



These grant funds are provided by the American Rescue Plan Act (ARPA) via the Institute of Museum and Library Services (IMLS). Applicants will explain how the use of requested grant funds will help their communities respond to the COVID-19 pandemic and the impacts of the pandemic.

**Application Deadline: September 24, 2021 • Grant awards will be announced October 8, 2021**

***Read through the grant application before submitting your request. Use this PDF draft to plan your online application submission. Once you begin the online application you will not be able to save your progress and come back.***

1. This application is from:
  - A library system
  - A municipal/county library
2. Name of Library/Library System
3. Mailing Address
4. City
5. Zip Code
6. Library's D-U-N-S number (Register for number: [www.dnb.com/duns-number/get-a-duns.html](http://www.dnb.com/duns-number/get-a-duns.html))
7. Library Director's or System Director's Name
8. Library Director's or System Director's Phone Number
9. Library Director's or System Director's Email Address
10. Authorizing Official (City Manager, Board Chair, System Director, etc.)  
*The authorizing official is the person who is allowed to accept federal money on the library's behalf.*
11. Authorizing Official's Phone Number
12. Authorizing Official's Email Address
13. U.S. Congressional District (Find your District number and U.S. Representative [www.house.gov/representatives/find-your-representative](http://www.house.gov/representatives/find-your-representative))
14. Name of State Representative in Oklahoma House (Systems, list Representative of headquarters library) (Find your Oklahoma House Representative: [www.oklegislature.gov/findmylegislature.aspx](http://www.oklegislature.gov/findmylegislature.aspx))
15. Name of State Senator in Oklahoma Senate (Systems, list Senator of headquarters library) (Find Your State Senator: [www.oklegislature.gov/findmylegislature.aspx](http://www.oklegislature.gov/findmylegislature.aspx))
16. According to the formula for Targeted ARPA Grants to Oklahoma Public Libraries, my library/library system may apply for grant funds totaling up to:  
*Download and view the list of libraries and library systems with ARPA grant amount eligibility [[libraries.ok.gov/arpa-grant/eligibility-amount.xlsx](http://libraries.ok.gov/arpa-grant/eligibility-amount.xlsx) (Excel file)]*

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Public libraries may apply for only one ARPA Targeted Grant but the grant request may encompass up to ten spending categories:

- Collections/Materials
- Communications
- Connectivity/Devices
- Emergency Preparedness
- Furniture
- Network Enhancements
- Other Technology
- Personal Protective Equipment
- Security Measures
- Staffing

The following questions ask you to select the categories under which your library plans to use grant funds.

- You will be asked what you plan to purchase/provide within each selected category.
- You will be asked to provide the vendor and cost for each item/service you list under each selected category
- You will provide a total planned expense for each category

You can allocate part of your ARPA Grant to cover the library's indirect costs (AKA "overhead costs"), such as utilities, general insurance, use of office space and equipment that you own, local telephone service, and the salaries of the management and administrative personnel of the organization. (Installation is not an indirect cost. Installation costs for fixed equipment is not an eligible expense.) You must choose one of these three options:

- Use a current indirect cost rate that your library has negotiated with a federal agency. Send a copy of the current negotiated agreement to [Tara.McCleod@libraries.ok.gov](mailto:Tara.McCleod@libraries.ok.gov)
- Use a rate of 10% of total direct costs.
- Use a rate of 0% to indicate that you do not request indirect costs.

At the end of the application, you will add up your planned expenses in each of your selected categories and provide the total amount of your grant request.

**NOTES:**

Grant funds may not be used beyond September, 2022 for service contracts for internet devices, subscription services, or staff expenses. Libraries wishing to continue such grant-funded services beyond September, 2022 must use other dollars.

This application does not carry forward dollar amounts and compute totals. You will have to breakout your calculators.

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17. Our library will use grant funds for **Collections/Materials** Yes/No

If no, proceed to question 18.

