Native American Library Services Basic Grants– FY17 Notice of Funding Opportunity

Federal Awarding Agency:	Institute of Museum and Library Services
Funding Opportunity Title:	Native American Library Services Basic Grants Program
Announcement Type:	Notice of Funding Opportunity
Funding Opportunity Number:	NAG-BASIC-FY17
Catalog of Federal Financial Assistance (CFDA) Number:	45.311
Due Date:	Submit through Grants.gov by 11:59 p.m. U.S. Eastern Time on April 3, 2017
Anticipated Date of Notification of Award Decisions:	July 2017 (subject to the availability of funds and IMLS discretion)
Beginning Date of Period of Performance:	Projects must begin on August 1, 2017

Equal Opportunity

IMLS-funded programs do not discriminate on the basis of race, color, national origin, sex, disability, or age. For further information, email the Civil Rights Officer at CivilRights@imls.gov or write to the Civil Rights Officer, Institute of Museum and Library Services, 955 L'Enfant Plaza North, SW, Suite 4000, Washington, DC, 20024-2135

A. Program Description

What is this grant program?

The Native American Library Services Basic Grant Program is noncompetitive and distributed in equal amounts among eligible applicants. Basic Grants are available to support existing library operations and to maintain core library services. The Education/Assessment Option is supplemental to the Basic Grants. It is also noncompetitive and must be requested. The Education/Assessment Option provides funding for tribal library staff to attend library-related continuing education courses or training workshops; attend or give presentations at conferences related to library services; and hire a consultant for an onsite professional library assessment.

For FY2017, Basic grants are only available for a one year period. Three-year continuation grants are no longer offered.

What are indicators of successful projects?

Basic Grant funds may be used to support existing library operations and to maintain core library services,

particularly as they relate to the following goals in the Museum and Library Services Act (20 U.S.C. §9141):

(1) Expanding 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 in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills;

(2) Establishing or enhancing electronic and other linkages and improved coordination among and between libraries and entities, as described in 20 U.S.C. §9134(b)(6), for the purpose of improving the quality of and access to library and information services;

(3)   (A) Providing training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services; and
         (B) Enhancing efforts to recruit future professionals to the field of library and information services;

(4) Developing public and private partnerships with other agencies and community-based organizations;

(5) Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills;

(6) Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved;

(7) Developing library services that provide all users access to information through local, State, regional, national, and international collaborations and networks; and

(8) Carrying out other activities consistent with the purposes of the Library Services and Technology subchapter of the IMLS statute (20 U.S.C. §9121).

What are the IMLS Agency-level goals?

The mission of the Institute of Museum and Library Services (IMLS) is to inspire libraries and museums to advance innovation, lifelong learning, and cultural and civic engagement. We provide leadership through research, policy development, and grant making.

U.S. museums and libraries are at the forefront in the movement to create a nation of learners. As stewards of cultural and natural heritage with rich, authentic content, libraries and museums provide learning experiences for everyone. In FY2017, each award under this program will support one of the following three goals of the IMLS strategic plan, *Creating a Nation of Learners*:

1.   IMLS places the learner at the center and supports engaging experiences in libraries and museums that prepare people to be full participants in their local communities and our global society.

2.   IMLS promotes museums and libraries as strong community anchors that enhance civic engagement, cultural opportunities, and economic vitality.

3.   IMLS supports exemplary stewardship of museum and library collections and promotes the use of technology to facilitate discovery of knowledge and cultural heritage.

The goals focus on achieving positive public outcomes for communities and individuals; supporting the unique role of museums and libraries in preserving and providing access to collections and content; and promoting library, museum, and information service policies that ensure access to information for all Americans.

What are the funding categories and project categories for this program?

The estimated Basic Grant award for FY 2017 is $6,000. The estimated Basic Grant with Education/Assessment

Option award amount is $7,000, which includes the $6,000 Basic Grant and the supplemental amount of $1,000 for eligible education and assessment activities.

How much money can my institution apply for?

