



IMLS American Rescue Plan Grants 2021 Information Session



Presenters



Christopher Reich

Acting Deputy
Director of Museum
Services and Chief
Administrator

IMLS Office of
Museum Services



Cyndee Landrum

Deputy Director of
Library Services

IMLS Office of
Library Services

Overview

- Program Goals and Objectives
- Performance Goals and Objectives
- Performance Measures
- Important Dates and Times
- How Much and How Many?
- Allowable/Unallowable Costs
- Writing the Narrative
- Application Components
- Application Tips
- Contacts





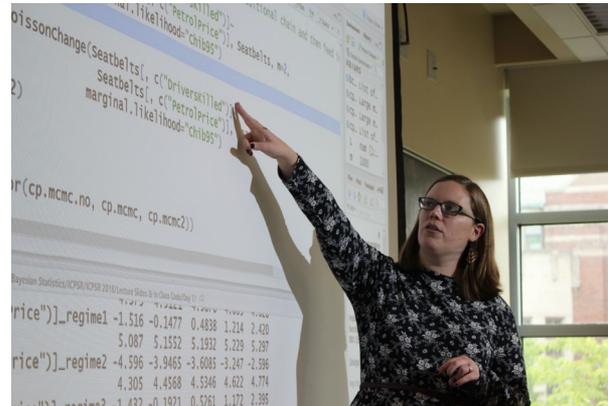
IMLS American Rescue Plan Act Legislation

H.R.1319 - American Rescue Plan Act of 2021 (ARPA)

“There is appropriated to the Institute of Museum and Library Services for fiscal year 2021, out of any money in the Treasury not otherwise appropriated, \$200,000,000, to remain available until expended, for necessary expenses to carry out museum and library services. The Director of the Institute of Museum and Library Services shall award not less than 89 percent of such funds to State library administrative agencies by applying the formula in section 221(b) of the Museum and Library Services Act”

ARPA Program Goals and Objectives

- This grant program has two program goals and three objectives associated with each goal. Each applicant should align their proposed project with one of these two goals and one or more of the associated objectives.



ARPA Program Goals and Objectives

- Goal 1: Strengthen the institutional capacity of museums, libraries, and related organizations to respond to community needs quickly, effectively, efficiently, and responsibly.
 - Objective 1: Advance digital inclusion
 - Objective 2: Support staff positions
 - Objective 3: Build community partnerships



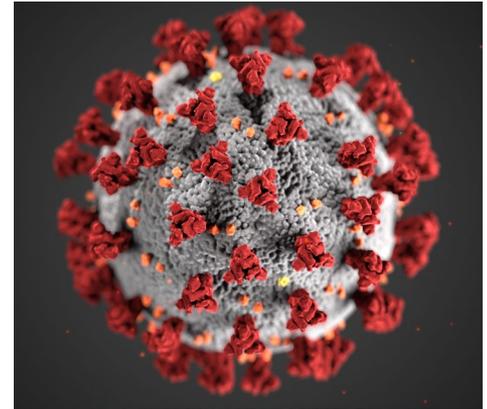
ARPA Program Goals and Objectives

- Goal 2: Increase the ability of museums, libraries, and related organizations to deliver programs and services that contribute to the well-being of families, groups, and individuals of all cultural and socioeconomic backgrounds.
 - Objective 1: Creation and delivery of programs and exhibits
 - Objective 2: Provide trusted spaces for community engagement
 - Objective 3: Collect, preserve, manage, and interpret materials representing all aspects of the pandemic.



ARPA Program Goals and Objectives

- The most competitive proposals will be framed as responses to needs of the community or a target audience—and will provide data-based evidence of how those needs were identified as resulting from or exacerbated by the COVID-19 pandemic.
- Projects may continue, enhance, or expand existing programs and services, or they may launch new ones to address those needs.



Performance Measures

NEW

New Requirement: Each applicant is asked to describe how they will monitor and assess their performance in carrying out their project using two measures for this program:



- Quality: How well the activities meet the requirements and expectations of the target group
- Timeliness: The extent to which each task/activity is completed within the timeframe proposed

Performance Measures

- One page Performance Measurement Plan
 - Identify what data you will collect from what source, the method you will use to collect it, and according to what schedule

See link to an optional fillable chart provided in the NOFO to assist in preparing this required attachment.

