Library of Michigan
American Rescue Plan Act (ARPA)

CAPACITY GRANT

APPLICATION INFORMATION

Submission Deadline:
Thursday, July 15, 2021, 5:00 PM EST

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I. BACKGROUND

The Library of Michigan's (LM) focus for this grant program is to support the priorities of the American Rescue Plan Act (ARPA) of 2021. Projects are required to provide services that fit the ARPA legislative priorities listed below. ARPA funding distributed through the Institute of Museum and Library Services (IMLS) also falls under IMLS authorizing legislation, the Museum and Library Services Act of 2018, including that **construction costs are not allowable**. It also falls under the Library of Michigan's Five-Year Plan. Further information on the legislation and the Five-Year plan is available at www.michigan.gov/lsta.

This program distributes federal library funding authorized under the Museum and Library Services Act (ARPA) to state-approved projects. To achieve the American Rescue Plan Act's purposes, this funding is to be used by September 30, 2022, in helping communities respond directly and immediately to the pandemic, as well as to related economic and community needs through equitable approaches.

ARPA legislative spending priorities are as follows:

a.   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;

b.   Second, to provide rapid emergency relief to libraries across the country, allowing them to safely respond to the pandemic and implement public health protocols.

II. PROGRAM DESCRIPTION & PRIORITIES

LM's ARPA Capacity Grant program is designed to provide libraries with personal protective equipment, digital inclusion services and supplies, and digital content to improve digital equity, information access and safety of Michigan residents. The intent is to fund one-year statewide purchasing grants. The grant focus must be on how the grant activities will provide materials and content to libraries. LM will fund **a limited number of grants** that meet these priorities.

Priorities:

- Increase the capacity of Michigan public libraries to provide internet access to those community members without access;
- Increase the capacity of Michigan libraries to safely provide services to community members;
- Increase the capacity of Michigan libraries to safely provide content to community members.

III. GRANT PROGRAM GUIDELINES

Applicants may apply to provide any of the following materials, supplies and content for Michigan public libraries. The applicant must be willing to solicit participation from and include all interested Michigan public libraries in the proposal activities.

- Personal protective equipment such as masks, gloves, cleaning supplies, air purifiers, air filters, hand sanitizing stations, etc.

- Digital equity and inclusion equipment and services such as hotspots to circulate for public use, Wi-Fi expansion equipment, tablets, and computers to circulate for public use, accessible workstations, or devices for patrons with disabilities, etc.

- Digital content with in-perpetuity access, particularly in the legislative priority areas of workforce development, job seeking skills, health, and educational needs. Michigan public community colleges and universities that serve students with a significant percentage of students with limited Internet access, high unemployment, high poverty and high participation in the Supplemental Nutrition Assistance program (SNAP) may participate in digital content purchases.

- Virtual programming equipment used to provide digital programming to the public, such as cameras, green screens, laptops, etc.

- Develop pilot projects in support of workforce development and digital inclusion that provide content and/or services hosted at Michigan public library sites.

Policy Requirements: ARPA grant program recipients are subject to the federal Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Parts 200). Applicants must be able to provide necessary internal controls, procedures, and documentation to comply with 2 CRF 200 regulations, IMLS requirements, and state program standards, guidelines, and policies. Proposals must demonstrate capacity to do this.

NOTES:

- Applicants may not regrant funds to libraries, but must purchase materials, supplies and services directly.
- Applicants may not purchase telecommunications or video surveillance equipment or services from companies with an Exclusion in their SAM.gov record.
- The Children's Internet Protection Act (CIPA) applies to ARPA funded devices that can access the internet and to data access plans, regardless of the age of the user or where the device or data plan is used.

Unallowable Requests:

Requests to fund generally accepted standard library operations, such as general collection development, automation, staffing or equipment replacement, will not be granted. Requests for funds that supplant local funding instead of supplementing local funding will not be granted.

Requests that include capital expenditures such as the construction or renovation of a building or vehicle, **even to install allowable materials**, will not be granted.

Proposal Development:

LM encourages prospective applicants to discuss their projects with LM staff before developing a proposal. For more information, contact Karren Reish at reishk@michigan.gov or 517-241-0021.

IV. FUNDING AVAILABILITY and GRANT PERIOD

For ARPA funds, LM will award grants as follows:

Minimum Grant Award:	$250,000
Maximum Grant Award:	$2,000,000
Grant Period:	Summer 2021 to September 30, 2022.

All grant funded expenses and activities must start and end in this time frame. No grant funded purchased services can be provided after the grant contract end date, such as warrantees, data access plans, protection plans, etc., meaning these cannot be prepaid during the grant period and occur after the end of the grant. Grant funds may also not be used to reimburse for expenses or services that occurred before the grant start date.

Local Support Requirements:

Cash Match: Not required.

NOTE: Grant funds will be provided on a REIMBURSEMENT basis only.

V. ELIGIBILITY

Who may apply?

For funds distributed through the Institute of Museum and Library Services, the State Library has discretion on the eligibility of applicants. For this Library Capacity Building Grant program, eligible applicants are:

- Michigan library cooperatives established under P.A. 89 of 1977;
- Michigan non-profit associations or organizations committed primarily to resource sharing and/or the advancement of statewide or regional library services.

VI. APPLICATION GUIDELINES

All eligible organizations that apply by the deadline AND propose an eligible project will have their proposals reviewed for funding.

Application Webinars:

An application webinar will be offered in June 2021.

Application Availability and Due Date:

The ARPA Capacity Grant application information, including the application questions, begins on page 7 of this document. **Application submission is through the online grant site.** Attendance at the application webinar is strongly encouraged.

