INSTITUTE *of* **Museum** *and* **Library** SERVICES

2010

Native American Library Services

Basic Grant and Basic Grant with Education/Assessment Option

Grant Program Guidelines
CFDA No. 45.311

Basic Grant Deadline: March 1, 2010
Enhancement Grant Deadline: May 3, 2010

Basic Grant and Enhancement Grant guidelines are being published separately this year. Guidelines for Enhancement Grants will be available mid-January 2010 on the IMLS Web site (www.imls.gov) and Grants.gov (www.grants.gov).

Applicants must apply through Grants.gov(see www.imls.gov/grantsgov for more information).

FOR MORE INFORMATION, CALL OR WRITE:

Office of Management and Budget Clearance Numbers

Burden Estimates and Request for Public Comments

DEAR COLLEAGUES

On behalf of the Institute of Museum and Library Services (IMLS), I am pleased to present the 2010 Native American Library Services Basic Grant guidelines. Federally recognized tribes and Alaska Native villages and corporations may apply for these grants in either the Basic or the Basic with Education/Assessment Option categories. These noncompetitive grants are designed to support traditional core library services in tribal communities across the country. The supplemental Education/Assessment Option provides funds for continuing education opportunities for library staff and on-site library assessments. Please note that IMLS is publishing the Basic Grant guidelines separately from the competitive Enhancement Grant guidelines, which will be available in mid-January 2010.

In 2009, IMLS supported 31 tribes with Native American Library Services Basic Grants and 177 tribes with Basic Grants with Education/Assessment Option, for a total of $1.2 million. These grants funded myriad programs, from expanding library collections, to enhancing computers and Internet access, to providing important after-school activities for teenage youth. This year we hope to serve even more libraries with this important grant program.

I invite you to read over these guidelines, contact IMLS staff with any questions you might have, and consider applying for funding. We look forward to hearing from you.
Sincerely,

Anne-Imelda M. Radice, PhD
Director

TABLE OF CONTENTS

IMLS Assurances and Certification

Ten Tips to Working Successfully with Grants.gov

GENERAL INFORMATION

ABOUT THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES

The Institute of Museum and Library Services is the primary source of federal support for the nation's 123,000 libraries and 17,500 museums. The Institute's mission is to create strong libraries and museums that connect people to information and ideas. The Institute works at the national level and in coordination with state and local organizations to sustain heritage, culture, and knowledge; enhance learning and innovation; and support professional development. To learn more about the Institute, please visit www.imls.gov.

The Institute supports the full range of museums, including art, history, science and technology, children's, natural history, historic houses, nature centers, botanical gardens, and zoos; and all types of libraries, including public, school, academic, research, and archival. Our robust capacity for research, evaluation, policy analysis, grantmaking, and partnerships helps make it possible for libraries and museums to be leaders in their communities.

Libraries and museums are America's leading public institutions, making knowledge available to millions at little or no cost. As public institutions, they must meet a very high threshold of mission accountability and use resources wisely for public good.

Through grants and information resources, we annually reach thousands of libraries and museums in myriad ways—from providing much needed technical assistance for small institutions, to establishing national and replicable models, strengthening state networks, and supporting professional development. To aid institutions in program design, we also provide tools for strategic planning and evaluation. Funding from the Institute helps libraries and museums operate effectively and give value to their communities. It also leverages additional public and private support.

Collecting and disseminating results from funded projects, engaging in research, and publishing reports enable the Institute of Museum and Library Services to make a significant contribution to library, museum, and information policy and practice in the United States.

ABOUT THE NATIVE AMERICAN LIBRARY SERVICES GRANT PROGRAM

The Institute of Museum and Library Services is pleased to invite applications for the 2010 Native American Library Services grant program. These guidelines reflect recognition of a history of sound service by the precursor to this program within the U.S. Department of Education, the expressed needs of former program participants, and the opinions of representatives of Indian tribes and Alaska Native villages and corporations.

The Native American Library Services grant program marks new opportunities for improved library services for an important part of the nation's community of library users. The IMLS Native American Library Services grant program offers the following types of support to serve the range of needs of Indian tribes and Alaska Native villages and corporations.

Basic Grants and Basic Grants with Education/Assessment Option

Basic Grants are non-competitive grants that are available to support existing library operations and to maintain core library services. The purposes of the Education/Assessment Option are to provide funding for library staff to attend library-related continuing education courses and training workshops on- or offsite; for library staff to attend or give presentations at conferences related to library services; and to hire a consultant for an onsite professional library assessment.

Enhancement Grants (separate guidelines available in mid-January 2010)

Enhancement Grants are competitive grants to support activities to advance the applicant library's operations to new levels of service for activities specifically identified in the Library Services and Technology Act. These competitive grants are intended to encourage the implementation of both mainstream and innovative library practices.

A tribe must submit a Basic Grant application in the same fiscal year to be eligible to apply for an Enhancement Grant. 2010 Enhancement Grant guidelines will be published separately by mid-January. The 2010 Enhancement Grant application deadline is May 3, 2010.

