

American Rescue Plan (ARP) Act Formula Grants

- Eligibility: Nevada academic, public, k12, special, or tribal libraries who have opted-in.
- Funding Period: Projects occurring between July 1, 2021-August 31, 2022
- Application Deadline: August 23, 2021
- Required Certifications (one set per library per federal year): <https://nsla.nv.gov/2021LSTA/RequiredForms>
- Submit application and signature forms to: nslaprlsta@admin.nv.gov.

Section 1, Library Information

1.1 Library Name: **North Las Vegas Library District**

1.2 ARP Allotment: **\$30,000**

1.3 Library Address (Street, City, State, ZIP): **2250 Las Vegas BLVD. North, Suite 133, North Las Vegas, NV 89030**

1.4 DUNS Number: **134681717**

1.5 Library Director/Administrator Name: **Forrest Lewis**

1.6 Director/Administrator Email: **lewisf@cityofnorthlasvegas.com**

Phone: **702-633-1079**

1.7 Project Manager Name: **Forrest Lewis**

1.8 Project Manager Email: **lewisf@cityofnorthlasvegas.com**

Phone: **702-633-1079**

Section 2, General Project Information

2.1 Project Title: **Library Tablets**

2.2 Estimated number of community members who will benefit: **700**

2.3 Project Summary *What do you want to do? Briefly give an overview of your project. Space for details is in Section 3.*

For this project we will be looking to purchase 2 tablet stations, with 6 assigned tablets for each station. These tablets will be available for independent patron checkout with their library card, for two hour in-house sessions. The tablets will be utilized for in-house use only, and will provide high speed internet access through our City's WiFi. Once the devices are checked back in to the housing unit, all session data will be erased and the unit will be recharged. The unit is designed to always provide the patron with the most charged unit upon checkout. As an added benefit, the self-service nature of this system dramatically reduces staff and patron direct contact. This goes a long way in helping us implement our social distancing protocols.

This project will not only provide additional connected computer devices within our branches, but it will also allow users the freedom to move around the library, and to use their tablet in group settings for more flexible study options.

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2.4 ARP Priority (select ONE):

- ☐ **Digital Inclusion.** To support digital inclusion efforts to enable libraries to reach residents such as through internet hotspots, accessible Wi-Fi, and digital content and related resources, particularly in support of education, health, and workforce development needs.
- ☐ **Pandemic Response.** To provide rapid emergency relief to libraries across the country, allowing them to safely respond to the pandemic and implement public health protocols;
- ☒ **Support of Library Services.** To support library services that meet the needs of communities throughout the U.S., including costs such as personnel, technology, training, materials, supplies, equipment, and associated indirect costs.

2.5 Nevada LSTA 5 Year Plan Goals (select ONE)

- ☐ 1. Strengthen Nevada libraries' ability to effectively respond to community needs through training, planning, and assessment.
- ☐ 2. Encourage Nevada libraries to develop and use partnerships and collaboration to maximize user resources and services throughout the state.
- ☐ 3. Nevada libraries will provide responsive and accessible learning environments that meet the needs of all Nevada residents.
- ☒ 4. Build capacity of libraries to meet evolving information access needs.

2.6 Primary Audience (select either Library Workforce, General, or Targeted)

☐ Library Workforce (includes volunteers and trustees)

☐ General Population

☒ Targeted Group (select all that apply):

☒ People who are living below the poverty line ☒ Unemployed

☒ American Indian or Alaska Native

☒ Asian

☒ Native Hawaiian or other Pacific Islander

☒ Black or African American

☒ Hispanic or Latino

☒ Families

☒ Intergenerational groups (not families)

☒ Immigrants/refugees

☒ Persons with disabilities

☒ Persons with limited functional literacy skills

☐ Other

☒ Urban

☒ Suburban

☐ Rural

☒ All ages

☐ 0-5 years

☐ 6-12 years

☐ 13-17 years

☐ 18-25

☐ 26-49 years

☐ 50-59 years

☐ 60-69 years

☐ 70+ years

2.7 Partners? ☒ No

☐ Yes (list below, describe their contributions, and note whether Formal or Informal)

Section 3, Project Details

3.1 Implementation Activities *Describe how your project will be implemented. What Activities will you do to advance the ARP priority selected in question 2.2? This section should tie directly to items listed in your Budget (section 4). Please separate your activities into the following four categories (Instruction, Content, Procurement, Planning/Evaluation). To help inform project Outcomes, IMLS requires that you collect data and distribute surveys as indicated below.**