> **Applications for ARPA Capacity Grants must be received at LM by Thursday, July 15th, 5:00 PM EST. Submission is online at the LM grant site and includes a complete signature sheet with original signatures.**

General Application Guidelines:

A. Proposals must clearly fit the program priorities and guidelines of the program.

B. The total amount of ARPA funds requested must be within the minimum and maximum award amounts.

C. Grant funds are available to grantees on a reimbursement basis only. The grant recipient must submit reimbursement request forms after funds have been expended, meaning
   a. goods or services have been ordered;
   b. have been received;
   c. AND have been paid for.
   The final reimbursement request may not be disbursed to grantees until the final report has been received and approved by LM.

D. ALL federal funds may only be used for federally allowable costs. Grant recipients will NOT be reimbursed for unallowable costs.

E. Participating libraries may not charge patrons for the use of materials or equipment acquired with ARPA funds during the grant period. After the close of the grant, fees become a local policy matter.

F. Applicants must submit an active DUNS number with their application.

G. The applicant library must notify LM in writing if changes are made to project activities, budget, or key personnel, which are the grant administrator, fiscal agent, and authorized official.

H. Successful applicants will be responsible for completing the grant activities within the approved grant period and submitting the required forms by the deadlines. Applicants may request a 10-business day extension of a deadline in writing in cases of emergency.

VII. APPLICATION REVIEW and AWARD PROCESS

Application Review:

The grant proposal will be read and evaluated by LM staff. Reviews will use the Grant Application Review Scoring Rubric to evaluate each application. The rubric is included later in this document. The State Librarian and State Superintendent will make all final decisions on grant awards.

Award Notification:

Award Letter - LM will send a letter and grant award notice (contract) to announce the award of an ARPA grant. **Project spending must not occur until after execution of a grant award.** Execution of a grant award is the start date on the grant award notice.

Grant Administration Meetings:

Each grant recipient is **REQUIRED** to attend a grant administration meeting. The meeting will provide project management information for effective ARPA grant administration. The **grant administrator** must attend the meeting to maintain grant eligibility. Library directors, fiscal staff and/or others involved in the project are encouraged to attend. The meeting will be set at a date and time agreeable to the grantees and LM.

Dates of Fiscal Obligation:

LM will prepare and execute a grant award (contract) with each grantee. The grant award will be mailed. The grant award will identify the award period (contract start and end dates) in which all expenditures and obligations must be incurred. **Expenditures or contractual obligations incurred before or after the award period will not be eligible for reimbursement.**

VIII. MDE/LIBRARY OF MICHIGAN CONTACT INFORMATION

All grant proposal and grant management documents should be submitted in the online grant site. Questions can be directed to:

> Karren Reish
> 517-241-0021
> reishk@michigan.gov
> Fax: 517-335-1522
>
> Library of Michigan
> 702 W. Kalamazoo Street
> P.O. Box 30007
> Lansing, MI 48909-7507

Please confirm receipt of materials if you do not receive a response within five business days.

IX. STEP-BY-STEP INSTRUCTIONS FOR ARPA CAPACITY GRANT APPLICATION

You must submit a complete application no later than 5:00 PM EST on July 15, 2021 to be considered for a grant. Incomplete applications WILL NOT be reviewed.

Complete Application Components: A complete grant application includes all the following items:

1. Grant Application;
2. Budget;
3. Grant application certifications.

Item 1 is submitted as an online form. The link to the online form is posted at www.michigan.gov/lsta in the ARPA Capacity Grant section.

Items 2 and 3 are submitted as an excel and a pdf format file, respectively, through the online application with the file names formatted as *Applicant Name–Partner Name or Document Name–ARPA Application.pdf*.

It is the responsibility of the applicant to submit the online application and confirm receipt at LM by the applicable deadline.

APPLICATION INSTRUCTIONS: All questions are required, except section D if you do not have a partner organization(s).

A. PROJECT INFORMATION: Complete this section in its entirety. Enter amount of funds requested. The Total Project Cost should equal the value of ARPA Funds Requested plus any Cash Match funds. Cash Match funds are not required, but if any will be used, please enter the dollar amount.

B. APPLICANT INFORMATION: Complete this section in its entirety. For the eligibility checklist, check all that apply. For legislative districts, please use the district where the applicant organization is located. YOU MUST INCLUDE A DUNS AND EIN NUMBER.

C. PROJECT ADMINISTRATION: Complete this section in its entirety. If any person holds more than one of the positions listed, please enter information for each position. NOTE: A fiscal agency is an organization that handles funds for the applicant organization. An applicant may NOT list a fiscal agent that is different from their legal fiscal agent, such as a Friends group. An authorized official is the person with the authority to sign contracts for the applicant organization.

D. PROJECT PARTNERS: Complete this section in its entirety ONLY if the proposal includes a partner. List all local or regional departments, agencies, or organizations ACTIVELY collaborating in and contributing to the project. Organizations that only provide a letter of support do not qualify as partners. Partners participate in the project by providing staff time and/or funding throughout the project. A one-page signed statement is required from each partner to document agreement to provide staff and/or funding for specific listed activities. Do not include letters of support as partner statements.

E. PROJECT PROPOSAL: This section is used to provide a complete description of all components of the project. The proposal should focus on the solicitation of participating libraries; the distribution

model for library requests; the process of supplying participating libraries with requested items; and the capacity of the applicant's staff to complete the project within the grant time frame.

Each online question notes the maximum character length allowed. The narrative should include all budget items. Write for clarity and conciseness. **Each proposal section is a separate idea so there should be minimal overlap in the answers**. Be as specific as possible in each section to demonstrate your capacity and readiness to do the project. A complete project proposal will result in up to 10 pages of text. If you use references, please use end notes in the proposal text and include a numbered references or citation list as an appendix.

