

ARPA Grant Guidelines

Application Due: July 1, 2021

Purpose

On April 9, 2021, the Institute of Museum and Library Services awarded the Arizona State Library, Archives and Public Records the amount of \$3,617,020 in American Rescue Plan Act funding. These funds are to be administered in accordance with the existing Grants to States program, and are to be used 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;
- to provide rapid emergency relief to libraries across the country, allowing them to safely respond to the pandemic and implement public health protocols;
- 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.

Background

As part of a phased approach, we are evaluating a possible statewide option that would serve Arizonans best with wifi, skills training, education, health, workforce development needs. We are also meeting the needs for increased internet access by growing our Digital Navigators program. Additionally, we are offering every public and tribal library the opportunity to receive an award to be used as their library system deems best, within the parameters described in this document.

ARPA Awards for Public and Tribal Libraries

These grants to public and tribal libraries focus on the three ARPA priorities listed above, with an emphasis on moving quickly to meet community needs. The funding amount for the libraries was determined based on a needs index that accounted for education, poverty level, unemployment, internet access, and other factors.

Public libraries are invited to receive their funding allotment to initiate projects that fall within the categories and examples shown on page 7 of this document.

Subgrant Information	
Application due date	July 1, 2021
Grant amounts of individual awards	Please see the attached allotment table
Start date for new awards	July 1, 2021
Period of performance	July 1, 2021 – August 5, 2022

Grant Award Requirements

Grant Recipients Must:

1. Complete the assurances and certification attached to the notification of funding email, and return to libgrants@azlibrary.gov
2. Complete the application available at <https://azsos.libwizard.com/f/ARPAapp>
 - **Failure to complete the application by 7/1/2021 is a forfeiture of funding**
3. Complete the Request for Payment no later than June 30, 2022
4. Complete the interim and final report requirements
 - Interim report will occur in February 2022, final report in September 2022

Frequently Asked Questions (FAQ's)

What happens if a public library does not complete the application or cannot accept the funds?

If a public library system is unable to accept its allotment, those dollars will go toward funding a state-wide initiative.

What kind of guidelines do these funds have?

These monies are administered by IMLS, the same organization that has provided LSTA and CARES funding. As such, the same guidelines that attach to those grants apply here. It is the recipient's responsibility to know and understand the guidelines. Please review them at the link below, paying particular attention to the content on page six.

https://azlibrary.gov/sites/default/files/2021_lsta_guidelines.pdf

Is a match required for this funding?

No, a match is not required for this funding.

Can we hire people with this funding?

Yes, although you should be mindful of a few things. First, this is grant funding with no option to renew and no possibility of continuation with these grant funds beyond August 5, 2022. Second, grant funds cannot be used to supplant existing wages. Third, the person paid with grant funding must be doing work to assist Arizonans with digital literacy and workforce development, proportionate to their pay. This means that if their wages are 100% paid from grant funding, 100% of their activities and time must be spent on these initiatives and this will be reflected in your reporting requirements.

What are the reporting requirements?

Just as with LSTA and CARES funding, expect an interim report (around February 2022) that will confirm you are spending the funds appropriately and that will ask about successes and challenges.

The final report will be due September 2, 2022 and is a more comprehensive evaluation of your grant activities. We have an activity tracker available on our [Google Docs drive](#) that can help you gather your thoughts, and we encourage you to use it throughout the award period rather than just at the end.

I want to do something different than what is listed. Can I implement my own project instead?

We encourage you to stay within the parameters detailed in the menu of options, as these are clearly within the guidance IMLS has provided regarding how it expects funding to be used. However, if you believe you have a project idea that aligns with the grant funding purpose and is not listed, please

contact Stacy Nykorchuk, State Library Grants Coordinator, to discuss. The best way to reach out is via email – anykorchuk@azlibrary.gov. The idea would need to be approved prior to the award recipient spending any grant dollars on it.

Why can't I pre-pay for services that extend beyond the performance period?