D2. Content and Form of Application Submission

The Table of Application Components below will help you prepare a complete application. The links lead to more information and instructions for each application component.

Applications missing any Required Documents or Conditionally Required Documents from this list will be considered incomplete and may be rejected from further consideration. (See 2 C.F.R. § 3187.9.)

D2a. Table of Application Components

Component	Format	File name to use
Required Documents		
Please see the guidance in Section D2a for more information.		
The Application for Federal Domestic Assistance/Short Organizational Form (SF-424S)	Grants.gov form	n/a
IMLS Supplementary Information Form (including Abstract)	Grants.gov form	n/a
IMLS Program Information Form	IMLS PDF form	n/a
Organizational Profile (one page max.)	PDF document	Organizationalprofile.pdf
Narrative (three pages max.)	PDF document	Narrative.pdf
Performance Measurement Plan (one page max.)	PDF document	Perfmeasurement.pdf
Schedule of Completion (one page max.)	PDF document	Scheduleofcompletion.pdf
IMLS Budget Form	IMLS PDF form	Budget.pdf
Budget Justification	PDF document	Budgetjustification.pdf
Resume of Project Director (two pages max.)	PDF document	Resume.pdf

Performance Measure	Data We Will Collect (e.g., counts, costs, weights, volumes, temperatures, percentages, hours, observations, opinions, feelings)	Source of Our Data (e.g., members of the target group, project staff, stakeholders, internal/external documents, recordings, devices, databases)	Method We Will Use (e.g., survey, questionnaires, interview, focus group, informal discussion, observation, assessment, document analysis)	Schedule (e.g., daily, weekly, monthly, quarterly, annually, beginning/end)
Quality: How well the activities meet the requirements and expectations of the target group				<i>Example:</i> At the beginning, the mid-point, and end of the project, we will administer a satisfaction survey to staff who have participated in the training. <i>Example:</i> We will gather opinions about our online services through questionnaires provided to every 20th user.
Timeliness: The extent to which each task/activity is completed within the proposed timeframe				<i>Example:</i> Each quarter, our Project Director will assess our progress in completing our activities in order to complete our project on time.

Important Dates and Times



Applications are due by **11:59 pm EST** on **Monday, June 28, 2021**.

- Awards will be announced in **October 2021**.
- Projects must start **November 1, 2021** and may only be one year in length.

How much and how many?



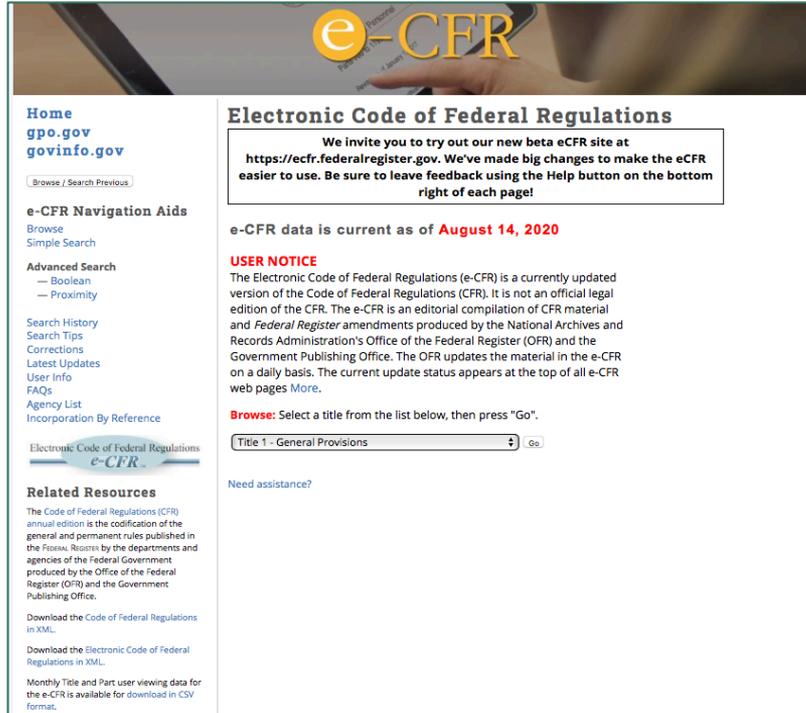
HOW MUCH?

\$10,000-\$50,000 from IMLS
with **1:1 cost share required**

HOW MANY APPLICATIONS?

There is a limit of 1 application per eligible organization.

