Managing Your ARPA Grant
2021 Manual

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INSTITUTE *of* **Museum** and **Library** SERVICES

TABLE *of* CONTENTS

Chapter 1
Introduction

This manual is intended to provide you with an easily accessible guide to managing your project from the time you are awarded the grant until you turn in your final report. Whether you are receiving your first ever grant or whether you're a seasoned pro at all things funding, we recommend that the project director become familiar with this manual. While ARPA grants have similarities with the LSTA grants and CARES Act mini-grants offered in the past, they have their own unique guidelines and obligations. This manual provides you an overview of the entire process and your responsibilities in it.

Chapter 2
General Responsibilities

The Indiana State Library

It is the responsibility of the Indiana State Library to assist you in completing a successful project. This often means working closely with you throughout the year and sometimes even beyond. ISL is also responsible for monitoring all aspects of your project—programmatic and financial—and reporting the results to the Institute of Museum and Library Services.

The State Library's responsibilities include:

- *Communicating frequently with grantees and soliciting feedback*
- *Advising the project director on programmatic and/or financial issues that arise*
- *Completing site visits to assist with and monitor projects in the field*
- *Reviewing reports and reimbursement requests*
- *Approving all project revisions in accordance with the contract*
- *Submitting a final annual report about ARPA expenditures to IMLS*
- *Documenting exceptional grant projects and helping to spread the word of their successes*

Grantee

The library, network, cooperating group, or regional library system, as the proud recipient of this award, is known as the grantee. As such, it contracts with the State Library to expend awarded funds in accordance with the plan set out in the grant proposal and to accomplish the objectives as approved. **A project director must be assigned to the project and will be primarily responsible for meeting contract obligations and approved goals.** Responsibilities of the grantee and project director follow on the next page.

Responsibilities of the Grantee & Project Director

☐ Following all state and federal laws

☐ Ensuring that contractual agreements between the State of Indiana and the grantee are met and that any disbursement of funds is made only after the contract has been finalized (*see Chapter 4: Contracts*)

☐ Carrying out the action plan as stated in the original proposal or with approved changes *(changes to the program as outlined in the application must first be approved by the State Library)*

☐ Requesting approval for revisions to programming plans or budget if applicable (*see Chapter 6: Program & Budget Revisions)*

☐ Giving recognition to LSTA and the IMLS in all publicity (*see Chapter 10: Publicity*)

☐ Appointing a project director who will be primarily responsible for the project

☐ Notifying ISL's Grant staff immediately if the project director leaves or will be absent from the project for longer than three months

☐ Meeting reporting deadlines (*see Chapter 3: Timeline and Chapter 8: Reporting*)

☐ Regularly submitting reimbursement requests (*see Chapter 7: Reimbursement Procedures*)

☐ Personally tracking reimbursement requests, expenditures, and obligations. *(Note: even if your business office is ultimately responsible for the accounting, the Project Director must still be aware of and will be accountable for how each dollar is spent.)*

☐ Regularly submitting copies of survey results, newspaper clippings, flyers, and program announcements

☐ Evaluating your project progress in meeting goals and objectives (*see Chapter 8: Reporting*)

☐ Preparing for site visits

☐ Spending all federal funds or letting ISL know if you expect to have substantial amounts of money remaining for any reason

☐ Maintaining grant records through December 31, 2026

Chapter 3
Timeline

Because the due dates for all reports are known well in advance, it is expected that project directors plan ahead and submit each report on time. All required reporting forms are available online at https://in.gov/library/arpa-grants

Mark these dates on your calendar!