IMLS has been very clear that grant dollars must demonstrate meeting a community's needs quickly. The reporting that is completed at the end of the project performance period is part of that process. Activities that have not yet been completed cannot be counted in that reporting. This creates problems in "telling the story" about how beneficial the grant dollars were, which is important information that government officials look for when making their funding decisions.

Please note that this is not new – obtaining the benefits of the grant dollars within the performance period is also a requirement of CARES and LSTA dollars.

What else should I know?

The following is **not** an all-inclusive list but does contain the problematic areas we see most frequently. You are responsible for knowing all the information in the grant guidelines, but here are some things to be extra mindful of:

- Grant dollars cannot be used to purchase "swag" or "giveaways."
- Grant dollars cannot be used to purchase food.
- If you intend to purchase a single item that costs more than \$5,000, you must contact the Grants Coordinator first. We must ask permission from IMLS prior to purchase.
- It can take 30-45 days from the time you request the funding until your organization receives it.

I have more questions. Who do I contact?

Please contact Stacy Nykorchuk, Arizona State Library Grants Coordinator, at anykorchuk@azlibrary.gov

Allocation

Library System	County	Total Allocation
San Carlos Public Library	Gila	\$41,414.70
Whiteriver Public Library	Navajo	\$41,271.33
Venito Garcia Library and Archives	Pima	\$40,267.78
Hopi Public Library	Navajo	\$39,312.01
Salt River Tribal Library	Maricopa	\$38,069.52
Ira H. Hayes Memorial Library	Pinal	\$37,304.90
Office of Navajo Nation Library	Apache	\$37,209.33
The Edward McElwain Memorial Library	Mohave	\$33,864.15
Quartzsite Public Library	La Paz	\$33,003.96
Douglas Public Library	Cochise	\$32,143.77
Colorado River Indian Tribes Library/Archives	La Paz	\$30,901.27
Miami Memorial Library	Gila	\$30,805.69
Hayden Public Library	Gila	\$29,276.47
Cocopah Tribal Library	Yuma	\$29,085.31
Mammoth Public Library	Pinal	\$28,798.58
Tonto Basin Public Library	Gila	\$28,033.97
Eloy Santa Cruz Library	Pinal	\$27,842.82
Dr. Fernando Escalante Tribal Library	Pima	\$26,887.05
Coolidge Public Library	Pinal	\$26,600.32
San Lucy Library	Maricopa	\$26,600.32
San Xavier Learning Center Library	Pima	\$26,600.32
La Paz County Services	La Paz	\$26,313.59
Elsie S. Hogan Community Library	Cochise	\$26,026.86
Kaibab Paiute Tribal Library	Mohave	\$26,026.86
Globe Public Library	Gila	\$25,835.71
Superior Public Library	Pinal	\$25,166.67
Pinal County Library District	Pinal	\$24,736.58
Kearny Public Library	Pinal	\$24,497.63
Young Public Library	Gila	\$24,019.75
Ak-Chin Indian Community Library	Pinal	\$23,637.44
Florence Community Library	Pinal	\$23,637.44
Benson Public Library	Cochise	\$22,681.68
Apache County Library District Office	Apache	\$22,258.41
Youngtown Public Library	Maricopa	\$21,917.07
Cottonwood Public Library	Yavapai	\$21,821.49
Cochise County Library District	Cochise	\$21,807.83
Huachuca City Public Library	Cochise	\$21,534.76
Navajo County Library District	Navajo	\$21,056.88
Mohave County Library District	Mohave	\$20,996.05
Ava Ich Asiiit Tribal Library	Mohave	\$20,961.30

