

## ARPA Formula Grant Requirements

To receive ARPA funds, Maine libraries will need the three numbers below to complete the registration and application online. We expect the application to open on July 1, 2021.

1. EIN (Employer Identification Number)
2. DUNS number (required when receiving federal funds)
3. State of Maine VC# - MSL will send out forms with instructions or you can [download](#) from our website.

Review the allowable funding categories prior to starting the application.

Fill out an online application, select allowable funding categories, and agree to spend funds within the grant time frame (July 1, 2021 – December 31, 2021).

Submit a report via the MSL online Grant Management System by December 31, 2021.

1. EIN –Employer Identification Number (EIN) is also known as a Federal Tax Identification Number. More information at the [IRS website](#). This may also be found on your W2
2. A DUNS Number

Informational PDF on DUNS: <https://www2.ed.gov/about/offices/list/ope/dunsguide.pdf>

Look up to see if your library already has a DUN#: <https://www.dnb.com/duns-number/lookup.html>

If you need to request a DUNS: <https://fedgov.dnb.com/webform/pages/CCRSearch.jsp>

### **Gather Documentation**

- To request a new D-U-N-S Number or modify an existing D-U-N-S Number you will need two forms of acceptable documentation to complete this process. (See examples of acceptable documentation below).
- Both documents must clearly show correct legal business name at the current physical address.
- These documents will be uploaded electronically, in STEP 2, prior to submission.
- For Sole Proprietorship make sure documentation contains Your Personal Legal Name and current Physical Address. (Personal Mailboxes-PMB, 3rd party mail sites, Virtual Offices, APO & FPO addresses will not be accepted).

The [SIC for libraries](#) is 8231.

### 3. State Vendor Code

The Maine State Library will also need your library to have a Vendor # in the state's accounting system. Check to see if your library already has a VC# (Vendor Code) active in the state system.

[Libraries with Active Vendor Accounts](#)

[Libraries with Inactive Vendor Accounts](#)

[Library with No Vendor Account](#). Please fill out a Vendor form and email or mail to Kimberly Clark.