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2021 ARPA SUB-GRANTS TIMELINE

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July 2021	Application posted
August 9, 2021	Applications due
September 2021	Application review process
September 2021	Award notification via email
October 2021	Project begins when grant contract is complete
Mar. 1, 2022	Interim report due
July 30, 2022	Project ends; all project funds must be spent.
Aug. 15, 2022	Last day to submit reimbursement requests.
Sept. 30, 2022	Final Reports due
Sept. 30, 2022	End of 2021-2022 ARPA grant period

Chapter 4
Contracts & Agreements

No grant project can begin without a completed contract, signed by the grantee and approved by the State of Indiana. **The start date of your project is the day the Attorney General approves and signs the contract. Any funds spent before this start day WILL NOT be reimbursed.**

DUNS Number Required to Receive ARPA Funds

If your library intends to apply for any subgrants, please make sure you have obtained a DUNS number or a SAM.gov registration – this information will be required on all subgrant applications per IMLS. To obtain a DUNS number, please apply through **https://www.dnb.com/duns-number/get-a-duns.html** or calling 1-844-235-0039. Note that a SAM.gov registration will be required by IMLS beginning on April 1, 2022.

Read the full April 15 Pre-Award Treasury Guidance here.

Read an explanation of DUNS numbers here. Obtain a valid DUNS number here or call 1-866-705-5711 to begin the registration process.

Read an explanation of SAM registration here. Start SAM registration process here.

Completing the Contract

The Indiana State Library will send all grantees a contract. Each contract will include the grantee's name and address, project number, CFDA number, federal account number, amount of award, ending date of the grant, and duties of the grant.

The State of Indiana uses an electronic contract system. All grant contracts are prepared by Indiana State Library staff, which are now processed through the State's financial system (PeopleSoft) and require electronic signatures. Grantees should NOT change the name of the contract document they receive; the name is the 25-digit contract number, and renaming the document may slow down the internal signature process for ISL.

The Supplier Contract Management (SCM) electronic signature process requires that every grantee be a vendor and complete the bidder registration in PeopleSoft. You will receive a user ID and password. Most public libraries, academic libraries and school corporations are vendors in PeopleSoft, but may not be

registered bidders. The bidder information is necessary for the grantee to access contracts prepared for their signature through the State's supplier portal. The grant contract process cannot begin until the library is a registered bidder in the system. More information on the process can be found at https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/. If you have additional questions, please contact Amey Redding, Bidder Coordinator, of the Indiana Department of Administration (IDOA) at (317) 234-3542 or aredding@idoa.in.gov.

A training video on eSigning a contract is available on the Electronic Contracting page of IDOA's website: https://www.in.gov/idoa/procurement/electronic-contracting-scm/. The link for the eSigning contract process pdf file is on the same page, located under the **Internal & External Contract Signature Process** heading.

Once the final signature from the Attorney General is received, the Indiana State Library will notify each grantee by email. *Note: This process can take up to 45 days. Please ensure you get the appropriate signatures and return the contract to us in the timeliest manner possible*. Once you receive a copy of the contract with State signatures, you may begin spending.

Appropriate Signatures

Academic Libraries

The grants administrator or library director (or an officer of the academic institution) should sign the contract on the signature page and type in the date, his/her name, and title; the other person may attest.

Public Libraries

The library board must approve the contract at an agency board meeting and authorize the agency director to sign the contract.

Completing Agreement Forms

Federal Requirements
In addition to receiving a contract from the State Library, you will also receive an agreements form that must be signed by the library director or superintendent and returned with the contract. This form certifies that the grantee meets all federal requirements for receiving ARPA funds. In order to receive any reimbursements, this form must be completed.

CIPA Certification

You will receive a Children's Internet Protection Act (CIPA) certification form. By checking off the appropriate boxes and signing this form, you assure that you are in compliance with CIPA. This form should be signed by the library director or superintendent and returned with the contract. In order to receive any reimbursements, this form must be completed.   For more information about CIPA, go to http://www.fcc.gov/guides/childrens-internet-protection-act .

Chapter 5
Pre-Project Activities

As a grantee, you may learn that your project is approved but you may need to wait to spend grant funds because of delays in completing your contract. Although this may seem like down time before your project can begin, there are many pre-project activities **not requiring funds** which should be completed during this time.