Project Abstract: <u>Briefly</u> outline the project, using no more than 160 words. This abstract will be published publicly so be clear and concise in your description of the project and the desired outcome. **Use language understandable to the general public.**

Project Purpose(s): Describe the project goals in detail, including what will be accomplished and for whom. Explain how the project goals meet the grant program priorities and guidelines, from the beginning of this document. Specify which grant guideline(s) you are meeting – providing PPE, providing digital equity/inclusion equipment and services, providing digital content, providing virtual programming equipment, or proposing a pilot project. See the glossary for a definition of goals versus objectives.

Target Population's Need for Project: Describe how you will select and/or rank the participating libraries' requests for materials and services and determine a distribution model. You may reference library class size as well as the Poverty/Supplemental Nutrition Assistance Program (SNAP) participation rate, the Unemployment rate, and the rate of Broadband availability for the libraries' communities. For proposals to provide digital content, the grantee will work with LM staff to determine the distribution model. LM staff will review the distribution models to determine eligibility for other grant funded materials and services.

Project Impact: Describe the objectives and outcomes of the project and discuss how the project may result in improved internet access, digital equity, access to content and/or pandemic safety for Michigan residents.

Project Design: List all project activities and the methods to be used to accomplish them, including solicitation of participating libraries, use of budgeted items, staff activities, etc. Include all activities by project partners if partners are part of the proposed project. Include grant administrative activities including required project reports. This should include gathering data from participating libraries to complete grant reports, confirming appropriate use of requested materials and services, and the possibility of shipping delays for physical materials. **Preference will be given to proposals with a detailed, thorough project design demonstrating the applicant's readiness to complete the project successfully.**

Evaluation Plan: Explain the evaluation plan developed for the project including target outcomes and data collection from participating libraries. Project evaluation is a required activity, critical to assessing the impact of a project. The evaluation plan should be able to tell you, LM, and your stakeholders the following:

• The extent to which you have met the project purposes;
• The quality of the project (e.g., efficiency, impact on participants, effectiveness, etc.);

- The impact of your program on the participants or users for communication to policy makers and funders.

Outcomes and outputs are a required element for the evaluation. Note that outcomes are not outputs. An example of an output is the number of attendees at a workshop, whereas an outcome is what the attendees learned at the workshop. An outcome is a change in skill, knowledge, or attitude.

For projects that include training of library staff or trustees, library users, or develop and/or purchase content, there are prescribed questions that **MUST** be included in the project evaluation. Refer to the ARPA Evaluation Questions document at www.michigan.gov/lsta. Preference will be given to proposals with an evaluation plan over those who will develop an evaluation plan during the grant period.

Outputs to collect are:
- Names and numbers of participating libraries;
- Number of hardware items purchased;
- Number of software items purchased;
- Number of econtent items purchased;
- Number of all purchased items made accessible to the public in house;
- Number of all purchased items circulated;
- Number of in house uses/circulations.

Project Timeline: Include a step-by-step chronological list of all project activities and target dates, e.g., "January 2022 – Complete solicitation and review of library requests." Include any partner activities in the timeline. **Note that you must complete all grant expenditures by the last business day of August to request reimbursement by the last business day of September.** All other grant activities may continue through the last business day of September.

Personnel: List all the applicant's personnel who will be significant contributors to the project activities and include a short description of the qualifications of each person. Resumes should be included as an appendix if included.

F. **STATE GOAL:** Identify one principal purpose from LM's Five-Year Plan that most closely fits the project. Question 43 of the grant application lists the goals.

G. **FEDERAL LSTA INTENT:** Identify one IMLS Intent that most closely fits the project. Question 44 of the grant applications lists the intents.

H. **FEDERAL LSTA SUBJECTS:** Identify up to two IMLS subjects that most closely fit the project. Question 45 of the grant applications lists the subjects.

I. TARGET POPULATION: If the project has a specific population that is targeted for the proposed program or resource, select the ethnic, social, economic, age and geographic communities that most closely fit the project.

J. BUDGET: For each budget category, briefly describe the activity or materials described in the proposal in the Budget Narrative column and enter the estimated funding amount and the funding source - either ARPA or cash match in the ARPA and Cash Match columns. Round amounts to the

nearest dollar. You may enter a zero (0) for any budget category that will not be used. See Budget Category Definitions below for instruction on which category to use with which expense. The budget narrative column should CLEARLY identify each expense and show a breakdown of how you determined your estimated cost – number of staff, number of staff hours, specific supplies and equipment, etc.

All grant funded materials and activities MUST be NECESSARY for the grant activity, ALLOWABLE by federal regulations, and ALLOCABLE, meaning the time or materials used for the grant activity can be tracked.

The budget document is an editable spreadsheet on the Improving Access to Information grants page. Submit through the online application in pdf format. File name MUST be *Applicant Name– Budget–ARPA Application.pdf*.

Budget Category Definitions

Salaries/Wages/Benefits: This category includes salaries, wages, and fringe benefits paid to applicant or partner staff working directly on the project. List the position titles included. You should list only those staff working on activities listed in the proposal. This category is for staff employed directly by the grantee. **NOTE: If you request funding for staff, you will be required to document hours worked by each staff member for each pay period to be reimbursed, as per federal regulations.**

Consultant Fees: This category includes all expenses related to acquiring **advice** or **planning assistance** from a consultant for a specific activity within the project. If using this budget category, make sure you describe the intended actions/contributions of the consultant in the project proposal. If known, include prospective consultant name. NOTE: Consultants typically provide advice during planning or evaluation of projects. See Services for other contractors.

Travel: This category includes all airfare, ground transportation, accommodation, etc. for **staff members** while working on project activities. If using this budget category, make sure you describe the travel needs in the project proposal. Travel not required to accomplish a grant activity is not an eligible cost. Only costs that meet federal travel expenditure standards will be reimbursed. See the Travel section at www.gsa.gov.