Eligible expenses under **Collection/Materials** include ebooks and emedia platforms such as Hoopla or Tumblebooks; book and movie vending for 24/7 access; HiSet and GED materials; materials that support education, workforce development, and health.

List specific items/services planned for purchase; vendor name and planned expense for each item/service in the box below. Include unit costs and quantities where applicable, subscription price and length of subscription service, types of print titles and planned expenditure for print titles. Please include indirect costs if you choose. (**Note:** Grant funds may not be used beyond September, 2022 to pay for subscription services. Libraries wishing to continue such grant-funded services beyond September, 2022 must use other dollars.)

**Plan Your List Here**

Total grant funds used for **Collections/Materials** expenses: \$ \_\_\_\_\_

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18. Our library will use grant funds for **Communications** to promote available services and resources to our community Yes/No

*If no, proceed to question 19.*

*Eligible expenses under **Communications** include development of media in print, digital or broadcast format to promote and market library services and resources.*

*List products/promotional materials your library plans to develop/purchase with planned expense for each in the box below. Include quantities and cost of print materials, expenses of digital or broadcast efforts, and any vendors you plan to work with to market services. Please include indirect costs if you choose.*

**Plan Your List Here**

Total grant funds used for **Communications** expenses: \$ \_\_\_\_\_

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19. Our library will use grant funds in the **Connectivity/Devices** category to improve access to digital resources and services in our community. Yes/No

*If no, proceed to question 20.*

*Eligible expenses under **Connectivity/Devices** include hotspots (including lockers for hotspot placement); laptops/Chromebooks/tablets; service plans for internet devices; stand-alone outdoor Wi-Fi stations; accessible computer workstations and other equipment and software to improve accessibility; portable routers; and tech kits-bundles that include a carrying case, a device to access the internet, a device to*

connect to the internet, and instructions on use and referrals for help. Please include indirect costs if you choose. (**Note:** Grant funds may not be used beyond September, 2022 to pay for internet service plans.

Libraries wishing to continue such grant-funded services beyond September, 2022 must use other dollars.)

List specific products, telecom services, and vendors with per unit cost and total costs for each.

**Plan Your List Here**

Total grant funds used for **Connectivity/Devices** expenses: \$ \_\_\_\_\_

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20. Our library will use grant funds for **Emergency Preparedness/ Response**. Yes/No

*If no, proceed to question 21*

*Eligible expenses under **Emergency Preparedness/Response** include Emergency Response training (including preparing for long closures, working with first responders, response coordination) and supplies related to Emergency Response.*

*List plan and costs related to training, name of trainer/training service (vendors) and their fees; list specific supplies and their costs. Please include indirect costs if you choose.*

**Plan Your List Here**

Total grant funds used for **Emergency Preparedness/Response** expenses: \$ \_\_\_\_\_

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21. Our library will use grant funds for **Furniture**. Yes/No

*If no, proceed to question 22.*

*Eligible expenses under **Furniture** include un-upholstered furniture that is easier to clean and sanitize, and furniture that will improve/enable social distancing (computer stations, service desks, etc.)*

*List specific furniture with vendor and costs. List per unit costs along with total cost for items if applicable.*

Please include indirect costs if you choose.

**Plan Your List Here**

Total grant funds used for **Furniture** expenses: \$ \_\_\_\_\_

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22. Our library will use grant funds for **Network Enhancements**. Yes/No

*If no, proceed to question 23.*

*Eligible expenses under Network Enhancements include network assessment and remediation, as well as purchases of Network boosters/extenders.*

*List specific assessment and remediation service with cost; list specific products and include per unit as well as total cost of boosters/extenders. Include vendors you plan to use for services and products. Please include indirect costs if you choose.*

**Plan Your List Here**

Total grant funds used for **Network Enhancement** expenses: \$ \_\_\_\_\_

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23. Our library will use grant funds for **Other Technology**. Yes/No

*If no, proceed to question 24.*

*Eligible expenses under Other Technology include audio/video equipment to host community meetings, deliver training, etc.; curbside scheduling software; security software for the network; RFID and self-check set up.*