- Basic Grant Award - $6,000
- Basic Grant with Education/Assessment Option - $7,000

The supplemental Education/Assessment Option is also non-competitive and must be requested. The Education/Assessment Option provides funding for tribal library staff to attend library-related continuing education courses or training workshops; attend or give presentations at conferences related to library services; and hire a consultant for an onsite professional library assessment.

Where can I find the Authorizing Statute and Regulations for this Funding Opportunity?

Statute: 20 U.S.C. §9101 et seq., in particular §9161 (Services for Native Americans)

Regulations: 45 CFR Chapter XI and 2 CFR Chapter XXXI

You are required to follow the IMLS regulations that are in effect at the time of the award.

PLEASE NOTE: The recent Office of Management and Budget (OMB) final guidance on Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Grant Reform) has streamlined and consolidated grant requirements. The Grant Reform can be found at 2 CFR Part 200. With certain IMLS-specific additions, IMLS regulations at 2 CFR Part 3187 formally adopt the 2 CFR Part 200 Grant Reform. The Grant Reform as adopted by IMLS at 2 CFR Part 3187 will be effective for all awards made after December 26, 2014.

B. Federal Award Information

Total amount of funding expected to be awarded	$2,000,000
Anticipated number of awards	240
Expected amounts of individual awards	$6,000 (Basic Grant) or $7,000 (Basic Grant with Education/Assessment Option)
Average amount of funding per award experienced in previous years	$7,000
Anticipated start dates for new awards	Projects must begin on August 1, 2017.
Anticipated period of performance	August 1, 2017-July 31, 2018. Project activities may be carried out for one year.
Type of assistance instrument	Grant

The funding in the above Federal Award Information table is subject to the availability of funds and IMLS discretion. IMLS is not bound by any estimates in this announcement.

Applications for renewal or supplementation of existing projects are not competed with applications for new awards.

C. Eligibility Information

1. Eligible Applicants

a. What are the eligibility requirements for this program?

Indian tribes are eligible to apply for funding under the Native American Library Services Basic 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.

b. What are the minimum requirements of library service?

To be eligible for this program you must be able to document an existing library that meets, at a minimum, three basic criteria: (1) regularly scheduled hours, (2) staff, and (3) materials available for library users.

Note to applicants: In order to receive an IMLS award, you must be in compliance with applicable requirements and be in good standing on all active IMLS awards.

2. What are the cost-sharing requirements for this program?

There are no requirements for cost sharing in this program.

3. Other Information

a. How many applications can we submit under this announcement?

An applicant organization, if eligible, may submit one application under this announcement. The same population cannot be served by more than one Basic Grant.

b. What if our organization fails to meet an eligibility criterion by the time of the application deadline?

IMLS will not review applications from ineligible applicants. We will notify you if your application will not be reviewed because your institution is determined to be ineligible.

c. What if our organization fails to meet an eligibility criterion at the time of award?

IMLS will not make awards to ineligible applicants. In order to receive an IMLS award, you must be eligible and in compliance with applicable requirements and be in good standing on all active IMLS awards.

D. Application and Submission Information
1. How can we find the application package?

This announcement contains all application materials needed to apply. Use one of the following identifiers to locate the application package in Grants.gov:
- CFDA No: 45.311, or
- Funding Opportunity Number: NAG-BASIC-FY17

a. Can we request an audio recording of this announcement?

Upon request, we will provide an audio recording of this publication. Use Teletype (TTY/TDD) (for persons with hearing difficulty): 202-653-4786.

b. Can we request a paper copy of this announcement?

Upon request, we will provide a paper copy of this publication. Call 202-653-4700.