Supplies/Materials: This category includes all costs for supplies and materials purchased specifically for use in the grant project. If using this budget category, make sure you describe necessary supplies in the project proposal, including item types and estimates of quantities.

Equipment: This category includes all tangible personal property with a **per item** purchase price of $5,000 or more. Items that qualify as equipment must be approved in writing by IMLS prior to purchase. If using this budget category, make sure you describe the equipment needs in the project proposal, including items and quantities. An example would be a Smartlocker. NOTE: When equipment purchased with grant funds is no longer needed for project purposes, it must be properly disposed of pursuant to state and federal regulations.

Services: This category includes the cost of services provided by a contractor or vendor, for project activities, such as developing databases, conducting training, writing curriculum, etc. If using this budget category, make sure you describe the services in the project proposal. NOTE:

Contractors or vendors typically provide programmatic, technical, or administrative work. This category would also include interns or grant funded staff that receive a 1099 for their work. This includes their travel costs. See Consultant Fees for planning assistance and advice.

Indirect Costs: This category includes **allowable** indirect costs. Indirect costs represent the expenses of doing business that are necessary for the general operation of the organization, e.g., utility charges, and are charged as a percentage of allowable direct costs. If you are requesting indirect costs, contact Karren Reish at reishk@michigan.gov for the current IMLS documentation on indirect cost rates. NOTE: Indirect cost rates apply only to certain allowable costs, NOT the total grant budget.

In general, if you have a current approved indirect cost rate from a federal agency, use that rate. Upload a copy of your federal indirect cost rate agreement in the online application in pdf format as an appendix. The file name MUST be in this format: *Applicant Name–Indirect Agreement–ARPA Application.pdf*. If you do not have an approved federal indirect rate, you may request a de minimus indirect rate of 10% of the modified total direct costs. Modified total direct costs are direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, AND up to the first $25,000 of your grant request.

UNALLOWABLE COSTS – WHAT IS NOT ELIGIBLE FOR FUNDING:

Some types of expenses are not allowable under federal rules (2 CFR 200) for ALL federal funds and ALL local match funds, including:

- collection development purchases not directly related to grant activities AND not integral to the grant program;
- construction, renovation, or repairs of any kind, including fixtures, for either buildings or vehicles;
- lobbying of any kind;
- transportation or travel for program participants or non-grant funded personnel;
- databases currently offered or similar to databases currently offered by LM;
- supplies, equipment, or technology not specifically necessary for the grant activities;
- costs incurred before the grant contract start date and after the grant contract end date.

This list is NOT comprehensive. If you have any questions about the allowability of a particular cost, contact Karren Reish (reishk@michigan.gov) at LM before budgeting or expending funds.

Grant recipients will NOT be reimbursed for unallowable costs and may not report unallowable costs as match. For more information see [Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards 2 CFR 200](#).

K. PARTNER STATEMENTS: If partners are part of the project, each partner listed in the application must submit a one-page, signed collaboration statement listing the staff, funding or resources that they are committing to the activities of the project. This is not a letter of support, but an agreement to participate directly in the project. Include a short description of the qualifications of each person contributing significant staff time. ALL Partner Statements must be received by MDE/ LM no later than the application deadline of July 15, 2021, 5:00 PM EST. A Partner Statement not received by this deadline will not be considered part of the application. Submit through the online application in pdf format. File name MUST be *Applicant Name–Partner Name–ARPA Application.pdf*.

L. CERTIFICATIONS: ALL applicants must complete the Certifications form – both the CIPA section and the Certifications and Assurances section.

Complete this form to certify that:

1. the applicant has the legal authority to apply for federal funding;
2. the applicant will comply with federal regulations and ARPA grant guidelines;
3. ARPA funds will be used to supplement and not supplant local funding for library service purposes; and
4. all information presented in the ARPA application is truthful. This form also includes required certifications regarding debarment and lobbying.

- Section 1: CIPA INTERNET SAFETY CERTIFICATION: Under the Children's Internet Protection Act (CIPA), LM must provide certain assurances to IMLS and the federal government. These assurances confirm that IF federal funds are used for the purchase of computers, internet accessible devices or equipment used to access the Internet or for Internet access costs, data plans, etc., the grantee WILL filter the devices or access. **Filtering is required for use in the library and for use off site at a partner organization or when checked out to library patrons.**

- Section 2: CERTIFICATIONS and ASSURANCES: Under federal regulations, LM must provide all applicants with information on applicable federal regulations and grant guidelines and document that all applicants are aware of these regulations and guidelines.

The CIPA certification and the Certifications and Assurances are ONE form on the ARPA Capacity grant page. Download/Print the certifications form and complete both sections. Signatures must be original and are required by the applicant's Authorized Official, Director, Grant Administrator, and Fiscal Agent. All lines must be signed, even if the same person holds more than one of these positions.

These signatures are the applicant's signatures for the grant contract if the grant is awarded.

Scan the signed document and submit it through the online application. The file name MUST be in this format: *Applicant Name– Certifications–ARPA Application.pdf*. CONFIRM that the submitted form is the version with ALL the signatures.

M. ADDITIONAL DOCUMENTATION: You may submit additional documentation as a single PDF with the file name *Applicant Name– Additional Documentation–Date.pdf*. However, additional documentation is NOT required and will not be used in reviewing the grant proposal.

N. SUBMISSION OF ONLINE APPLICATION: The application MUST be submitted through the LM online grant system. Applicants will need to set up an account if they do not have one already. The application will include instructions and can be saved, printed, and shared. All application documents are submitted in the online application in pdf format.