Allowable/Unallowable Costs



Home
gpo.gov
govinfo.gov

Browse / Search Previous

e-CFR Navigation Aids
Browse
Simple Search

Advanced Search
— Boolean
— Proximity

Search History
Search Tips
Corrections
Latest Updates
User Info
FAQs
Agency List
Incorporation By Reference

Electronic Code of Federal Regulations
e-CFR

Related Resources
The Code of Federal Regulations (CFR) annual edition is the codification of the general and permanent rules published in the Federal Register by the departments and agencies of the Federal Government produced by the Office of the Federal Register (OFR) and the Government Publishing Office.

Download the Code of Federal Regulations in XML.

Download the Electronic Code of Federal Regulations in XML.

Monthly Title and Part user viewing data for the e-CFR is available for download in CSV format.

Electronic Code of Federal Regulations

We invite you to try out our new beta eCFR site at <https://ecfr.federalregister.gov>. We've made big changes to make the eCFR easier to use. Be sure to leave feedback using the Help button on the bottom right of each page!

e-CFR data is current as of **August 14, 2020**

USER NOTICE
The Electronic Code of Federal Regulations (e-CFR) is a currently updated version of the Code of Federal Regulations (CFR). It is not an official legal edition of the CFR. The e-CFR is an editorial compilation of CFR material and *Federal Register* amendments produced by the National Archives and Records Administration's Office of the Federal Register (OFR) and the Government Publishing Office. The OFR updates the material in the e-CFR on a daily basis. The current update status appears at the top of all e-CFR web pages [More](#).

Browse: Select a title from the list below, then press "Go".

Title 1 - General Provisions Go

[Need assistance?](#)

Subpart E—Cost Principles

GENERAL PROVISIONS

- \$200.400 Policy guide.
- \$200.401 Application.

BASIC CONSIDERATIONS

- \$200.402 Composition of costs.
- \$200.403 Factors affecting allowability of costs.
- \$200.404 Reasonable costs.
- \$200.405 Allocable costs.
- \$200.406 Applicable credits.
- \$200.407 Prior written approval (prior approval).
- \$200.408 Limitation on allowance of costs.
- \$200.409 Special considerations.
- \$200.410 Collection of unallowable costs.
- \$200.411 Adjustment of previously negotiated indirect (F&A) cost rates

DIRECT AND INDIRECT (F&A) COSTS

- \$200.412 Classification of costs.
- \$200.413 Direct costs.
- \$200.414 Indirect (F&A) costs.
- \$200.415 Required certifications.

SPECIAL CONSIDERATIONS FOR STATES, LOCAL GOVERNMENTS AND INDIAN TRIBES

- \$200.416 Cost allocation plans and indirect cost proposals.
- \$200.417 Interagency service.

Allowable Costs

Examples of allowable costs

- personnel salaries, wages, and fringe benefits
- travel expenses for key project staff and consultants
- materials, supplies, software, and equipment related directly to project activities
- adaptive and/or assistive technologies and other resources and services to improve accessibility for persons with disabilities
- equipment to improve collections storage and exhibit environments
- third-party costs
- publication design and printing
- program evaluation
- staff and volunteer training
- internships/fellowships
- indirect or overhead costs



Unallowable Costs



Examples of unallowable costs

- general fundraising costs, such as development office staff or other staff time devoted to general fundraising
- contributions to endowments
- general operating support
- acquisition of collections
- general advertising or public relations costs for general promotional activities
- construction or renovation of facilities
- social activities, ceremonies, receptions, or entertainment
- research projects



Application Components: Required Documents

These components are required of all applications.

- Application for Federal Assistance/Short Organizational Form (SF-424S)
- IMLS Supplementary Information Form (including Abstract)
- IMLS Program Information Form
- Organizational Profile (1 page)
- Narrative (3 pages max.)
- Performance Measurement Plan (1 page max)
- Schedule of Completion (1 page max)
- IMLS Budget Form
- Budget Justification
- Resume of Project Director (2 pages max)



Conditionally Required Documents

These components are required of some applications.

- Proof of Private, Nonprofit Status
- Proof of Eligibility (for Nonprofit Organizations that Primarily Serve and Represent Native Hawaiians)
- Final Federally Negotiated Indirect Cost Rate Agreement
- Digital Products Plan (two pages max.)

IMPORTANT: The term “digital product” includes (1) digitized and born-digital content, resources, or assets; (2) software; and (3) research data.

