STATE LIBRARY OF IOWA

From the State Library - June 25, 2021

ARPA Grants: One Week to Apply!

We are pleased to report that more than 200 Iowa public libraries will receive ARPA Grants of up to $5,000 for projects to benefit their communities! Can we get to 300 by next Friday's deadline?

There's one week left to apply; we don't want any libraries to potentially miss out on these grants. Contact your District Consultant to discuss potential ARPA Grant projects for your library.

ARPA Grants Count

Total Grant Applications Approved: 213

Approved Applications by District:

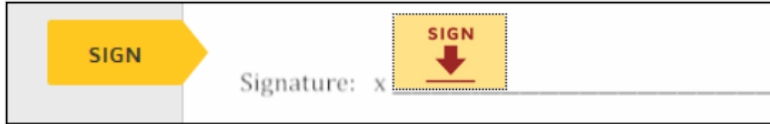| NW	NC	NE	SW	CE	SE
35	30	48	26	42	31

How to Electronically Sign a DocuSign Document

The ARPA Grant Agreement requires an electronic signature from the library director before the final approval process can move forward and libraries begin to purchase items for the grant projects.

First, you will receive an email from DocuSign on behalf of the ARPA Grant Administrators notifying you that there is a document waiting for you to review and sign. Please check your spam folder if you submitted a grant application and have not heard back within a few days; staff will either request that you revise your application, or it will be granted initial approval and an email from DocuSign will be generated with the Award Letter and Grant Agreement for signing.

Click the **Review Document** link in the email to start the signing process. Select the **checkbox** to agree to use electronic records and signatures and then click **Continue**.

Please Review & Act on These Documents

Deana F

Please read the Electronic Record and Signature Disclosure.
☐ I agree to use electronic records and signatures.

CONTINUE

Next, click the **Start** tag on the left to be taken to the first tag requiring action.

SIGN

Signature: x
SIGN

Click the **Sign** tag; you will then be asked to adopt your signature.

Adopt Your Signature

Confirm your name, initials, and signature.

Full Name
Michael P

Initials
MP

Select Style   Draw

Preview

DocuSigned by:
Michael P
—02367A3E9D33485...

DS
MP

Change Style

By clicking Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN   CANCEL

Verify that your name and initials are correct or change them if needed. Click **Adopt and Sign**.

Follow the steps to complete and sign the other signature fields. When finished, confirm signing by clicking **Finish**. A message will appear stating you have completed signing the document and you will have the option to download a PDF or print a copy.

Read detailed instructions and watch a how-to video at the link below:

DocuSign Signing Instructions

Ready to apply for an ARPA Grant?
Applications must be received by July 2!

ARPA Grant Application

1112 East Grand Avenue

Des Moines, Iowa 50319
1-800-248-4483