Some examples of pre-project activities include:

- *Reviewing professional selection tools.*
- *Consulting advisory groups.*
- *Making decisions about product selection.*
- *Talking to vendors.*
- *Planning your future programs.*
    - *Who will be involved?*
    - *Where will programs take place?*
    - *When should these begin?*
- *Gathering pre-project baseline statistics for evaluation.*

Waiting for your contract to be completed and returned may be a frustrating time because you are anxious to spend the funds promised and begin your project. But by using this time to refine your plans and potentially identify and manage obstacles before they develop, you better enable yourself to fully achieve your project goals.

Chapter 6
Program & Budget Revisions

We want your project to succeed and we know that achieving success may require modifications to your original plan. While we understand that changes to your plan or budget may become necessary, the State Library must approve any major activity or budget revisions and should be informed at the first sign of any potential problems.

Always contact the State Library at the onset of a problem or change. Do not make decisions or obligations that differ from your approved project budget or plan without first seeking appropriate approval. **When in doubt, contact ARPA@library.in.gov.**

Written approval is required for major programmatic or budget changes. This means that changes in your programmatic plan from those stated in your original proposal must be submitted in writing to and approved by the State Library before they can be implemented.

Any alterations to the project budget, large or small, must first be approved. This includes reallocations of funding from one budget category to another. Most budget changes will require a formal revision request. Contact ARPA@library.in.gov for instructions on requesting a budget revision. If approved, the revised budget will replace the former.

The Indiana State Library must be notified immediately if there is a change in Project Director. Include all new or updated contact information with the notification.

Chapter 7
Project Finances

Reimbursement

ARPA funds awarded to sub-grantees are available through reimbursement only. In order to receive ARPA grant fund reimbursement for project expenses, you must follow our reimbursement procedures. A copy of all records documenting account expenditures, reimbursements, and cash match should be maintained in a grant program file at your library through December 31, 2026.

Reimbursement Standards

To receive reimbursement, sub-grantees must meet the following standards:

- o Expend funds for items and purposes allowable under federal and state law and [federal OMB regulations](#).
- o Expend funds for the purposes and items described in the contracted project application or approved project revision
- o Expend funds within the contracted time frame (contract finalization to contract end date)
- o Submit reimbursement request forms with appropriate documentation of expenditures
- o Fiscal agent must sign all reimbursement requests. Forms may be submitted via mail *or* email.
- o Meet all other grantee obligations including the timely submission of required reports
- o Maintain appropriate records of all grant transactions through December 31, 2026.

Sub-grantees who fail to meet any of the aforementioned criteria may be denied reimbursement.

Reimbursement Timeline

Grant spending begins only when the contract is complete (*see Chapter 4: Contracts*). **Monies spent before contracts are signed by all parties WILL NOT be reimbursed.**

- *July 30, 2022*

Grant money **must then be expended by July 30, 2022.** Funds spent after this date WILL NOT be reimbursed unless prior approval has been obtained from the State Library**.** Due to the condensed timeline, it is unlikely any extensions could be considered.

- *August 15, 2022*

  All reimbursement requests must be emailed or postmarked by August 15, 2022, unless prior approval has been obtained from the Indiana State Library**.**

Reimbursement Procedures

Reimbursement requests should be made regularly as you allocate funds, but no more than once a month.

Requests for reimbursement must clearly comply with the approved project budget. Reimbursement claims and invoices are reviewed by the State Library and checked against the project budget to determine approval. Reimbursement will not be given for expenditures that differ from the approved budget unless the grantee obtained State Library approval prior to purchasing (*see Budget Revision below*). A budget revision must be requested for all budget changes, including reallocation of funds from one category to another (*i.e. from personal services to supplies*) and significant increases in item cost.