Conference Call with IMLS Native American Library Services Staff

IMLS offers an opportunity to discuss application or general issues about the Basic Grant program with the program staff. We do this through a conference call. We invite anyone to join the call to listen to the comments of IMLS program staff and those of other callers, as well as ask any questions you might have. The expected conference call schedule is:

- Monday, January 11, 2010, 4:00 p.m. ET

Please check the IMLS Web site (www.imls.gov) for details and the toll-free conference call number.

OF NOTE FOR FISCAL YEAR 2010

1. The estimated Basic Grant award for FY 2010 is **$6,000**, an increase of $1,000 over FY 2009. The estimated supplemental Education/Assessment Option is **$1,000** for FY 2010, the same as FY 2009.

2. Enhancement Grant guidelines will be published separately this year. They will be available on the IMLS Web site (www.imls.gov) and Grants.gov (www.grants.gov) in mid-January 2010.

3. Online submission through Grants.gov is required. Mailed applications will not be accepted. Applications must be submitted by an authorized organizational representative of an eligible federally recognized tribe.

   Tribal libraries and other entities administering Native American Library Services grants should coordinate with tribal authorized representatives concerning the Grants.gov application process. Applications that are not submitted by an eligible tribe through Grants.gov will not be accepted.

   Do not wait until the grant deadline to submit your application in case there are any delays in the submission process. Check www.imls.gov/applicants/grants/nativeAmerican.shtm on the IMLS Web site for updated Grants.gov information as the March 1, 2010, deadline approaches.

ELIGIBILITY

Indian tribes, Alaska Native villages, regional corporations, and village corporations are eligible to apply for funding under the Native American Library Services grant program. Entities such as libraries, schools, tribal colleges, or departments of education are not eligible applicants, although they may be involved in the administration of this program and their staff may serve as project directors, in partnership with an eligible applicant.

For purposes of funding under this program, "Indian tribe" means any tribe, band, nation, or other organized group or community, including any Alaska Native village, regional corporation, or village corporation (as defined in or established pursuant to the Alaska Native Claims Settlement Act [43 U.S.C. § 1601 et seq.]), which is recognized by the Secretary of the Interior as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. A list of eligible entities is available from the Bureau of Indian Affairs, except for the recognized Alaska Native villages, regional corporations, and village corporations, which should refer to applicable provisions in the Alaska Native Claims Settlement Act, referenced above.

The same population cannot be served by more than one Basic Grant.

DATA UNIVERSAL NUMBERING SYSTEM (D-U-N-S®) NUMBER, TAXPAYER IDENTIFICATION NUMBER (TIN), AND EMPLOYER IDENTIFICATION NUMBER (EIN)

To improve the statistical reporting of federal grants and cooperative agreements, the Office of Management and Budget (OMB) has directed all federal agencies to require all applicants for federal grants to provide a Dun & Bradstreet Data Universal Numbering System (D-U-N-S®) Number when applying for federal grants or cooperative agreements on or after October 1, 2003.

Organizations should verify that they have a D-U-N-S® Number or take steps to obtain one. Organizations can receive a D-U-N-S® Number at no cost by calling the dedicated toll-free D-U-N-S® Number request line at 1-866-705-5711 or by visiting www.dnb.com/us. Individuals who would personally receive a grant or cooperative agreement award from the federal government apart from any business or nonprofit organization they may operate are exempt from this requirement.

The Taxpayer Identification Number (TIN) is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued either by the Social Security Administration (SSA) or by the IRS. A Social Security number is issued by the SSA, whereas all other TINs are issued by the IRS. An Employer Identification Number (EIN), also known as a federal tax identification number, is a nine-digit number that the IRS assigns to business entities. The IRS uses this number to identify taxpayers that are required to file various business tax returns.

If an organization does not have D-U-N-S® and TIN numbers, its application will be rejected.

ABOUT BASIC GRANTS

Application Deadline: March 1, 2010

Basic Grants are non-competitive grants available to support existing library operations and to maintain core library services. Basic Grants are for one year and cannot be extended. A new application is required each fiscal year.

Minimum requirements of library service:
Applicants will be required to document ongoing levels of library service in the "Institutional Profile" section of the application (see Program Information Sheet, item 7). At a minimum, an applicant should be able to document an existing library that meets three basic criteria: (1) regularly scheduled hours, (2) staff, and (3) materials available for library users.

Funds may be used to
- expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages,
- develop library services that provide all users with access to information through local, state, regional, national, and international electronic networks,
- provide electronic and other linkages between and among all types of libraries,
- develop public and private partnerships with other agencies and community-based organizations,
- target library services to help increase access and ability to use information resources for individuals of diverse geographic, cultural, and socioeconomic backgrounds, individuals with disabilities, and individuals with limited functional literacy or information skills, and
- target library and information services to help increase access and ability to use information resources for persons having difficulty using a library and for underserved urban and rural communities, including children from birth to age 17 from families with incomes below the poverty line (as defined by the Office of Management and Budget).