After completing the application questions, you will be able to review the application in full. After reviewing the application, the next and final screen allows you to submit the application. You will

receive a confirmation email from the grant system. If you do not receive a confirmation email, check to make sure LM has received the application.

X. ARPA GRANT APPLICATION QUESTIONS

Sample of Online Form

APPLICANT INFORMATION

1. Applicant Organization Official Name
2. Complete mailing address
3. County
4. EIN Number
5. DUNS Number
6. Fax Number
7. Website
8. Type of Applicant
   a. Library Cooperative
   b. Statewide Non-profit association or organization serving libraries
9. Legislative District of Applicant Organization
   a. Michigan House of Representatives: District Number and Representative Name
   b. Michigan Senate: District Number and Senator Name
   c. U.S. House of Representatives: District Number and Representative Name

PROJECT ADMINISTRATION

10. Applicant Organization Director
11. Director Email
12. Director Phone Number
13. Grant Administrator
14. Grant Administrator Email
15. Grant Administrator Phone Number
16. Applicant Organization Fiscal Agency
17. Fiscal Agency Tax Identification Number
18. Complete mailing address (include only if different than application Organization)
19. Fiscal Agent Contact Name
20. Fiscal Agent Email
21. Fiscal Agent Phone Number
22. Authorized Official
23. Authorized Official Email
24. Authorized Official Phone Number

PROJECT INFORMATION

25. Project Title
26. ARPA Funds Requested: $
27. Cash Match: $

PROJECT PROPOSAL

Each topic is required. The submission length allowed will be approximately 10 pages of 12-point text.

28. Project Abstract: 160-word limit, approximately two paragraphs.
(Provide a brief overview of the project of no more than 160 words. The abstract will be published publicly. Be clear and concise with no jargon or acronyms.)

29. Project Purpose: 750-word limit, approximately one page.
(Describe project goals. Answer the questions: what we do, for whom, to what end. How do your project goals meet the priorities of the grant?)

30. Target Population's Need for Project: 750-word limit, approximately one page.
(Describe how participating libraries will selected and requests ranked in relation to their community need.)

31. Project Impact: 750-word limit, approximately one page.
(Describe the impacts of the project. Clearly relate them to the identified goals and needs in the previous two questions.)

32. Project Design: 2,500-word limit, approximately 3 pages.
(List step-by-step details of the project, including planning, promotions, applicant and project partner activities, location of activities, evaluation and required reporting.)

33. Evaluation Plan: 750-word limit, approximately one page.
(Describe plans for evaluation of the project. Include a.) what is to be measured, b.) data collection methodology, c.) target benchmarks and outcomes to determine success (quantifiable ways of measuring the impact of the project - specific, measurable, and relevant) and d.) a plan to share evaluation results. Outcome based evaluation is required.)

34. Project Timeline: 750-word limit, approximately one page.
(List each project activity in a step-by-step chronology. Include all project design elements, evaluation activities, etc.)

35. Personnel: 750-word limit, approximately one page.
(Identify who will administer the funds and provide the services described. List the qualifications of each person.)

You may submit additional material, such as charts, statistics, tables, spreadsheets, partner cooperation statements, staff resumes, etc. Submit additional materials through the online grant application as a PDF document. File name MUST be *Applicant Name–Document Name–ARPA Application.pdf*. Additional materials are most effective when directly related to the project population served and the project activities. Additional documentation should NOT continue the program proposal, but instead be clarifying documents in support of the proposal.

PROJECT PARTNERS – If partners are included in the proposal, list all partners.

36. Partner Organization Type

a. Federal Government, State Government, Local Government, School District, Non-profit, Private Sector, Tribe, Other
37. Partner Organization
38. Complete Address
39. Contact Person
40. Contact Person Email Address
41. Contact Person Phone
42. Partner Statements: (Each partner listed in the application must provide a one-page, signed collaboration statement indicating the commitment of funds, time, staff or other resources. Submit partner statements through the online grant site as a PDF document. File name MUST be *Applicant Name–Document Name–ARPA Application.pdf*. – Not required for sponsorship applications.

STATE GOAL

43. Please select the Library of Michigan LSTA Goal that most closely matches the purpose of your project.
    a. Goal 1: Michigan residents will have equal access to information resources in various formats for lifelong learning.
    b. Goal 2: Michigan residents will have access to current services and training support through their libraries.
    c. Goal 3: Michigan libraries will continue to support their communities through collective impact initiatives and community engagement.
    d. Goal 4: Michigan residents will be able to use Michigan's historical and cultural collections for lifelong learning.

FEDERAL LSTA INTENT

44. What is the Intent of your project? (Select only one)
- Information access
  - Improve users' ability to discover information resources.
  - Improve users' ability to obtain and/or use information resources.
- Lifelong learning
  - Improve users' formal education.
  - Improve users' general knowledge and skills.
- Human services
  - Improve users' ability to apply information that furthers their personal, family, or household finances.
  - Improve users' ability to apply information that furthers their personal or family health & wellness.
  - Improve users' ability to apply information that furthers their parenting and family skills.
- Economic & employment development
  - Improve users' ability to use resources and apply information for employment support.

- Improve users' ability to use and apply business resources.
- Civic engagement
  - Improve users' ability to participate in their community.
  - Improve users' ability to participate in community conversations around topics of concern.