To receive reimbursement, grantees will submit (1) a completed reimbursement form, (2) an invoice describing purchases, and (3) documentation of monies paid out (proof of payment). A legible copy of a vendor invoice along with proof that funds were already allocated must be submitted with the request for reimbursement for every item purchased. This invoice must include the name of the vendor, invoice number, date, quantity, unit cost, and accurate descriptions of the goods and services. A blank reimbursement form will be included with the completed contract and is also available on our webpage. Appropriate invoice documentation is described in more detail below, in Reimbursement Documentation.

To ensure easy processing of your claim, you are also welcome to attach additional documentation demonstrating the relationship between your claim and your project budget.

Claim forms and supporting documentation should be emailed to ARPA@library.in.gov or mailed to *ARPA Coordinator, Indiana State Library, 140 N. Senate Avenue, Indianapolis, IN 46204.* Be sure the form has been signed, whether it is delivered via email or mail.

Reimbursement Documentation

Items Purchased (including contracts with individuals for services rendered)

A legible copy of a vendor invoice along with proof that funds were already allocated must be submitted with the request for reimbursement for every item purchased. This invoice must include the name of the vendor, invoice number, date, quantity, unit cost, and accurate descriptions of the goods and services.

Budget Revision

Reimbursement claims for expenditures that differ from the approved budget will not be processed without prior-to-purchase approval from the Indiana State Library. As stated in _Chapter 6_, changes to the original project budget must first be approved by the Indiana State Library. To request a budget revision, you must contact the ARPA Grant Consultant before making the requested purchase.

Leftover Funds

If you determine that you will not spend the total amount of the grant, please contact the State Library as soon as possible. Early notification of unexpended funds will allow the Indiana State Library to reallocate those funds into other Indiana projects; otherwise, these funds will be sent back to Washington and will not directly benefit libraries in Indiana.

REIMBURSEMENT CHECKLIST

☐ Do your invoices list every item for which you are currently requesting reimbursement?

☐ Do your invoices list item names and descriptions?

☐ Do those item names and descriptions match those in your project budget?

☐ To ensure quick processing, should you include additional documentation to show how your claim and project budget match?

☐ Are there any purchases for which you are requesting reimbursement that aren't explicitly listed on your original project budget?

    ☐ **If so**, you should cancel your order and contact the grant consultant immediately to request a budget revision.

☐ Are there any significant price increases from the original estimates on your project budget?

    ☐ **If so**, you should contact the grant consultant immediately to request a budget revision.

Chapter 8

Reporting

Two reports are required from all grantees: one interim report and one final report. All report forms are available online on our webpage: https://in.gov/library/arpa-grants Reports are reviewed by ISL staff. These reports help the State Library monitor projects, develop an enhanced understanding of the use of ARPA funds in Indiana, and compile an accurate annual report for the federal government. Because of the importance of these reports, failure to submit a report may result in the loss of your grant funding.

Please keep this in mind: your good stewardship of reporting requirements ensures that Indiana continues to receive federal funds for libraries and will evidence your institution's capacity to manage future grants.

Project Number

All reporting forms require your project number. This number can be found in Part 1: *Purpose of this Grant Agreement* on the first page of your grant contract. Your project number is described as *Project #*.

    Example: Project #T19-2-2(25).

Interim Progress Report

An interim progress report is required from all grantees. The interim progress report form is available on our webpage. It is meant to detail your progress, expenditures, successes, evaluation progress, and any problems you may have encountered. The interim report also contains a simple budget update form, where you are to report the cumulative amount of ARPA funds expended by the midway point in your grant.

Final Report

The final report is available online and can be submitted via mail or email. **It is due September 30, 2022**; this due date will give grantees time to conduct proper evaluation of their new programs and services. Emailed reports must be sent to ARPA@library.in.gov by 11:59 PM Eastern Time, September 30, 2022. Hard copies should be addressed to *ARPA Coordinator, Indiana State Library, 140 N. Senate Avenue, Indianapolis, IN 46204*, and must bear a postmark of no later than September 30, 2022.

The final report should include an evaluation of the project based on the objectives stated in the project application or revised project plan (*see Chapter 6: Revisions*). Grantees will be prompted to report specific outcomes which may include quantities of materials purchased, number of items digitized, and services provided, as well as providing cumulated survey results for projects requiring surveys.