AWARD INFORMATION

Duration of a Grant

The grant period begins October 1, 2010, and ends September 30, 2011. Grants are for one year; no extensions are permitted. A new application is required each fiscal year. An Indian tribe may receive only one Basic Grant in a fiscal year.

The same population cannot be served by more than one Basic Grant.

Grantees are expected to complete work on grant activities by the end of the grant period. It is therefore the policy of this program that grant periods will not be extended and that grant funds that are not obligated by the end of the grant period must be returned to IMLS. **A final performance report must be submitted to IMLS no later than December 29, 2011.**

Amount of Grant

The estimated Basic Grant award for FY 2010 is $6,000. The estimated Basic Grant with Education/Assessment Option award amount is $7,000, which includes the $6,000 Basic Grant and a supplemental amount of $1,000 for eligible education and assessment activities. The final amounts will be determined after all applications have been received and eligibility has been determined. **No cost share is required.**

Use of Funds

Basic Grant funds may be used for such costs as
- salary for library personnel,
- materials, supplies, and equipment (including books, journals, electronic resources, library supplies, furniture, computers and other equipment),
- services (computer- or library-related consultants, training of library personnel in addition to or in lieu of training funds requested under the Education/Assessment Option), and
- other items such as Internet access charges and fees for participation in networks and consortia that provide the library with direct services.

Education/Assessment Option funds may be used
- for library staff to attend library-related continuing education courses and training workshops on- or offsite,
- for library staff to attend or give presentations at conferences related to library services, and
- to hire a consultant for an onsite professional library assessment.

All grant activities, such as programming, assessments, conference travel, and workshops, must occur within the grant period. Funds for library materials and equipment must be obligated by September 30, 2011, and paid for by 90 days after the end of the award period, which is December 29, 2011. **Funds may *not* be transferred from the Part B Education/Assessment Option to Part A to supplement core library services.**

If Education/Assessment Option funds remain after planned grant activities are completed, the remaining funds may be used to enhance library services based on knowledge of resources gained through continuing education, conference attendance, or consultants' recommendations

(for example, additional library materials or new computer technology) as long as the funds are spent or obligated by the end of the grant period.

Limits on Use of Funds

Grant funds may not be used for construction, contributions to endowment funds, social activities, ceremonies, entertainment, pre-grant costs, or indirect costs. IMLS and government-wide administrative, cost, and audit rules and requirements apply, including appropriate OMB Circulars.

Maintenance of Effort

The Basic Grant is not intended to replace funds allocated for library services by the tribe. An Indian tribe receiving a Basic Grant should expend the same amount for library services, exclusive of the grant amount, during the grant period that was expended in the 12-month period immediately preceding the grant period.

Announcement of Award

No information about the status of an application will be released until all applications have been reviewed and all deliberations are concluded. IMLS will notify applicants of final decisions in June 2010.

Payment, Accounting, Management, and Reporting Procedures

A federal accounting office handles the payment of grants. Grant recipients may request cash advances or reimbursements as needed during the project period. Payments are made electronically. IMLS requires each grant recipient to maintain a restricted account for funds received during the project period. A recipient does not need to maintain a separate bank account for IMLS grant funds; however, it must establish and maintain a separate accounting category within an internal accounting system to show that the funds have been used for project costs only. This restricted accounting record must be adequate to satisfy normal auditing procedures. Grants are subject to the provisions of Office of Management and Budget audit requirements.

Grant recipients are required to submit a Final Financial and Performance Report no later than December 29, 2011. Details regarding grant administration are located on the IMLS Web site at www.imls.gov/recipients/administration.shtm under "Reporting Requirements: Native American Library Services Basic Grants." A grantee that does not submit the final report by the due date will jeopardize its eligibility to receive future IMLS grants. Any funds that have not been obligated within the grant period and expended within 90 days after the close of the grant period must be returned to IMLS.

PREPARING AND SUBMITTING A BASIC GRANT APPLICATION

GRANTS.GOV INFORMATION AND INSTRUCTIONS

Organizations that are applying under the March 1, 2010, deadline for the Native American Library Services Basic Grant program must submit their applications through Grants.gov, the federal government's online application system. The Grants.gov system will accept applications through 11:59 p.m. eastern time on March 1, 2010.

> **IMPORTANT INSTRUCTIONS FOR BASIC GRANT APPLICANTS:**
> An eligible Indian tribe (see p. 9 for definitions and eligibility requirements) must submit the application for the Basic Grant through Grants.gov with the electronic signature of an Authorized Organization Representative (AOR) of the tribe. Tribal libraries and other entities administering the Basic Grant should coordinate with a tribal AOR concerning the Grants.gov application process. Applications that are not submitted by an eligible Indian tribe through Grants.gov will not be accepted.