Sierra Vista Public Library	Cochise	\$20,961.30
Tolleson Public Library	Maricopa	\$20,961.30
Winslow Public Library	Navajo	\$20,961.30
Avondale Public Library	Maricopa	\$20,626.78
Safford City-Graham County Library	Graham	\$20,578.99
Holbrook Public Library	Navajo	\$20,387.84
Yavapai-Prescott Tribal Library	Yavapai	\$20,387.84
Yuma County Library District	Yuma	\$20,363.94
Nogales/Santa Cruz County Public Library	Santa Cruz	\$20,363.94
Tombstone City Library	Cochise	\$20,292.26
Yavapai County Free Library District	Yavapai	\$20,056.51
Gila County Library District	Gila	\$19,814.38
Ft. McDowell Yavapai Nation Tribal Library	Maricopa	\$19,623.23
Chino Valley Public Library	Yavapai	\$19,527.65
Pima County Public Library	Pima	\$19,211.51
Clifton Public Library	Greenlee	\$19,145.34
Show Low Public Library	Navajo	\$19,145.34
Prescott Valley Public Library	Yavapai	\$19,049.77
Camp Verde Community Library	Yavapai	\$18,954.19
Duncan Public Library	Greenlee	\$18,954.19
Greenlee County Library System	Greenlee	\$18,954.19
Wickenburg Public Library	Maricopa	\$18,954.19
Pinetop-Lakeside Public Library	Navajo	\$18,858.61
Williams Public Library	Coconino	\$18,858.61
Pima Public Library	Graham	\$18,571.88
Casa Grande Public Library	Pinal	\$18,094.00
Prescott Public Library	Yavapai	\$18,094.00
Phoenix Public Library	Maricopa	\$17,661.09
Copper Queen Library	Cochise	\$17,616.12
Patagonia Public Library	Santa Cruz	\$17,520.54
Parker Public Library	La Paz	\$17,329.39
Payson Public Library	Gila	\$17,329.39
Snowflake-Taylor Public Library	Navajo	\$16,755.93
Page Public Library	Coconino	\$16,278.04
Flagstaff City-Coconino County Public Library	Coconino	\$16,209.77
Fredonia Public Library	Coconino	\$16,182.47
Maricopa County Library District Office	Maricopa	\$15,874.50
Isabelle Hunt Memorial Public Library	Gila	\$15,609.01
Glendale Public Library	Maricopa	\$15,274.49
Mesa Public Library	Maricopa	\$15,226.70
Jerome Public Library	Yavapai	\$14,939.97
Buckeye Public Library	Maricopa	\$14,175.36

Tempe Public Library	Maricopa	\$14,175.36
Peoria Public Library System	Maricopa	\$13,267.38
Sedona Public Library	Yavapai	\$13,028.44
Desert Foothills Library	Maricopa	\$12,646.13
Apache Junction Public Library	Pinal	\$11,690.36
Maricopa Public Library	Pinal	\$10,830.18
Chandler Public Library	Maricopa	\$10,256.72
Scottsdale Public Library	Maricopa	\$10,142.02
	Total:	\$2,000,000.00



2021 ARPA FUNDING MENU OPTIONS



Emergency Relief & Safe Response to Pandemic



- Curbside service and outdoor programming
- PPE, including portable sneeze guards for public areas
- Library services targeted to:
 - individuals of diverse geographic, cultural, and socioeconomic backgrounds
 - individuals with disabilities
 - individuals with limited functional literacy or information skills
- Security cameras for parking lots with Wi-Fi available when the building is closed

Digital Inclusion Efforts



- WiFi expansion
- Hotspots and/or devices with data plans
- Virtual programming supplies and services
- Subscriptions to virtual meeting rooms, movie licenses for outdoor presentations, call-in storylines and hotlines
- Improving ADA compliance for websites

Workforce Development & Skills



- Library staff and/or paid consultants to assist Arizonans with digital literacy and workforce development
- VR/AR/XR devices for education and workforce development
- Home Office To Go (laptop, hotspot, printer)
- Digital learning platforms

Important Notes

- If you have an idea other than those listed, it must be approved by the State prior to purchasing!
- All funds and services must be used by 9/30/2022. You CANNOT pre-pay for any services, such as wi-fi or consulting, to extend beyond this date.