FEDERAL LSTA SUBJECTS

45. What subjects are included in the Intent of your project? You can select up to two.
- Arts, Culture & Humanities
- Business & Finance
  - Employment
  - Personal Finance
  - Small Business
- Civic Affairs
  - Community Concerns
  - Government
- Education
  - After-school activities
  - Curriculum support
- Environment
- Health & Wellness
  - Parenting & Family skills
  - Personal/Family health & wellness
- History
- Languages
- Literacy
  - Adult Literacy
  - Digital Literacy
  - Early Literacy
  - Reading Program (Not Summer Reading)
  - Summer Reading
- Science, Technology, Engineering, & Math (STEM)

TARGET POPULATION

46. Is the project directed to a targeted group or the general population? If yes, answer the following questions.
47. If directed to a targeted group, please select one or more of the following options.
    e. Families
    f. Intergenerational groups
    g. Immigrants/refugees
    h. Economically disadvantaged

          i.   People who are living below the poverty line

         ii.   Unemployed

       iii.   Not applicable

  i.   Disabled

  j.   Those with limited functional literacy or informational skills

48. If directed to a target ethnic or minority population group, select one or more of the following options. Ethnic or minority populations:

       iv.   American Indian or Alaska Native

        v.   Hispanic or Latino

       vi.   Asian

      vii.   Native Hawaiian or other Pacific Islander

     viii.   Black or African American

       ix.   Not applicable

49. If directed to a targeted age group, please select one or more of the following options.

  k.   0-5 years

  l.   6-12 years

  m.   13-17 years

  n.   18-25 years

  o.   26-49 years

  p.   50-59 years

  q.   60-69 years

  r.   70+ years

  s.   All ages

50. If directed to a targeted geographic population group, select one or more of the following options.

  t.   Urban

  u.   Suburban

  v.   Rural

BUDGET

51. Budget: Download the Budget Spreadsheet at www.michigan.gov/lsta in the ARPA Capacity Grant program section. Upload the completed spreadsheet in the online application.

BUDGET	*Budget Narrative: Describe Activities & Materials from Proposal*	*ARPA*	*Cash Match*
Salaries/Wages/Benefits	**Text field for narrative**	$	$
Consultant Fees	**Text field for narrative**	$	$
Travel	**Text field for narrative**	$	$

BUDGET	Budget Narrative: Describe Activities & Materials from Proposal	ARPA	Cash Match
Supplies/Materials	Text field for narrative	$	$
Equipment	Text field for narrative	$	$
Services	Text field for narrative	$	$
Indirect	Text field for narrative	$	$
Total		$	$

XI. SAMPLE CERTIFICATIONS

Children's Internet Protection Act (CIPA) INTERNET SAFETY CERTIFICATION FOR APPLICANT

- Michigan library cooperatives
- Michigan non-profit associations or organizations serving libraries

As the duly authorized representative of the applicant library or organization, I hereby certify that:
(select one)

☐ A. The applicant public library has complied with the requirements of
Section 9134(f)(1) of the Library Services and Technology Act.

☐ B. The requirements of Section 9134(f)(1) of the Library Services and Technology Act do not apply to the applicant library because no funds made available under the ARPA program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or public elementary school or secondary school library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.

☐ C. The applicant library or consortia is NOT a public library, public elementary or secondary school library, OR consortia with public and/or public-school libraries.

_____
Signature of Authorized Representative

_____
Printed Name of Authorized Representative

_____
Title of Authorized Representative

_____
Date

_____
Name of Applicant Library/Program

Authorized Representative is whoever has the authority to sign contracts for the applicant institution, such as the Library Director, Dean or Superintendent or another authorized official.

CERTIFICATIONS & ASSURANCES for Library of Michigan ARPA Grant Program Applications:

This Statement of Assurances is entered into on _____ [*Date*], by the

_____ [*Applicant Organization Name*]. The _____

[*Applicant Organization Name*] agrees to comply with the statutes, rules, regulations, and executive

orders provided below to be eligible for receipt of federal assistance pursuant to the Library Services

and Technology Act (ARPA), 20 U.S.C. § 9121 *et seq.*, contract/grants program administered by LM.

> *** NOTE:** Some of the statutes listed below may not be applicable to your project or program. If you have questions, please contact the awarding agency. If additional assurances are required by the federal awarding agencies notification shall be provided.*

ASSURANCES - NON-CONSTRUCTION PROGRAMS

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the Organizational, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681- 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or

financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis- Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327- 333), regarding labor standards for federally-assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) Organization of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93- 205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm-blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

DEBARMENT AND SUSPENSION

The contractor shall comply with 2 CFR Part 3185. The undersigned, on behalf of the contractor, certifies to the best of his or her knowledge and belief that neither the contractor nor any of its principals:

(a) Are presently excluded or disqualified;

(b) Have been convicted within the preceding three years of any of the offenses listed in 2 CFR section 180.800(a) or had a civil judgment rendered against you for one of those offenses within that time period;

(c) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses listed in 2 CFR section 180.800(a); or

(d) Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Where the contractor is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

The contractor, as a party to a first-tier procurement contract, is required to comply with 2 CFR Part 180 Subpart C (Responsibilities of Participants Regarding Transactions Doing Business With Other Persons) as a condition of participation in contract.

DRUG-FREE WORKPLACE REQUIREMENTS

The contractor must comply with drug-free workplace requirements in subpart B of 2 C.F.R. part 3186, which adopts the Government-wide implementation (2 C.F.R. part 182) of sections 5152-5158 of the Drug-Free Workplace Act of 1988 (P. L. 100-690, Title V, Subtitle D; 41 U.S.C. §§ 701-707).

The undersigned, on behalf of the contractor, certifies that the contractor will or will continue to provide a drug-free workplace by taking actions such as, but not limited to: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for the contractor's employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying all known workplaces under its Federal awards.

LOBBYING

As required by Section 1352, Title 31 of the United States Code, and implemented for persons entering into a grant or cooperative agreement over $100,000, the contractor certifies to the best of his or her knowledge and belief that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member

of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than appropriated Federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant or contractor) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

FEDERAL DEBT STATUS

The contractor certifies to the best of his or her knowledge and belief that the contractor is not delinquent in the repayment of any Federal debt.