While the deadline is March 1, 2010, IMLS recommends strongly that applicants REGISTER EARLY and COMPLETE AND SUBMIT THEIR APPLICATION EARLY. All applicants who are using Grants.gov must register with Grants.gov before submitting their application. The multistep registration process generally cannot be completed in a single day. Applicants who are not already registered should allow at least two weeks to complete this one-time process. **DO NOT WAIT UNTIL THE WEEK OF THE APPLICATION DEADLINE TO REGISTER.**

Find Grant Opportunities

www.grants.gov/applicants/find_grant_opportunities.jsp

- **Search opportunities**
  - Basic search
  - Browse by category
  - Browse by agency
  - Advanced search
- **Email subscription**
  - All grants
  - Advanced criteria
  - Specific Funding Opportunity Number (FON)
  - Unsubscribe

Get Registered (applies only to eligible tribal entity)

www.grants.gov/applicants/get_registered.jsp

- **Step 1: Register your organization**
  - Request a D-U-N-S® Number
  - Register with the Central Contractor Registry (CCR) (must be renewed every 12 months)
  - Organization registration checklist

- **Step 2: Register an Authorized Organization Representative (AOR)**

- **Step 3: The eligible tribal entity authorizes the registered AOR**

Apply for Grants

www.grants.gov/applicants/apply_for_grants.jsp

- **Step 1: Download a grant application package**

> **Use one of the following identifiers to locate the**
> **Native American Library Services Basic Grant application package:**
>
> **CFDA No: 45.311**
> **Funding Opportunity Number: NAG-BASIC-FY10**

IMLS applicants must download <u>two</u> packages to get all of the necessary forms and instructions:
1. *Download Application Instructions:* This package contains the grant application guidelines (which include instructions for completing the application) and the IMLS forms for budget, program information, and any others related to this specific program.
2. *Download Application Package:* This package has the SF-424s, "Application for Federal Domestic Assistance/Short Organizational Form," and the Attachments form.

- **Step 2: Complete the grant application package**

- **Step 3: Submit the completed grant application package (To be submitted by the eligible tribal applicant only)**

Important deadline information: Applications must be received by 11:59 p.m. on March 1, 2010, in the Grants.gov system. Within 48 hours of submitting a grant application, applicants will receive two email messages from Grants.gov:

- o The first will confirm receipt of the application by the Grants.gov system.
- o The second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency OR has been rejected because of errors.

A third email message will be sent by Grants.gov when the application is retrieved by the grantor agency.

Only applications validated by the Grants.gov system will be available to IMLS for the grant review process.

Applicants are encouraged to not wait until the final hours before the deadline to submit their applications. Submitting early may enable an applicant to deal with unexpected problems.

- **Step 4: Track the status of a submitted grant application package**

Within 30 working days after the application deadline, IMLS will e-mail applicants an acknowledgment form with an application log number. Applicants who do not receive this form in the stated time should contact IMLS to ensure that their application was successfully logged.

Grants.gov Help

For direct assistance with Grants.gov, contact the Grants.gov help desk via e-mail at support@grants.gov, or call Grants.gov at 1-800-518-4726. The Grants.gov Contact Center is available 24 hours a day, 7 days a week.

The Grants.gov help desk will assign a case number to each inquiry. This number only documents the inquiry to the help desk and is in no way related to the tracking number that Grants.gov will assign to an application once it has been successfully submitted.

Help is also available on the Grants.gov Web site at www.grants.gov/help/help.jsp.

- User manual for applicants: www.grants.gov/assets/ApplicantUserGuide.pdf
- Frequently asked questions (FAQs): www.grants.gov/help/faq.jsp
  - o General FAQs
  - o Applicant FAQs
  - o Submit Application FAQs
  - o Adobe® and PureEdge FAQs
- How to convert documents to PDF format: www.imls.gov/pdf/PDFConversion.pdf
- Download PureEdge and/or Adobe® software: See Step 1 at www.grants.gov/applicants/apply_for_grants.jsp
- Glossary: www.grants.gov/help/glossary.jsp
- D-U-N-S® help: http://fedgov.dnb.com/webform/displayHomePage.do
- D-U-N-S® FAQs: http://fedgov.dnb.com/webform/displayFAQPage.do
- CCR help:
  - o CCR User's Guide: http://ww.bpn.gov/ccr/handbook.aspx
  - o CCR FAQs: www.ccr.gov/FAQ.aspx

NOTE: Once an organization has registered with the CCR, the registration must be renewed each year. Go to: www.bpn.gov/ccr/default.aspx.