Exemplary Projects

Near the end of the grant cycle, the State Library may send an email soliciting feedback from exemplary projects. If you feel your grant project is successful and can serve as a model for other libraries, please reply to the State Library with a letter detailing the successes you achieved.

Chapter 9
Site Visits

As a part of the oversight of the grant program, the ARPA Grant Consultant, and/or a consultant from the Indiana State Library may make a site visit to some grantee libraries. These visits can occur at any point throughout the grant year, but will be scheduled in advanced. Not all grantees will receive a site visit. At a site visit, the consultant will want to see what has been purchased, your program file of financial and other records, and discuss the progress of the project. Grantees should be prepared for a site visit by having appropriate documentation and information to answer questions about project accomplishments, changes in project direction, strengths and weakness, and information presented in progress reports.   If a site visit is completed, a report will be added to the grantee's file. The grantee will be provided with feedback after the site visit is complete.

Chapter 10
Publicity

Grantees are encouraged to publicize their receipt of an ARPA grant. This can be accomplished through newspaper articles, radio announcements, pamphlets, or other types of handouts. All documented publicity must be mailed to the ARPA Grant Consultant to be added to the grantee's file.

The Institute of Museum and Library Services requires public acknowledgement of the activities it supports. The Indiana State Library also requires acknowledgement by ARPA grantees. The guidelines for crediting the institute and Indiana State Library are described below:

PUBLIC EVENTS: At programs or public gatherings related to your award, acknowledge the Institute and Indiana State Library verbally. Display the IMLS logo on event signage.

PRESS EVENTS: At press conferences acknowledge the Institute and Indiana State Library verbally. Acknowledge the IMLS and Indiana State Library on press kits and in press releases.

PRINTED MATERIALS: The IMLS requires and the Indiana State Library requests that grantees acknowledge the Institute and ISL as follows:

> **"*This project is made possible by a grant from the U.S. Institute of Museum and Library Services, administered by the Indiana State Library*."**

For posters, use a size for which the words "*Institute of Museum and Library Services*" are legible from a distance.

WEB SITES: Acknowledge the Institute and Indiana State Library on your web site.

The IMLS has created a press kit to assist grantees with publicizing the grant award. The press kit contains basic media tips, a sample news release, the IMLS logo and a sample radio public service announcement at https://www.imls.gov/grants/grant-recipients/grantee-communications-kit.

The Indiana State Library logo is available to download at http://in.gov/library/images/ISL_Logo.jpg.

Sample Media Release & Tag Line

Media Release:

For Immediate Release

Today's Date

Contact: *(Insert your institution's contact name, telephone number, and email address)*

(insert your institution's name) Awarded ARPA Grant

(Insert your institution's city) – (Name of your institution) has received a grant in the amount of ($) to *(describe how your institution will use the grant money for the benefit of your community).*

(Insert a quote from your institution's director)

This project is supported by the Institute of Museum and Library Services under the provisions of the American Rescue Plan Act, administered by the Indiana State Library.

The Institute of Museum and Library Services is the primary source of federal support for the nation's 123,000 libraries and 35,000 museums. Our mission has been to inspire libraries and museums to advance innovation, lifelong learning, and cultural and civic engagement. For the past 20 years, our grant making, policy development, and research has helped libraries and museums deliver valuable services that make it possible for communities and individuals to thrive. To learn more, visit www.imls.gov and follow IMLS on Facebook, Twitter and Instagram.

Tag Line:

"The Institute of Museum and Library Services is the primary source of federal support for the nation's libraries and museums. We advance, support, and empower America's museums, libraries, and related organizations through grantmaking, research, and policy development. Our vision is a nation where museums and libraries work together to transform the lives of individuals and communities. "

Chapter 11
Contact Information

ARPA Coordinator
ARPA@library.in.gov
(317) 232-3692