Narrative: Project Justification



- Which program goal and associated objective(s) of the IMLS American Rescue Plan grant program will your project address
- What need, problem, or challenge will your project address, and how did you identify it? *Describe how you have used demographic information, economic conditions, and other relevant data from reliable sources to define the need, problem, or challenge and develop the scope for the project.*
- Who will be served by your project in the short- and/or long-term?

Narrative: Project Work Plan



- What specific activities will you carry out?
- Who will plan, implement, and manage your project?
- How will you track your progress toward achieving your intended results?

Narrative: Project Results



- What are your project's intended results?
- How will your project help with recovery from the COVID-19 pandemic?
- Tip: *Be sure to consider the Review Criteria as you write your narrative; see Section E1 in the NOFO.*

 18

E. Application Review Information

E1. Review Criteria

IMLS instructs reviewers to evaluate applications according to the review criteria listed in this section and to consider all Required and Conditionally Required Documents as listed in [Section D2a](#). Cost share is an eligibility criterion and is not considered in the review of applications. Cost share requirements for this grant program are addressed in [Section C2](#).

Project Justification

- Has the applicant selected an appropriate program goal and one or more associated objectives of the IMLS American Rescue Plan grant program described in [Section A2](#)?
- How well is the identified need, problem, or challenge described and fittingly supported by relevant data? Do the applicant's choices and use of specific data to define the problem to be addressed demonstrate a sufficient ability to manage and analyze data?
- Has the applicant appropriately defined the people to be served in the short- and/or long-term for this work?

Project Work Plan

- Are the proposed activities appropriate for the project and likely to lead to the intended results?
- Are the time, financial, and other resources identified appropriate for the scope and scale of the project?
- Do the identified staff, partners, consultants, and service providers possess the experience and skills necessary to complete the work successfully?
- Is the proposed Performance Measurement Plan likely to be effective in producing the required measures of Quality and Timeliness?

Project Results

- Are the project's intended results clearly articulated and linked to the need, problem, or challenge addressed by the project?
- If implemented as proposed, will this project be effective in helping with recovery from the COVID-19 pandemic?

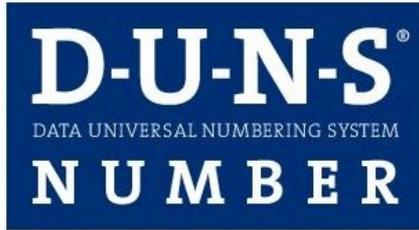
E2. Review and Selection Process

IMLS uses a peer review process to evaluate the merit of all complete applications from eligible institutions. Reviewers are professionals in the field with relevant knowledge and expertise in the types of project activities identified in the applications. IMLS instructs reviewers to evaluate applications according to the review criteria. Peer reviewers must comply with IMLS's federal ethics and conflicts of interest requirements.

The Director takes into account the input provided by the review process and makes final funding decisions consistent with the purposes of the agency's mission and programs.

Application Tips

Check your registrations and know your usernames and passwords.



- D-U-N-S® Number (www.dnb.com)
- System for Award Management (www.sam.gov)
- Grants.gov (www.grants.gov)

You need all three. SAM.gov expires every year. Grants.gov passwords expire every 60 days. Grants.gov accounts are deactivated after 365 days of inactivity.



Application Tips

IMPORTANT TO KNOW: We can make grants only to **eligible** applicants that submit **complete** applications, including attachments, **on or before the deadline**. So...

- Start today.
- Become familiar with Grants.gov Workspace. See <https://www.grants.gov/web/grants/applicants/workspace-overview.html>
- Avoid generalities, acronyms, and jargon.
- Check your spelling, grammar, and math.
- Be sure your application is complete.
- Make sure all application components are in the proper format and follow the correct naming conventions.
- Submit to Grants.gov **early** if at all possible so you can correct any errors.



IMLS Contacts

Cyndee Landrum
Deputy Director of Library
Services
IMLS Office of Library Services
clandrum@imls.gov

Christopher Reich
Acting Deputy Director of
Museum Services and Chief
Administrator
IMLS Office of Museum
Services
creich@imls.gov

Credit

This presentation text is a work of the U.S. Government and its contents are in the public domain. Images in this presentation are used with permission of the source noted, unless otherwise indicated. If you reuse our work, please acknowledge IMLS as the source.