PREPARING AN APPLICATION

Application Components

An application requesting funding from the Native American Library Services Basic Grant program must include the materials listed below. Each component is in one of the following formats:

- **Grants.gov form:** These forms are available only in the package downloaded from Grants.gov.
- **IMLS PDF form:** These forms are available in both Microsoft® Word document and fill-in PDF formats, and are located both in the downloaded Grants.gov file and on the IMLS Web site. While the Word versions of the forms are provided for convenience, please note that **completed forms must be submitted as PDFs.** For assistance in converting documents to PDF, visit www.imls.gov/pdf/PDFConversion.pdf.
- **PDF document:** Applicants should create these documents using their own word processing or other software. **Again, they must be attached to the application as PDFs.**

Note: IMLS will not convert files for applicants and will not accept file formats other than PDF.

Component	Format
1. SF-424s: Application for Federal Domestic Assistance/ Short Organizational Form	Grants.gov form
2. Program Information Sheet	IMLS form
3. Part A—Project Budget for 2010 Basic Grant	IMLS form
4. Part B—Project Budget for 2010 Education/Assessment Option (if requested)	IMLS form
5. Long-range plan	PDF document

Incomplete applications will not be considered for funding. IMLS will determine whether an application is complete.

Attachments: Naming the Files and Their Sequence

The IMLS forms and text documents that are part of the application must each be saved as a PDF that is named according to the list below. Note: IMLS will not convert files for applicants and will not accept file formats other than PDF. For assistance in converting documents to PDF, visit www.imls.gov/pdf/PDFConversion.pdf.

The SF-424s is a Grants.gov form that will automatically be saved as a PDF. The table below is for all of the other application components that are appended to the Attachments form.

Document	File name to use	Attach in this order
Program Information Sheet	Programinfo.pdf	1
Part A—Project Budget for 2010 Basic Grant	Basicbudget.pdf	2

| Part B—Project Budget for 2010 Education/ Assessment Option (if requested) | Optionbudget.pdf | 3 |
| Long-range plan | Longrangeplan.pdf | 4 |

SF-424s: Application for Federal Domestic Assistance/Short Organizational Form

Note: Items 1–4 are automatically filled in by Grants.gov.

5. Applicant Information
a. Legal Name: Enter the legal name of the organization that is making the application. Please see page 9 for eligibility details.

b. Address: Use Street1 for the organization's street address or post office box number, whichever is used for its U.S. Postal Service mailing address. Street2 is not a required field and should be used only when a suite or room number or other similar information is part of the address.

In the Zip+4/Postal Code box, enter the full nine-digit Zip code assigned by the U.S. Postal Service. An organization's full Zip code can be found at http://zip4.usps.com/zip4/welcome.jsp.

c. Web Address: Enter the Web address of the legal applicant.

d. Type of Applicant: Select the box next to "Indian/Native American Tribal Government (Federally Recognized)."

e. EIN/TIN: Enter the nine-digit number assigned by the IRS; do not use a Social Security number.

f. Organizational D-U-N-S®: All organizational applicants for federal funds must have a D-U-N-S® Number. Ensure that the number entered here agrees with the number (either 9 or 13 digits) that was used with the Central Contractor Registry (CCR) as part of the Grants.gov registration.

g. Congressional District: Enter the number of the congressional district in which the applicant organization is located. Use the following format: two-letter state abbreviation, followed by a hyphen, followed by the three-digit district number. For example, if the organization is located in the 5th Congressional District of California, enter CA-005. For the 12th district of North Carolina, enter NC-012. If an applicant does not have a congressional district (e.g., it is located in a U.S. territory that does not have districts), enter 00-000. To determine an institution's district, visit the House of Representatives Web site at www.house.gov and use the "Find Your Representative" tool.

6. Project Information
a. Project Title: Enter "2010 Basic Grant" or "2010 Basic Grant with Education/Assessment Option," as appropriate.

b. Project Description: Enter "2010 Basic Grant" or "2010 Basic Grant with Education/ Assessment Option," as appropriate.

c. Proposed Project Start Date/End Date: Enter "October 1, 2010" and "September 30, 2011," respectively.

7. Project Director
Provide the requested information for the project director, who will be responsible for carrying out the project and who will serve as the key contact person with IMLS regarding the progress achieved under the grant. **Leave the Social Security number blank.** Select a prefix (even though this field is not required on Grants.gov).

8. Primary Contact/Grants Administrator
Provide the requested information for the individual who should be contacted on all matters involving this application and the administration of any grant that may be awarded. For colleges and universities, this person is often a sponsored research, sponsored programs, or contracts and grants officer. **Leave the Social Security number blank.** Select the appropriate prefix (even though this field is not required on Grants.gov).

In some organizations, particularly smaller ones, this individual may be the same as the project director. If this is the case, check the "Same as Project Director" box. (If the primary contact/ grants administrator is the same as the authorized representative, please complete all items under both 8 and 9 even though there will be some repetition.)

9. Authorized Representative
Enter the name and contact information of the person who has the authority to apply for federal support of the applicant's activities and enter into legal agreements in the name of the applicant. The authorized representative should not be the same person as the project director. By checking the "I Agree" box at the top of item 9, this individual certifies the applicant's compliance with relevant federal requirements (see "IMLS Assurances and Certification," pp. 25-28). All written correspondence will be addressed to the authorized representative.