☐ **Instruction.** *Describe classes, performances, presentations, drop-in sessions, etc., that center on instruction. How/why did you choose these topics and how will they advance ARP priorities?*

***Instruction Data to be collected:** 1) # of instruction programs/performances/drop-ins, 2) program/presentation length OR # of drop-ins, 3) attendance total, 4) attendance average

***Instruction Program Surveys (for patrons & staff):** see <https://nsla.nv.gov/2021LSTA/Surveys>



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☐ **Content.** *Describe the books, information, or materials you will acquire/create/digitize for your collection. How/why did you choose them and how will they advance ARP priorities?*

***Content Data to be collected:** 1) # of items obtained, created, or digitized 2) total usage/circulation, 3) average usage per month

***Content Surveys (for staff):** see <https://nsla.nv.gov/2021LSTA/Surveys>



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☒ **Procurement.** *Describe essential project items you will purchase that are NOT collection related (example: hotspots, printers, plexiglass barriers). How/why did you choose them and how will they advance ARP priorities?*

***Procurement Data:** 1) # of items obtained and used

For this project we plan to purchase 2 Envisionware Tablet Stations. Each station consists of the tablet base station with software, 6 Samsung Galaxy 10.1 Tablets with Secure Tablet Enclosures, and a Cloud Management Subscription.

We chose this project for two main reasons. The first reason is due to the fact that currently in our branches we only have stationary public service computers available to our patrons. Students and career seekers who would like to work together in groups, or simply in a more comfortable location, have no option to do so if they are unable to afford their own laptop or tablet. These tablets will provide that freedom for advanced learning options.

The second reason for choosing this particular project is due to the continued effects of COVID-19. This tablet system will allow patrons the ability to check out a tablet with their library card, utilize the device for up to 2 hours anywhere within the library branch to enhance social distancing, and to return the device to the tablet station when their session is complete. All of this will be hands free, without any direct contact with staff or other patrons. Our library will supply the necessary cleaning supplies for patrons to sanitize their device before and after use.

Our ultimate goal is to provide safe and fast access to the internet for our students and job seekers who are unable to afford their own laptop or tablet.

☐ **Planning/Evaluation.** *Describe the formal plans or evaluations you will fund with ARP (ex: disaster plans). How do these plans/program evaluations advance ARP priorities?*

***Planning/Evaluation Data:** 1) # of plans/evaluations funded

***Planning/Evaluation Surveys (for staff):** see <https://nsla.nv.gov/2021LSTA/Surveys>

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3.2 Promotional Activities. *How will you let your community know about this ARP project and its activities?*

We will be working with our City's PIO office to get the word out in many different formats including media releases, in-house promotions, social media promotion, and promotion through community outreach events.

3.3 Desired Benefits/Outcomes to Primary Audience. *What changes in behavior, attitude, skill, or understanding would you like to see for your primary audience as a result of your ARP project?*

Our desired benefit of this program is to provide access to quality high speed devices for our students and job seekers. Since we currently only provide public internet access for our patrons through stationary computer stations, this project will open up access far beyond our current ability. The ability to use these devices in a group setting, or in more comfortable seating areas within the library, will greatly broaden our ability to provide necessary digital access for our residents.



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3.4 Evaluation Activities. *Describe how the desired outcomes will be measured and evaluated. (Include the data collected and surveys distributed during your project activities!)*

Along with the circulation statistics that we will be collecting for each tablet, we will be asking our patrons to complete short surveys to gauge the usefulness and effectiveness of the devices.

3.5 Supporting Materials. *Attach any supporting materials (letters of support, partner agreements, equipment over \$5,000 specs, etc.)*

Section 4, Budget

4.1 Advanced Payments. NSLAPR will offer advanced payments for this project. An advanced payment schedule will be written into your Grant -in-Aid agreement. After receiving the advanced payment, you must still submit all of your expenditure backup (copies of invoices, receipts, and proof of payment) before your next advanced payment is approved. Failure to submit expenditure documentation will impact any future advanced payments and/or grant awards.

☒ No, I will not need advanced payments

☐ Yes, I would like advanced payments. I will work with NSLAPR on an advanced payment schedule.

4.2 Project Budget & Narrative. *Whole dollar* amounts only. Fields do *not* auto-calculate - please enter TOTAL amounts. Travel not to exceed GSA mileage, hotel, and per diem rates. LSTA Total may not exceed ARP allotment as listed in question 1.2 above. Attach additional budget pages if needed. Also, please double check math.