*List specific equipment and software products with vendor and cost for each. Please include indirect costs if you choose.*

**Plan Your List Here**

Total grant funds used for **Other Technology** expenses: \$ \_\_\_\_\_

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24. Our library will use grant funds for **Personal Protective Equipment (PPE)**. Yes/No

*If no, proceed to question 25.*

*Eligible expenses under **Personal Protective Equipment** include masks, gloves, cleaning supplies, Plexi-glass dividers, hand sanitizer dispensers, no-touch water bottle filling stations.*

*List individual items and supplies. Include quantities, per package costs, total costs, and supplying vendors. Please include indirect costs if you choose.*

**Plan Your List Here**

Total grant funds used for **Personal Protective Equipment** expenses: \$ \_\_\_\_\_

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25. Our library will use grant funds for **Security Measures**. Yes/No

*If no, proceed to question 26.*

*Eligible expenses for **Security Measures** include cameras for interior and/or exterior use to increase safety and reduce vandalism; security devices for materials and technology equipment.*

*List specific products and devices along with vendors; include per unit cost and total cost. Please include indirect costs if you choose.*

**Plan Your List Here**

Total grant funds used for **Security Measures** expenses: \$ \_\_\_\_\_

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26. Our library will use grant funds for **Staffing**. Yes/No

*If no, proceed to question 27.*

*Eligible expenses for **Staffing** include digital navigators, homework helpers, job coaches, and professional services contracts.*

*Be specific in describing your **Staffing** plan and expenses. How many will be employed per role (navigator, helper or coach) and what will be the expense? Include partnerships with community organizations, expense of any contracts to provide such services, and the length of service for temporary staff in various roles. Please include indirect costs if you choose. (**Note:** Time sheets will need to be maintained for staff working under the grant. Grant funds may not be used beyond September, 2022 for staff expenses. Libraries wishing to continue such grant-funded services beyond September, 2022 must use other dollars.)*

**Provide Your Staffing Plan**

Total grant funds used for **Staffing** expenses: \$ \_\_\_\_\_

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27. **Totaling all of our planned expenses** under all of our selected categories, our Grant Request is (in whole dollars) \$ \_\_\_\_\_

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28. Explain how the grant will be used to respond to the pandemic, and the impacts of the pandemic, in your community. Provide specific examples.

**Provide Your Justification**

29. If you identified needs that are greater than your allotment under the formula for ARPA grant amount eligibility [[libraries.ok.gov/arpa-grant/eligibility-amount.xlsx](https://libraries.ok.gov/arpa-grant/eligibility-amount.xlsx) (Excel file)], explain your needs here and estimate the overrun. In the event funding is available, these needs may be considered.

**Explain Needs and Estimate Overrun**

30. Have you received ARPA grant funds from any other organization? Yes/No  
If yes, please list the organization(s) that provided grant(s) to your library:

**List Organization(s) Here**



31. Check box to agree: I acknowledge our library has attended or will attend one of the virtual meetings on applying for the ARPA Targeted Grant, or has viewed or will view a recording of the meeting.

**Reporting Requirements:**

*A final narrative and budget report will be required. The report must include a complete evaluation of the achievement of the project objectives, the successes and failures of the project, and the impact of the project on the individuals and communities the entity serves. Recipients are encouraged to maintain a file of anecdotes, quotes and comments to include in the final report. An evaluation must be included and the use of outcomes-based evaluation is required.*

*There will be two reports – an Interim Progress Report due March 31, 2022 and a Final Report due July 30, 2022. (Note: Service contracts, subscription services, staff expenses funded by the grant may still be paid through September, 2022.) The reporting documents will be sent to you when the grant is awarded.*

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*If you would like an emailed confirmation or a copy of your application, please contact us at [info@libraries.ok.gov](mailto:info@libraries.ok.gov). Put ARPA Grant App in the subject line and in the body specify if you want confirmation that your application was received or if you want to receive a copy of your application.*

**SUBMIT**