The "Signature of Authorized Representative" and "Date Signed" boxes will be populated automatically on submission of the application. Submission of the application by the authorized representative certifies compliance with relevant federal requirements, and that the statements in the application (including, but not limited to, the Partnership Statement) are true, complete, and accurate to the best of the applicant's authorized representative's knowledge.

Program Information Sheet

1. Applicant Information
a. Legal Name: Enter the legal name of the applicant.

b. and c. Organizational Unit and Address: Enter the name and address of the library that will administer the grant, if different from the applicant. Be sure to include the four-digit extension on the Zip code (Zip+4).

d. Web Address: If an organizational unit is listed, enter its Web address here. If not, enter the Web site of the entity listed at Legal Name.

e. Type of Institution: Select the box for "Native American Tribe/Native Hawaiian Organization."

2. Grant Program or Grant Program Category
Select one of the categories listed under "j. Native American/Native Hawaiian Library Services."

3. Request Information
a. IMLS Funds Requested: Enter the amount sought from IMLS—either $6,000 for the Basic Grant or $7,000 for the Basic Grant with Education/Assessment Option.

b. Cost Share Amount: Applicants for Basic Grants should skip "b."

4–6
Applicants for Basic Grants should skip sections 4-6.

7. Institutional Profile
Please provide complete information for all items (a through j) in this section.

For (i.), "Supported Activities," check all applicable boxes next to the activities that will be supported by the grant. These activities are the focus of the Library Services and Technology Act (LSTA) and are not listed in priority order.

For (j.), "Maintenance of Effort," check the one box that most appropriately corresponds to the applicant tribe's level of maintenance of effort for library services in the past year. IMLS Native American Library Services grants are not intended to replace funds allocated for library services by the tribe. A tribe receiving an IMLS Native American Library Services grant should expend the same amount for library services during the grant period (excluding the grant amount) that was expended in the 12-month period immediately preceding it.

8. Applicants for Basic Grants should skip section 8.

Budget

The Budget forms are available on the IMLS Web site and on Grants.gov.

Part A—Project Budget for 2010 Basic Grant
Prepare a Basic Grant project budget based on the total amount of $6,000, no more and no less. Spending categories include library personnel; materials, supplies, and equipment; services (e.g., consultants, trainers, storytellers); and other items such as Internet and consortium fees. No indirect costs are permitted. See the sample project budget at the bottom of the form for guidance.

Part B—Project Budget for 2010 Basic Grant Education/Assessment Option
If the Education/Assessment Option is requested, prepare an Education/Assessment Option project budget for $1,000, no more and no less. Spending categories include library-related continuing education and training for library personnel, library-related conference attendance, and onsite professional library assessment. No indirect costs are permitted. See the sample project budget at the bottom of the form for guidance.

Long-Range Plan

To help ensure that library services meet current local needs and to help applicants develop strategies to build services that will be needed in the future, IMLS requires that the applicant submit a long-range plan with the application.

A long-range plan is required each year that a Basic Grant application is submitted. The submission of a long-range plan does not imply automatic funding for the years covered in the plan, nor does it imply the availability of grant funds past the stated grant period.

The long-range plan submitted in 2010 must cover the period October 2010–September 2013.

The long-range plan must state the library's mission and goals, and the programs and activities that will be implemented to achieve those goals. The long-range plan should include an evaluation plan that will demonstrate progress toward reaching the library's goals. Visit the IMLS Web site at www.imls.gov/pdf/10_longrangeplan.pdf to see a sample plan and a glossary of terms. Use the outline below to create a long-range plan.

1. Mission statement
2. Statement of need #1
   a. Assessment of need
   b. Expected outcome (for example, positive changes in library users' knowledge, skills, and abilities)
   b. Project goal(s)
   d. Project design and required resources, including:
      - Activities, services, and products (outputs); and
      - Resources needed to succeed (inputs); and
      - Proposed timeline for grant activities
   e. Evaluation methods
      (1) Output targets
      (2) Outcome targets
3. Statement of need #2
   a. Assessment of need
   b. Expected outcome
   c. Project goal(s)
   d. Project design and required resources, including:
      - Activities, services, and products; and
      - Resources needed to succeed; and
      - Proposed timeline for grant activities
   e. Evaluation methods
      (1) Output targets
      (2) Outcome targets
   Additional needs statements as appropriate.

In addition, the document must
   - include the applicant organization's name at the top of each page,
   - have a margin of at least 0.5 inch on all sides,
   - have each page numbered, and
   - use a 12-point typeface or larger with no more than six lines per vertical inch and standard spacing between the letters. Condensed fonts or handwritten documents are not acceptable.

IMLS supports and encourages the use of an evaluation tool called outcome-based evaluation (OBE). This system of measuring results replaces the question, "What activities did we carry out?" with the question, "What changed as a result of our work?" A focus on measuring outcomes—the effect of an institution's activities and services on the people it serves—rather than on the services themselves (outputs) is an emerging keystone of library programs.