TRAFFICKING IN PERSONS

a. *Provisions applicable to a recipient that is a private entity*.

   1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not:
      i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
      ii. Procure a commercial sex act during the period of time that the award is in effect; or
      iii. Use forced labor in the performance of the award or subawards under the award.

   2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity:
      i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
      ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either:
            A. Associated with performance under this award; or
            B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. part 180,"OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 C.F.R. part 3185.

b. *Provision applicable to a recipient other than a private entity*. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity:

   1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or

   2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either:

i. Associated with performance under this award; or

ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 C.F.R. part 3185.

c. *Provisions applicable to any recipient*.

1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.

2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:

    i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. § 7104(g)), and

    ii. Is in addition to all other remedies for noncompliance that are available to us under this award.

3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

d. *Definitions.* For purposes of this award term:

1. "Employee" means either:

    i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or

    ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

2. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

3. "Private entity":

    i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 C.F.R. part 175.25.

    ii. Includes:

       A. A nonprofit organization, including any nonprofit Organization of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 C.F.R part 175.25(b).

       B. A for-profit organization.

4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. § 7102).

The Applicant agrees that compliance with these Certifications and Assurances constitutes a condition of continued receipt of federal financial assistance, and that it is binding upon the Applicant, its successors, transferees, and assignees for the period during which such assistance is provided.

The Applicant understands that expenses for the approved project that are not covered by the ARPA award will be the responsibility of the Applicant Agency.

The Applicant understands that the State may immediately terminate a contract in whole or in part without penalty and for any reason, including but not limited to, appropriation or budget shortfalls.

All signatures must be present and be original signatures. If one person holds more than one of the positions below, they must sign for each position.

_____   _____   _____
Authorized Representative Name   Signature   Date

_____   _____   _____
Director/Dean Name   Signature   Date

_____   _____   _____
Grant Administrator Name   Signature   Date

_____   _____   _____
Fiscal Agent Name   Signature   Date

Authorized Representative is whoever has the authority to sign contracts for the applicant institution, such as the Library Director, Dean, Superintendent, Board Chair, or other authorized official.

XII. Application Review Scoring Rubric

Grant applications will be reviewed by LM staff. Reviewers will assign points based on how well the grant application fits the guidelines as described below. The resulting total scores will reflect the following:

- 0 % - 60% of possible points – Project does not meet the program guidelines and will not be considered.
- 61% - 80% of possible points – Project partially meets the program guidelines and will be considered if funding is available.
- 81% - 100% of possible points – Project meets the program guidelines and will be considered.

Applicants will be ranked by the total score for each application. A ranked list will be used to select successful applicants, beginning with the highest scored application. There may not be enough funding to award all applications and some applications will not be funded. Funding recommendations will be presented to the State Librarian. The State Superintendent will make the final grant selections.

General Review of Application – 25 points total

1. Proposal Relationship to Program Priorities (15 points total)   _____

How well does the project meet any one or more of the program priorities?

- Increase the capacity of Michigan public libraries to provide internet access to those community members without access;
- Increase the capacity of Michigan libraries to safely provide services to community members;
- Increase the capacity of Michigan libraries to safely provide content to community members.

2. Proposal Relationship to Program Guidelines (10 points total)   _____

How well does the project meet any one or more of the program guidelines?

- Provide PPE equipment to libraries,
- Provide digital inclusion equipment to libraries, or
- Provide digital content to libraries.

Review of Application Proposal – 75 points total

3. Project Abstract and Purpose (10 points total)   _____

Does the project meet the goals of the ARPA Act and the grant program?
Are the project goals well described and sound?
Does the proposal name and explain non-federal resources that will be used
(for example, funding, outreach, or technical support)?

4. Project Need (5 points total)   _____

Is the target population's need for the project well described?
Is the target population's need for the project compelling?

Is the project need supported with statistical and demographic data?
Is the current service level described clearly?
Is the impact of the project **not** being funded clear?

5. Project Impact (10 points total)   _____

Are project outcomes and objectives clearly defined?
Do project outcomes and objectives clearly relate to the identified needs?

6. Project Design (20 points total)   _____

Does the proposal list methods and activities appropriate to achieve the impacts listed?
Does the proposal clearly articulate the involvement of project partners if partners are listed?
Does the proposal provide a promotion plan to make the target population aware of the improved library service?
Do the activities increase the capacity of the library to provide or improve services in the subject area of the proposal?

7. Evaluation Plan (10 points total)   _____

Does the evaluation plan describe how data will be collected, including pre-tests if appropriate?
Are goals, benchmarks and outcomes identified?
Are the goals, benchmarks, and outcomes valid and reasonable indicators of success?
Is there a clear plan to share and use the evaluation results?

8. Timeline (10 points total)   _____

Does the timeline include all necessary elements of the project?
Are the dates appropriate in relation to the overall project timeline?

9. Budget (10 points total)   _____

Is the budget adequate and reasonable to support the project?
Is the budget accurate?
Is each budgeted item adequately described in the project proposal?
Is each budgeted item necessary for the project activities?

Total Review Points (100 possible)   _____

NOTE: Applicants who have previously received grants from LM will have their past grant management considered. This includes whether all required reports were submitted on time, whether any grant funds were unused, and whether any funds were returned as unallowable reimbursements after an audit. Applicants with previous grant management issues will be considered after other applicants with similar review scores.

Authorized Official: The person who is authorized to sign legally binding documents for the organization and who will be addressed in communications from LM.

Board Chairperson: This individual represents the board if the organization reports to a board, which may mean the Board Chairperson is also the authorized official. If the organization does not report to a board, the authorized official is the highest-level official who can authorize the library's participation in the ARPA project.

Cash Match: The amount of money that the grant recipient puts toward the project costs.