Budget Category	LSTA ARP	Local Cash/In-Kind*	TOTAL
Salaries/Wages/Benefits	\$	\$	\$
Description			
Consultant Fees	\$	\$	\$
Description			
Travel	\$	\$	\$
Description			
Supplies/Materials	\$	\$	\$
Description			
Services	\$	\$	\$
Description			
Equipment over \$5,000	30,000	15.69	30,015.69
Description. Attach specs for pre-approval 2 Envisionware Tablet Stations – 6 Tablet Model.			
Indirect Costs	\$	\$	\$
Rate %: You MUST attach rate documentation			
TOTALS	\$30,000	\$15.69	\$30,015.69

Match: match is not required, but please document any in-kind or local cash you're using for this project

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Section 5, Project Timeline

5.1 Timeline - List all project implementation & promotional activities and indicate (with an X) when the

[illegible]

Section 6, Certifications

6.1, Agreement

By checking the boxes, I agree that I will:

- ☒ Submit a Risk Assessment and all Required LSTA Signature forms (one set per library per grant year). Forms are available here: <https://nsla.nv.gov/2021LSTA/RequiredForms>
- ☒ Expend 100% of LSTA ARP funds in the allowable costs categories as noted in the budget section and submit receipts/backup documentation for reimbursement/reconciliation
- ☒ Document any match, if applicable
- ☒ Conduct participant surveys as required by IMLS - see <https://nsla.nv.gov/2021LSTA/Surveys>
- ☒ Submit final reimbursement requests/all advanced payment backup by September 15, 2022
- ☒ Submit a final report by November 4, 2022
- ☒ Acknowledge the source of project funding in all publicity - see <https://nsla.nv.gov/2021LSTA/Manage>
- ☒ Retain all LSTA ARP grant related documents, including copies of reimbursement requests and payments received, per federal retention schedules (through Dec. 31, 2026 for Federal Fiscal Year 2021 grants)

6.2, Application Certification

Project Title:

Applicant Name & Library Jurisdiction:

WE, THE UNDERSIGNED, CERTIFY the project application named above will be the basis for the operation and administration of the project for which LSTA ARP funds are requested. We will provide expenditure and other reports and will comply with such fiscal provisions as the Nevada State Library, Archives and Public Records.

Receipt of this application by NSLAPR does not guarantee that my library will be awarded funding.

Signature of President, Board of Trustees



Date Signed

8-19-21

Signature of Library Director



Date Signed

8-19-21

Signature of Project Director

Date Signed

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6.3, Eligibility for LSTA Certification

To be eligible to apply for LSTA funds, each applicant library and participant library must certify to NSLAPR that it meets all of the following eligibility criteria:

- Is supported by public revenues (51% or more) or is a non-profit institution or agency;
- Makes the collection accessible to its primary clientele organized according to a nationally accepted classification system;
- Participates in resource sharing through the Information Nevada program;
- Serves its primary clientele free of charge;
- Has a fixed location with regular, published hours of operation;
- Has one or more paid library staff;
- Has an annual budget with funds reserved for library materials and services;
- Has a current, written long range or strategic plan that is available for review.

Applicants should refer to the LSTA Eligibility Criteria certification form of the proposal. These criteria were approved by the Nevada State Council on Libraries and Literacy in May 2008.

The applicant or participating library must also meet the following requirements:

- **Public Libraries:** Must meet the Minimum Standards for Public Libraries
- **School Libraries:** The school district employs at least one certified library/media specialist;
- **Academic Libraries:** Be accredited by the Northwest Commission on Colleges and Universities
- **Library Consortia:**
 - Be a Nevada local, regional, or statewide cooperative of library entities which provides for the systematic and effective coordination of resources of school, public, academic, and/or special libraries and information centers, for improved services for the clientele of such library entities [20 U.S.C. 9122(2)]; and
 - Have a formal organized structure that includes governance, membership, long range planning and regular funding components.
- **Non-profit library related organization:**
 - Be a non-profit entity registered with the Nevada Secretary of State; and
 - Have tax exempt status under the Internal Revenue Section 501(C)3.


Certification: I certify to the best of my knowledge and belief that the library meets LSTA eligibility.



Signature of authorized certifying official



Date Signed



Name & Title

Submit application with all completed signature pages to nslaprlsta@admin.nv.gov.
Subject: ARP Grant Application