2. What is required to make a complete application?

The Table of Application Components below will help you prepare a complete and eligible application. You will find links to more information and instructions for completing each application component in the table. Applications missing any Required Documents or Conditionally Required Documents from this list will be considered incomplete and will be rejected from further consideration.

a. Table of Application Components

Component	Format	File name to use

Required Documents		
The Application for Federal Assistance/Short Organizational Form (SF- 424S)	Grants.gov form	n/a
IMLS Program Information Sheet	IMLS PDF form	Programinfo.pdf
Library Services Plan (three pages, max.)	PDF document	Plan.pdf
Part A: – Project Budget for Native American Library Services Basic Grant	IMLS PDF form	NAG_Budget_A.pdf
Conditionally Required Documents		
Part B: – Project Budget for Native American Library Services Basic Grant Supplemental Education/Assessment Options	PDF document	NAG_Budget_B.pdf
Digital Product Form	IMLS PDF form	DigitalProduct.pdf

b. How should we format, name, and sequence the application components?

- **Document format**: Aside from the SF-424S listed below which is created in Grants.gov, all application components must be submitted as PDF documents.
- **Page limits**: Note page limits listed above. We will remove any pages above the limit, and we will not send them to reviewers as part of your application.
- **Naming convention**: Use the naming conventions indicated in the table. IMPORTANT: You are

limited to using the following characters in all attachment file names: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, period. If you use any other characters when naming your attachment files, your application will be rejected.

- **Attachment order**: In Grants.gov, attach all application components in the sequence listed in the table above. Use all available spaces in the "Attachments Form" first. Attach any additional application components using the "Other Attachment File(s)" boxes.
- **Complete applications**: Use the table above as a checklist to ensure that you have created and attached all necessary application components.

Each document you create must be converted to a PDF before you submit it.

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c. Required Documents

The Application for Federal Assistance/Short Organizational Form (SF-424S)

The SF-424S is part of the application package that you download from Grants.gov. Click here for instructions on completing the SF-424S [internal link to How to Fill Out the SF-424S doclet].

IMLS Program Information Sheet
Download the IMLS Program Information Sheet (PDF, 318 KB).

1. Applicant Information:

    a. Legal Name: From 5a on the SF424S.

    b. Organizational D-U-N-S® Number: From 5f on the SF424S.

    c. Expiration date of your SAM.gov registration: Enter the expiration date of your SAM.gov registration in the fill-in field. Please note that before submitting an application, your organization must have a current SAM.gov registration.

    d. Organizational Unit Name: Do not complete.

    e. Organizational Unit Address: Do not complete.

    f. Organizational Unit Type: Select Native American Tribe/Native Hawaiian Organization.

2. Organizational Financial Information: Do not complete.

3. Grant Program Information: Select Basic Grant Only or Basic Grant with Education/Assessment Option under c. Native American/Native Hawaiian Library Services.

4. Performance Goals: Select one of the three IMLS agency-level goals (a – c). Check at least one of the performance goals listed beneath it. Note: If you select a performance goal(s) under agency-level goals a) Learning or b) Community, click on the link below it to review the specific performance measure statement choices and the information you will be required to collect and report on throughout the award period of performance.

5. Funding Request Information:

    a. IMLS Funds Requested: Enter the amount in dollars sought from IMLS.

    b. Cost Share Amount: Enter the amount of non-federal funding you are providing.
        No cost share is required in the Basic Grant program. Click here for further information on cost sharing.

6. Population Served: Check the boxes that reflect the population(s) to be served by your project.

7. and 8. Skip this section, as it pertains only to Museums for America and National Leadership Grants for Museums Applicants Only.

Library Services Plan

Write a narrative that addresses the components listed below. Limit the narrative to three single-spaced, numbered pages. We will remove any pages above the three-page limit. Address the questions in the same order in which they are listed below.

- What are you focusing on during the year?
- Why is it important?
- How will you carry out your plan successfully?
- What results do you anticipate?

Budget Forms

Part A: – Project Budget for Native American Library Services Basic Grant

We anticipate that the IMLS Basic Grant award amount for FY 2017 will be $6,000. Therefore, prepare a Basic Grant project budget based on an anticipated total award amount of $6,000. Spending categories include 1) Salaries, wages, fringe benefits; 2) Supplies, materials, and equipment; 3) Contracts and services; and 4) Other costs. No indirect costs are allowed.