Additional information about OBE is available on the IMLS Web site at www.imls.gov/applicants/obe.shtm or on request from IMLS. See also "Shaping Outcomes: Making a Difference in Libraries and Museums," an online tutorial, at www.shapingoutcomes.org.

IMLS ASSURANCES AND CERTIFICATION

IMLS is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, nondiscrimination, and a drug-free workplace. Applicants requesting more than $100,000 in grant funds must also certify regarding lobbying activities and may be required to submit a "Disclosure of Lobbying Activities" form (Standard Form LLL). Some applicants will be required to certify that they will comply with other federal statutes that pertain to their particular situation. These requirements are incorporated in the Assurances Statement below. The authorized representative must review the statement and provide the certification in item 9 on the Application for Federal Domestic Assistance/Short Organizational Form (SF-424s).

Assurances Statement

By signing the application form, the authorized representative, on behalf of the applicant, assures and certifies that, should a grant be awarded, the applicant will comply with the statutes outlined below and all related IMLS regulations (see 45 CFR Chapter XI and 2 CFR Chapter XXX). These assurances are given in connection with any and all financial assistance from IMLS after the date this form is signed, but may include payments after this date for financial assistance approved prior to this date. These assurances shall obligate the applicant for the period during which the federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States government has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears on the application form.

Certifications Required of All Applicants

Financial, Administrative, and Legal Accountability
The authorized representative, on behalf of the applicant, certifies that the applicant has legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the nonfederal share of project costs) to ensure proper planning, management, and completion of the project described in this application.

The authorized representative, on behalf of the applicant, certifies that the applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. § 7501 et seq.) and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

The authorized representative, on behalf of the applicant, certifies that the applicant will comply with the provisions of applicable OMB Circulars.

Federal Debt Status
The authorized representative, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt.

Debarment and Suspension
The applicant shall comply with 2 C.F.R. Part 3185. The authorized representative, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant nor any of its principals:

(a) are presently excluded or disqualified;

(b) have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. § 180.800(a) or had a civil judgment rendered against it or them for one of those offenses within that time period;

(c) are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses listed in 2 C.F.R. § 180.800(a); or

(d) have had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

The applicant, as a primary tier participant, is required to comply with 2 C.F.R. Part 180 Subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) as a condition of participation in the award. The applicant is also required to communicate the requirement to comply with 2 C.F.R. Part 180 Subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) to persons at the next lower tier with whom the applicant enters into covered transactions.

Nondiscrimination
The authorized representative, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

(a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 et seq.), which prohibits discrimination on the basis of race, color, or national origin;

(b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.), which prohibits discrimination on the basis of disability;

(c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–83, 1685–86), which prohibits discrimination on the basis of sex in education programs; and

(d) the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age.

Drug-Free Workplace
The authorized representative, on behalf of the applicant, certifies, as a condition of the award, that the applicant will or will continue to provide a drug-free workplace by complying with the requirements in Subpart B of 45 C.F.R. Part 1186.

This includes: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for its employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying (either with this application or upon award, or in documents kept on file in the applicant's office) all known workplaces under the award.

[Note: IMLS Drug-Free Workplace regulations will shortly be relocated from 45 C.F.R. Part 1186 to 2 CFR.]

Certification Regarding Lobbying Activities (Applies to Applicants Requesting Funds in Excess of $100,000)
The authorized representative certifies, to the best of his or her knowledge and belief, that:

(a) no federal appropriated funds have been paid or will be paid by or on behalf of the authorized representative to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement;

(b) if any funds other than appropriated federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the authorized representative shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions; and

(c) the authorized representative shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

General Certification
The authorized representative, on behalf of the applicant, certifies that the applicant will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing the program. IMLS grant regulations may be found at 45 C.F.R. Chapter XI and 2 C.F.R. Chapter XXXI.

Certifications Required of Some Applicants

The following certifications are required if applicable to the project for which an application is being submitted. Applicants should be aware that additional federal certifications, not listed below, might apply to a particular project.

Subcontracts
A grantee may not make a subgrant (for more details, see 45 C.F.R. Chapter XI, Subchapter E [Institute of Museum and Library Services]). Applicants who plan to use awards to fund contracts and subcontracts should be aware that they must comply with the communication and verification requirements set forth in the above Debarment and Suspension provisions.

Native American Human Remains and Associated Funerary Objects
The authorized representative, on behalf of the applicant, certifies that the applicant will comply with the provisions of the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. § 3001 et seq.), which applies to any organization that controls or possesses Native American human remains and associated funerary objects, and which receives federal funding, even for a purpose unrelated to the Act.

Historic Properties
The authorized representative, on behalf of the applicant, certifies that the applicant will assist the awarding agency in ensuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470f), Executive Order (E.O.) 11593, and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. § 469 et seq.).

