which project categories will provide training. There are specific reporting requirements for training/workshops, including surveys.

Budget

Be as accurate as possible when developing your budget. This table is for dollar amounts only. Describe how you will use the funds in the narrative part of the application. Put dollar amounts in each budget category under each Project Category you are applying for. The budget categories will be used in all reports, so be sure to collect receipts and set up your files so your expenditures can be tracked accordingly.

Salary

This is for someone who will be working directly and exclusively with the ARPA funded project. There are federal regulations that **MUST** be followed when using federal funds for salaries.

Consultant fees

All expenses related to acquiring the services of a consultant for a specific project activity can be included in this category. Costs may include fees, travel, accommodation, and

support services hired directly by the consultant. Narrative should include description of expertise of consultant along with actions/contributions to project.

Services

List the costs of project activities to be undertaken by a third-party contractor or vendor. This includes subscriptions, databases, and licensed software that is renewable. **These need to have an ending date no later than September 30, 2022.**

Supplies/Materials

Include all costs for consumable items necessary to carry out the project. This includes print books, ebooks, computers, tablets, hotspots, printers, etc.

Equipment

This category only includes any single item that costs \$5,000 or more. **You MUST have prior approval** and list the equipment as inventory. Federal regulations regarding equipment can be found in the ARPA Manual. The Equipment Request Form is available [online](#).

Indirect Cost (optional)

An indirect cost is an organization's incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as "overhead costs." Typical examples of indirect costs are general telephone service, postage, office supplies, office space expenses, and administrative or financial operations for an entire organization.

Indirect costs must be budgeted within the specific dollar amount awarded in the LSTA grant. The awarded agency cannot budget indirect costs in excess of the grant award amount.

Project Categories – This list is by no means exhaustive

Information Access	Institutional Capacity	Targeted Audiences	Enhanced Technology
<ul style="list-style-type: none"> • Books • E-books • Audiobooks • Databases (subscription MUST end September 30, 2022) • Subscription magazine services (subscription MUST end September 30, 2022) 	<ul style="list-style-type: none"> • Internal Wi-Fi upgrades • Website • Filtering software • ILS migration • Masks • Wipes • Ionizers • Atomizer guns and disinfectant refills • Plexiglas barriers (not requiring construction to install or using local funds for installation) • Hand sanitizer stations (free-standing, not involving attaching to wall unless local funds are used for installation) • Book lockers (use local funds for installation) • Furniture to facilitate outdoor programs • ADA Assessment 	<ul style="list-style-type: none"> • Wi-Fi hotspots • Devices with data plans (plans MUST end September 30, 2022) • Job Fairs • Career Prep Databases other than Learning Express (subscription MUST end September 30, 2022) • Workforce development mobile unit • Exercise equipment for checkout • Bookmobile or book bike 	<ul style="list-style-type: none"> • Digital navigators (contract or salary MUST end June 30, 2022) • Tech circuit rider program (for multi-county systems) (contract or salary must end June 30, 2022) • Computers (including peripherals, software, etc.) • Laptops • Printers