Download Part A: Project Budget for Native American Library Services Basic Grant
Adobe® PDF (75 KB)
Microsoft® Word Document (46 KB)

Part B: – Project Budget for Native American Library Services Basic Grant Supplemental Education/Assessment Option

We anticipate that the Education/Assessment Option award amount for FY 2017 will be $1,000. Therefore, if the Education/Assessment Option is requested, prepare an Education/Assessment Option project budget based on an anticipated total award amount of $1,000 (in addition to the anticipated project budget of $6,000 for the Basic Grant). Spending categories include 1) Library-related continuing education and training workshops; 2) Travel to conferences, continuing education, and training workshops, which may include **transportation, lodging, per diem, and any other allowable expenses associated with the travel**, such as costs to cover temporary staff during the absence of regular staff; and 3) Services of a professional librarian or technology consultant to conduct an onsite library assessment. No indirect costs are allowed.

Download Part B: Project Budget for Native American Library Services Basic Grant Education/Assessment Option
Adobe® PDF (73 KB)
Microsoft® Word Document (39 KB)

d. Conditionally Required Documents

Part B: – Project Budget for Native American Library Services Basic Grant Supplemental Education/Assessment Option

We anticipate that the Education/Assessment Option award amount for FY 2017 will be $1,000. Therefore, if the

Education/Assessment Option is requested, prepare an Education/Assessment Option project budget based on an anticipated total award amount of $1,000 (in addition to the anticipated project budget of $6,000 for the Basic Grant). Spending categories include 1) Library-related continuing education and training workshops; 2) Travel to conferences, continuing education, and training workshops, which may include transportation, lodging, per diem, and any other allowable expenses associated with the travel, such as costs to cover temporary staff during the absence of regular staff; and 3) Services of a professional librarian or technology consultant to conduct an onsite library assessment. No indirect costs are allowed.

Download Part B: Project Budget for Native American Library Services Basic Grant Education/Assessment Option
Adobe® PDF (73 KB)
Microsoft® Word Document (39 KB)

Digital Product Form
Please consult the table below to determine if the Digital Product Form is required. If any of the conditions in the left column apply to your project, then the document described in the right column is required. If you do not provide this form, your application will be considered incomplete and will be rejected from further consideration.

If your project involves …	Then you must include …
An Education/Assessment Option	**Part B: Project Budget for the Native American Library Services Basic Grant Education/Assessment Option**
A digital product (IMLS defines digital products very broadly. If you are developing any digital products (digital content, resources, assets, software, or datasets), you should complete the Digital Product Form.)	**A Digital Product Form; click here for Requirements for Projects that Develop Digital Content**

3. What are the registration requirements for submitting an application?

Before submitting an application, your organization must have a current and active D-U-N-S® number (a unique entity identifier), System for Award Management (SAM.gov) registration, and Grants.gov registration. Check your materials and registrations well in advance of the application deadline to ensure that they are accurate, current, and active.

If your D-U-N-S® number and SAM.gov registration are not active and current at the time of submission, your application will be rejected; if they are not active and current at the time an award is made, we may determine that you are not qualified to receive an award and use that determination as a basis for making an award to another applicant.

a. What is a D-U-N-S® number and how do we get one?
A D-U-N-S® number is a unique nine-digit number assigned to all types of business organizations, including nonprofits and government entities. Click here to learn more about getting a D-U-N-S® number [internal link to D-U-N-S® number doclet].

b. What is the System for Award Management (SAM.gov) and how do we register?
SAM.gov is the official U.S. government system that consolidated the capabilities of previous registration systems such as CCR/FedReg, ORCA, and EPLS. There is no fee to register with this site. Click here to learn more about SAM.gov registration [internal link to SAM.gov doclet].

c. What is Grants.gov and how do we register?
Grants.gov is the online portal through which you must submit your application.

You must submit your application through Grants.gov. Please note you must submit the entire completed application online through Grants.gov.

You must register with Grants.gov prior to submitting your application package. The multi-step registration process generally cannot be completed in a single day. If you are not already registered, you should allow at least two weeks for completing this one-time process. **Do not wait until the day of the application deadline to register.**

You do not need to complete the registration process to download the application package and begin to prepare your material. However, you will need your Grants.gov user ID and password that you obtain during the registration process to submit your application when it is complete.