Environmental Protections

The authorized representative, on behalf of the applicant, certifies that the project will comply with environmental standards, including the following:

(a) institution of environmental quality control measures under the National Environmental Policy Act of 1969, as amended (42 U.S.C. § 4321 et seq.) and E.O. 11514;
(b) notification of violating facilities pursuant to E.O. 11738;
(c) protection of wetlands pursuant to E.O. 11990, as amended by E.O. 12608;
(d) evaluation of flood hazards in floodplains in accordance with E.O. 11988, as amended;
(e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972, as amended (16 U.S.C. § 1451 et seq.);
(f) conformity of federal actions to State (Clean Air) Implementation Plans under section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.);
(g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (42 U.S.C. § 300f et seq.); and
(h) protection of endangered species under the Endangered Species Act of 1973, as amended (16 U.S.C. §§ 1531–1543).

The authorized representative, on behalf of the applicant, certifies that the project will comply with the Wild and Scenic Rivers Act of 1968, as amended (16 U.S.C. § 1271 et seq.), related to protecting components or potential components of the national wild and scenic rivers system.

The authorized representative, on behalf of the applicant, certifies that the applicant will comply with the flood insurance requirements of the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. § 4001 et seq.), which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

Research on Human and Animal Subjects

The authorized representative, on behalf of the applicant, certifies that the project will comply with 45 C.F.R. Part 46 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

The authorized representative, on behalf of the applicant, certifies that the project will comply with the Laboratory Animal Welfare Act of 1966, as amended (7 U.S.C. § 2131 et seq.) pertaining to the care, handling, and treatment of warm-blooded animals held for research, teaching, or other activities supported by this award of assistance.

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For further information on these certifications, contact IMLS, 1800 M Street, NW, 9th Floor, Washington, DC 20036. Or call 202/653-IMLS (4657).

TEN TIPS TO WORKING SUCCESSFULLY WITH GRANTS.GOV

For eligible tribal entities:

1. **Register early!** Go to www.grants.gov/applicants/get_registered.jsp. This process may take up to two weeks to complete. And it may take longer if your organization does not have a D-U-N-S® Number. You must have a D-U-N-S® Number to register with Grants.gov. If you registered last year, please note that you must renew each year. Go to https://www.bpn.gov/ccr/default.aspx.

2. **For eligible tribal entities:** You may wish to designate more than one **Authorized Organization Representative (AOR)** for your organization when you register. This will help to avoid last minute crises in the event that a single AOR is unavailable when you are ready to submit your application. This person might not be the same person that you list as the authorized representative for IMLS.

For tribal librarians:

3. **Log onto Grants.gov and start working on your grant application NOW.** Do not wait until the last week before the application deadline to begin the submission process, particularly if you are not familiar with Grants.gov. It may take up to 48 hours to receive notification that your application has been both received **and** validated after submission. Give yourself enough time to make corrections, if necessary, and resubmit before the grant deadline.

4. Download the most recent version of Adobe® Acrobat® Reader® onto your computer for best results. Currently, Grants.gov only supports versions 8.1.1 and later. If you are working with a "track changes" tool while writing your application, be sure to **accept** all changes and save the document before submission to Grants.gov.

5. All documents must be submitted in **PDF format**. Follow the instructions in the IMLS Grant Guidelines to convert your MS Office® documents like Word and Excel® to PDF: www.imls.gov/pdf/PDFConversion.pdf. Start practicing the conversion of Word, Excel®, and other types of documents into the PDF format. If you are new to this process, you may need time to learn how to do this smoothly and avoid frustration as the deadline nears.

6. Avoid scanning your documents when possible—this creates a very large file that makes your application more cumbersome to manage, and the large files may not be processed properly. Whenever possible, use the PDF conversion instructions noted above.

7. The following Web browsers are compatible with Grants.gov: Mozilla® Firefox® and Internet Explorer® browsers on Windows systems; Mozilla® Firefox® and Safari on Macintosh systems.

8. Do not email, fax, or mail applications or any part of an application to IMLS. We will only accept application documents that are submitted and successfully validated by Grants.gov.

9. The IMLS grant program guidelines contain extensive instructions and hints to help you with this entire process. Please take the time to read through these materials as well as the

information provided at www.grants.gov. You will be more likely to receive the assistance you need if you begin by familiarizing yourself with the basic instructions and guidance provided through these sources.

10. Contact the Grants.gov help desk (support@grants.gov, 1-800-518-4726) or view the Grants.gov Help Web site (www.grants.gov/help/help.jsp) for assistance with the following:

- Hardware and software issues
- Registration issues
- Technical problems with attachments

Contact IMLS Senior Program Officer Alison Freese (afreese@imls.gov, 202/653-4665) for general assistance with the following:

- Guidelines
- Eligibility questions
- Timeline (Schedule of Completion) questions

NOTE: IMLS program staff is not available on weekends or Federal holidays.