CIPA: The Children's Internet Protection Act restricts the use of funding that is available through the Library Services and Technology Act. These restrictions take the form of requirements for Internet safety policies and technology filters for public and school libraries that use ARPA funds to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet.

DUNS Number: Data Universal Numbering System number. The nine-digit number assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or at http://fedgov.dnb.com/webform.

Fiscal Agency: The organization whose bank account the grant funds flow through for the exclusive benefit of the ARPA-eligible library of organization. The ARPA project reimbursement check, which is issued by the state of Michigan, is made payable to this organization. In some cases, the fiscal agency may be a parent organization (for example, city, township, county, or school district).

Fiscal Agent: The individual employed by the fiscal agency who has access to the financial books and records that pertain to the grant project. The grant administrator and fiscal agent may be the same individual.

Goals: What the project is designed to accomplish; the positive outcome generated from the project. Goals usually refer to broad intentions rather than specific and measurable objectives.

Grant Administrator: The grant administrator must be an employee of the applicant ARPA-eligible library or organization. A grant administrator is generally responsible for completion of the ARPA project application, required forms during the project and the final narrative report at the project's completion. The grant administrator may be the library director, or any other staff member assigned to undertake the responsibilities of managing the project. The grant administrator and fiscal agent may be the same individual.

Grant Award: A binding legal document that authorizes the implementation of the proposed project and records the legal obligations of the parties to the award.

Grant Period: The period specified in the grant award document within which expenditures can be made or procured.

Indirect Costs: An indirect cost is an organization's incurred cost that cannot be readily isolated from the grant project. Typical examples are charges for utilities, insurance, use of office space and equipment

owned by the library, local telephone service, and the salaries of the management and administrative personnel of the organization.

Institute of Museum and Library Services (IMLS): An independent federal agency that supports museum and library services through various programs, including those authorized under the Library Services & Technology Act. More information is available at www.imls.gov.

Library Cooperative: A public library cooperative is a formally structured and state-funded organization consisting of a group of legally established public libraries in Michigan. Cooperatives are organized under P.A. 89 of 1977, the State Aid to Public Libraries Act, which provides the minimum requirements for public libraries and for cooperatives to receive state aid funding.

Library Services & Technology Act (LSTA): The authorizing legislation for IMLS. The broad priorities of the Act are to improve and support library, museum, and information services in the United States.

Multi-type Cooperation: Networking and collaborative partnerships among all types of libraries and local government, day care facilities, senior centers, residential adult facilities or any other local agency. Example projects include union catalog listing, common delivery and interlibrary loan arrangements, and/or joint training and planning activities.

Objectives: Objectives are narrow, precise, and measurable accomplishments that help to determine whether a goal has been reached. Objectives tend to be more specific about intended accomplishments than goals.

Outcome Based Evaluation (OBE): An evaluation process that provides information about the degree to which a project has met its goals to create benefits for individuals in the form of skills, knowledge, behavior, attitude, status, or life condition. See www.imls.gov for more information. OBE evaluation may require pre- and post-testing to show outcomes.

Partners: External departments, agencies, organizations, etc. with whom the applicant library has a formal arrangement to work mutually for the benefit of participants, end users, or patrons. Partners actively work together, expend effort, and make substantial contributions toward the success of the project by being involved in the planning, funding, and/or implementation of project activities. Letters of support are not considered evidence of partnerships. Evidence of partnerships are partnership statements that detail the possible funding, work, and staffing that the partner organization will contribute to the project. Vendors who provide services related to the grant project are NOT considered partners for the purposes of this grant, nor are branches or departments within the same overarching institution, or libraries or schools for which a contractual relationship already exists with the applicant organization.

Project Outcome(s): Change(s) in the target audience's skills, knowledge, behavior, attitude, and status or life condition from the experience of the project. Project outcomes ask the question, "What were the results?" One example may include, "75, or 32% of the parents and caregivers who participated in the 'Mommy and Me' literacy program reported that they read to their child at least 10 minutes three times a week for six weeks. Prior to participation in the program, only 10 percent of parents and caregivers did so."

Project Outputs: Measures of service or products provided; for example, the number of participants who completed a workshop or the number of items digitized.

Project Purpose: Answers the questions: what we do, for whom, and to what end (i.e., for what expected outcome or benefit).

Resource Sharing: The sharing of books, equipment, expertise, staff, or other readily available library resources with other libraries in support of current, ongoing activities.

Statewide: Refers to programs or projects that have the entire state's population as potential beneficiaries; a general service made available to all state residents, as compared to one that serves a specific, smaller target population.

Target Benchmark: A quantifiable measure of the impact of the project. For example, a success point may be the increase in participation of early reading programs by 20 percent. Another example may be to improve the reading levels of literacy program participants by 2 grade levels.

Total Project Cost: The total project cost is intended to show the total value of the project. It is the total of the ARPA funds requested and cash match.

XIV. GRANT PROGRAM TIMELINE

Application Availability	**June 2021**
Application Webinar	**June 2021**
Application Due Date	**Thursday, July 15, 2021**
Award Announcement Letters	**August 2021**
Grant Agreements Executed	**August 2021**
Grant Administration Training	**August 2021**
Grant Contract Start	**September 1, 2021**
Quarterly Project Reports Due	**Last Business Day of December, March, June September**
Quarterly Reimbursement Requests Due	**Last Business Day of December, March, June, September**
Project Revision Due (Optional)	**No later than last business day of April 2022**
Grant Activities Complete & Contract End	**September 30, 2022**
Final Reimbursement Request Due - **Grant Expenditures Complete**	**September 30, 2022** **August 30, 2022**
Final Project Report Due	**October 31, 2022**

A submission by 5:00 PM EST in the online grant system is the final deadline for each date.