Click here to learn more about Grants.gov registration and tips for using Grants.gov [internal link to registering with Grants.gov doclet].

4. When and how must we submit our application?

You must submit your application through Grants.gov. Please note you must submit the entire completed application online through Grants.gov. Do not submit through email to IMLS.

For the Native American Library Services Basic Grants Program, Grants.gov will accept applications through 11:59 p.m. U.S. Eastern Time on April 3, 2017.

We strongly recommend that you obtain a D-U-N-S® number, register with SAM.gov and Grants.gov, and complete and submit the application early. We make grants only to eligible applicants that submit complete applications, including attachments, through Grants.gov, on or before the deadline, as indicated by the date stamp generated by Grants.gov.

Contact Grants.gov or call their help line at 1-800-518-4726 for assistance with hardware and software issues, registration issues, and technical problems. The help line is available 24 hours a day, seven days a week, except for federal holidays.

a. What happens after we submit our application through Grants.gov?

Once Grants.gov has received your submission, Grants.gov will send email messages regarding the progress of your application through the system. Over the next two business days, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency (IMLS) or has been rejected due to errors. After the official grant program deadline, you will receive a third email confirming that IMLS has retrieved your application. Until that point, you can check the status of your application(s) after submission in Grants.gov, by using the "Track My Application" feature.

5. Is there an intergovernmental review?

No. This funding opportunity is not subject to intergovernmental review per Exec. Order No. 12,372.

6. Are there funding restrictions?

You may only use IMLS funds, and your cost sharing, for allowable costs as found in IMLS and OMB government-wide cost-principle rules. Please consult 2 C.F.R. pt. 200 and 2 C.F.R. pt. 3187 for additional guidance on allowable costs.

What are some examples of allowable and unallowable costs?

The following list includes some examples of generally allowable costs, both for IMLS funds and for cost share (if applicable), in this grant program. Please consult 2 CFR Part 200 for additional guidance on allowable costs.

- Library personnel:
  - salary and benefits for library staff
- Materials, supplies, and equipment:
  - books, journals, magazine subscriptions, electronic resources

- o library supplies
- o library automation software and related equipment
- o library furnishings
- o computers and software
- Services:
  - o presenter fees related to public programs
  - o after-school tutoring services
  - o library-related consultants
  - o technology consultants
  - o digitization projects
- Other (for example):
  - o Internet access charges
  - o fees for participation in networks and consortia that provide the library with direct services
  - o E-Rate consulting

Examples of allowable expenses for the Education/Assessment Option include the following:

- costs for library staff to attend library-related continuing education courses and training workshops on- or offsite, including registration fees, travel, hotel, and per diem
- costs for library staff to attend or give presentations at conferences related to library services, including registration fees, travel, hotel, and per diem
- costs to cover temporary staff when regular staff are attending courses, workshops, or conferences related to the Education/Assessment Option
- costs to hire a consultant for an onsite professional library assessment, including library technology assessments and digitization expertise

You must explain all proposed expenses in your Project Budget.

The following list includes some examples of unallowable costs, both for IMLS funds and for cost share (if applicable), in this grant program. Please consult the appropriate cost principles for additional guidance on unallowable costs.

- contributions to endowments
- social activities; ceremonies; receptions; or entertainment, including food, gifts, and promotional items
- construction or renovation of facilities (generally, any activity involving the construction trades is not an allowable cost)
- pre-award costs
- indirect costs

(Note: If you have questions about the allowability of specific activities, call IMLS staff for guidance.)

a. How do we include costs for third parties?

It is your responsibility to determine whether each agreement you make for the disbursement of federal program funds to third parties casts the party receiving the funds in the role of a subrecipient or a contractor. Familiar terms for third parties can include partners, consultants, subgrantees, collaborators, vendors, or service providers. (See 2 C.F.R. § 200.330 (Subrecipient and contractor determinations).) IMLS grant funds may not be provided to any federal agency serving as a third party.

b. What are our options for including indirect costs in our budget?

