
American Rescue Plan Act (ARPA) Grant Funding

Grant Amount:	Various depending on the submitted project.
Eligibility:	The grant opportunity is available to any West Virginia public library.
Funding Period:	January 1, 2022-August 30, 2022
Final Report:	September 30, 2022
Funding Source:	Institute of Museum and Library Services (IMLS) ARPA Funds
WV LSTA Goal 1, 2:	Expand Access to Information
IMLS Focal Area:	Institutional Capacity.
Application Deadline:	December 31, 2021
Submit Application and Signature Forms To	Heather Campbell-Shock at heather.s.campbell@wv.gov
Grant Overview:	The West Virginia Library Commission (WVLC) has designated \$600,000 of its IMLS ARPA Grant allotment for West Virginia public libraries to apply for non-competitive grants to assist in their service area. Grant application items must meet the definition of an allowable cost per the federal regulations. See Appendix A of the application for a brief, high-level list of allowable costs.

The Agency provided the following grant application as a fillable PDF document. Handwritten grant applications will NOT be accepted and will be returned to the Library. If additional pages are needed, type the information up in a Word or Google Docs document and label the file as [Name of Library]_Section[x]. For example, LibraryCommission_Section5.

Section 1: General Requirements

Applications for this ARPA grant opportunity must:

- Meet the following eligibility guidelines. *The West Virginia Library Commission will distribute \$600,000 from January 1, 2022, through August 30, 2022.* Only one grant will be awarded to a public library system or one consortium. Applicants must have sufficient staffing ability to successfully implement, complete, and evaluate results after the project.
- Funding is for programs or projects that begin on January 1, 2022, and are complete by August 30, 2022.

- The Library is required to request funds on a reimbursement basis as needed. The Library needs to submit copies of receipts for expenditure documentation to the Library Commission with the request for funding form. The last day to request funds is August 1, 2022.
- The Library will submit the final report with documentation due to the Library Commission on September 30, 2021.
- Applicants may not use grant funds to reimburse any expenses incurred before the grant state date.

Section 2: Eligible Use of Funds

Grant funding must be used for the purchase of items in the following categories.

- Device Grants (examples include laptops, laptop distribution devices, scanners, tablets, tablet distribution devices, e-readers, etc.)
- Connectivity Grants (examples include mobile hotspots, wireless access points, WiFi Kiosks, etc.) If applying for this type of grant, devices must be configured to ensure compliance with CIPA (filtering). [Requests for CIPA filters should be made to the vendor at the time of order.](#)
- Resource Grants (examples include ebook, e-audiobook, e-magazines, databases)
- Preparedness/Response Grants (examples include external solar device chargers, pop-up tents, staff training, curbside service booking software, wireless printing systems, etc.)
- Delivery Grants (self-check kiosks, book vending machines, delivery vehicles, etc.)
- Virtual Service Grants (virtual meeting service, tutoring, job-seeker support, etc.)

Potential projects must adhere to the following:

- Materials and services are for library patron use only.
- Submission of a final report. Reports will be due on September 30, 2022, or sooner if grant activities have been completed.

Potential projects may include but are not limited to a partnership with other libraries or outside entities (local government, local business, non-profit organization, etc.)

The grant recipient must submit the following information in the final report narrative on September 30, 2022.

- Device, Connectivity, Resource, Preparedness/Response, and Delivery Grants
 - Circulation or use data for resources as of August 31, 2022, of the items purchased;
 - Other applicable data as of August 31, 2022, concerning promotion, training, etc.;
 - Expenditure documentation;
 - Anonymous survey results from citizens that used the device or connectivity device.
- Virtual Service Grants
 - Number of programs and attendance as of August 31, 2022;
 - Anonymous survey results from participants that attended the program.

