



ARPA Grants to Public Libraries for Equipment and Supply Purchases Worksheet

Use this worksheet to gather all of your information before filling out the online application and budget. *You can't save your application or budget and return to it later-each must be filled out in one session respectively.* Only online applications and budgets will be considered.

Step 1: Application

Your Library

1. Library information (Name, director name, contact, etc.)
2. My library is a municipal library: Yes No
3. If yes, what is the name of your municipality?

Tax/Subrecipient Award Information

1. Federal Tax ID/EIN (number from your W-9)*: _____
2. Grantee DUNS Number *: _____
3. DUNS Registered Name* _____
4. **Use Town/City Federal Tax ID/EIN and DUNS # if library is a municipal library*
5. Grantee Fiscal Year End Month:

Organization Questions

1. What type of accounting system is used for the library's finances?
 - a. Automated
 - b. Manual
 - c. Combination
2. Is the library receiving a grant award for the first time? Yes No
3. Does the library and/or town have written policies and procedures to assure compliance with grant award requirements? Yes No
If yes, are they available for review? Drop down: Yes No
4. Does the accounting system allow you to completely and accurately track receipts and disbursements related to grant awards? Yes No
5. Does the accounting system allow complete tracking of employee's time related to grant awards? Yes No
6. Did the organization have significant audit findings from their last single audit regarding program noncompliance? Yes No Not applicable

7. Did the organization have one or more audit findings from their last single audit regarding significant internal control deficiency? Yes No Not applicable

Required Paperwork for Upload

You'll current need digital copies of

1. W9
2. Certificate of Insurance

Once you submit this application, you will be asked to submit your budget in Step 2.

STEP 2: BUDGET

Your Library

1. Library information (Name, director name, contact, etc.)

Your Budget

You will need an item name and description for each item, along with

- Item category (select from dropdown)*
 - Quantity
 - Price per item
 - Total for each line item
 - The amount to be paid by ARPA funds
 - The amount to be paid by your library
- Total budget for all items

***Categories are**

Outdoor programming and placemaking Items
Indoor furniture for COVID response
Standalone HVAC augmentation
Computers for patrons
Non-construction Wi-Fi and network upgrades
Robotics for kids' programming
Makerspace equipment and content
Video production equipment
Staff technology
One-time collection purchases
Book bike
Accessibility upgrades
Dedicated space for social worker/employment specialist/telemedicine etc.
Personal Protective Equipment (PPE)
One-time tech setup fee