Acceptable source documentation includes:

- Detailed printouts from the grantee's electronic resource reporting module showing circulation for materials purchased through the grant,
- Legible copies of invoices or receipts. The invoices/printouts must include the vendor name, date, quantity, unit cost, and an accurate description of the goods or services provided.
- Detailed printouts from the grantee's fiscal software showing payment.

Section 3: Primary Library Information

Library Name:

Address:

Library Director:

Director Email:

Director Phone:

Section 4: Title and Summary of the Project

Provide the project title and briefly summarize the reason for submitting the proposed project. The summary should briefly address

- Why there is a need for the project, including references where applicable.
- What the project will achieve.
- How it will benefit the targeted project audience.

Grant Category:

Grant Title:

Grant Summary:

Section 5: Outcomes

Clearly state and address the project outcomes. Outcomes are the impact and benefits the project will have on – or provide to – the library community, people who use libraries, or both. For example, how will my project make a difference? How will the lives of my target audience be better because of my project?

Section 6: Budget Summary

Describe in detail how the requested funds will be used. Include the number of items to be purchased and how the Library determined the price.

Section 7: Equipment

Prior approval from the Institute of Museum and Library Services (IMLS) is required to purchase equipment with a unit cost of \$5,000 or more.

Definition of Equipment: tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. [45 CFR 1183.3]

Submit the following information for acquiring a unit of equipment costing \$5,000 or more with ARPA funds. The West Virginia Library Commission will use this information to obtain IMLS approval.

Please understand that the grant will not be awarded until IMLS has approved the potential purchase.

Equipment Price (Single Unit):

How many:

Brief Description of Equipment:

Select one LSTA goal and project from the drop-down lists. Provide a brief justification of the purchase relevant to the select goal

Goals:

Projects:

Relevance to the Goal:

Section 8: Budget Form

Category	Requested Funds
<i>Advertising (of the project)</i>	
<i>Contractual or Professional Service</i>	
<i>Equipment (up to \$4,999 per item)</i>	
<i>Library Materials</i>	
<i>Office Expense</i>	
<i>Postal and Freight</i>	
<i>Printing and Binding</i>	
<i>Telecommunications</i>	
<i>Other</i>	
Capital Expenditures	
Equipment with a cost greater than \$5,000 per item	

Section 9: Sample Final Report

Final Grant Report Deadline: September 30, 2022

The Final Report is available at <https://www.surveymonkey.com/r/2QNXLBY>.

Section 10: Certifications

By checking the boxes, the Library agrees that if the grant activity is funded, the Library will:

- Expend 100% of LSTA ARPA Act funds in the allowable cost categories and submit invoices and other documentation.
- Submit the ARPA Final Grant Report, the financial narrative and report, and all documentation by September 30, 2022.
- Acknowledge IMLS and WVLC as sources of project funding in all publicity.
- Retain all grant-related documents, including copies of invoices and payments received, per federal retention schedules (through December 31, 2029, for Federal Fiscal Year 2021 Grants)

Application Certification

The Library CERTIFIES the grant application named above will be the basis for the operation and administration of the project for which LSTA CARES Act funds are requested. The Library will provide expenditure and other reports and comply with the Library Commission's fiscal provisions.

Receipt of the application by the Library Commission does not guarantee that the Library will be awarded an American Rescue Plan Act (ARPA) Grant for the 2021 federal grant year.

Signature of Board of Trustees President

Signature of Library Director

Signature of Project Director

Submit the application with all completed signature pages to Heather Campbell-Shock at Heather.S.Campbell@wv.gov. Subject: ARPA Grant Application

Appendix A

Generally Allowed Costs

Advertising and public relations*

Conferences

Materials and supplies costs, including costs of computing devices*

Professional service costs*

Rental costs of real property and equipment*

Training and education costs

Not Generally Allowed

Contributions and donations

Entertainment costs

Fundraising and investment costs*

Goods or services for personal use

Interest*

Lobbying

Losses on other awards or contracts

Organization costs

** Means there are exceptions for restrictions to the rule.*