Indirect costs are not allowed under this grant program.

E. Application Review Process

1. What are the review criteria?

Grants under this program are non-competitive.

a. Is cost sharing considered in the review process?

There are no requirements for cost sharing in this program.

Cost sharing is not an eligibility criterion and is not considered in the review of applications. Cost sharing is not required for research grants. Cost sharing requirements for this grant program are addressed in Section C.2.

2. What is the review and selection process?

Basic Grants are non-competitive awards available to eligible applicants to support existing library operations and to maintain core library services. We make awards only to eligible applicants that submit complete applications, including attachments, through Grants.gov, on or before the deadline.

3. What is the designated integrity and performance system and how does IMLS comply with its requirements?

i. IMLS, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold (currently $150,000), is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. § 2313);

ii. An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;

iii. IMLS will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. § 200.205 (Federal awarding agency review of risk posed by applicants).

4. When will we be notified of funding decisions?

We will not release information about the status of an application until the applications have been reviewed and all deliberations are concluded. We expect to notify applicants of the final decisions in July 2017.

F. Award Administration Information

1. How will we be notified of funding decisions?

We will notify applicants of funding decisions by email.

The award packet will be sent to the Project Director, Primary Contact/Grant Administrator, and Authorized Representative/Authorizing Official (as identified on the SF-424S). The award packet will contain the following:

- cover letter;

- Official Award Notification for Grants and Cooperative Agreements (the authorizing document for the award); and

- links to the General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards, reporting forms, and the Grantee Communications Kit; Your period of performance will be included on your Official Award Notification for Grants and Cooperative Agreements. Applicants who do not receive awards will be notified at the same time.

Project activities may be carried out for one year. The award period of performance begins on the first day of the month in which project activities start and ends on the last day of the month in which these activities are completed. Funded projects must begin August 1, 2017 and end by July 31, 2018.

2. What are the administrative and national policy requirements?

Organizations that receive IMLS grants or cooperative agreements are subject to the IMLS General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards [external link to General Terms and Conditions] and the IMLS Assurances and Certifications [internal link to Assurances and Certifications doclet]. Organizations that receive IMLS funding must be familiar with these requirements and comply with applicable law.

As an applicant for federal funds, you must certify that you are responsible for complying with certain nondiscrimination, debarment and suspension, drug-free workplace, and lobbying laws, as applicable. These are set out in more detail, along with other requirements, in the Assurances and Certifications [internal link to Assurances and Certifications doclet]. By signing the application form, which includes the Assurances and Certifications, you certify that you are in compliance with these requirements and that you will maintain records and submit any reports that are necessary to ensure compliance. Your failure to comply with these statutory and regulatory requirements may result in the suspension or termination of your grant and require you to return funds to the government.

3. What are the reporting requirements?

At a minimum, you will be required to submit a performance report and financial report at the end of your one year period of performance. Reports are due according to the reporting schedule that accompanies your Official Award Notification for Grants and Cooperative Agreements. You must submit the report electronically using the IMLS Final Financial and Performance and Report form. In support of the agency's commitment to open government, interim and final performance reports may be made accessible on the IMLS website to engage the public in communities of practice and to inform application development and grant making strategies.

For details and forms, please see the Manage Your Award: Administration page (Final Performance and Financial Reporting for Native American Library Services Basic Grants)

on the IMLS website.

You must also comply with 2 C.F.R. §§ 180.335 and 180.350 with respect to providing information regarding all debarment, suspension, and related offenses information, as applicable.

G. Contacts

1. Who should we contact if we have questions?

Click here for IMLS staff contact information for this program [external link to appropriate program landing page]. IMLS staff are available by phone and email to answer programmatic and administrative questions relating to this grant program.

Contact Grants.gov or call their help line at 1-800-518-4726 for assistance with hardware and software issues, registration issues, and technical problems.

2. How can we participate in a webinar for this IMLS funding opportunity?

Program staff host webinars to introduce potential applicants to funding opportunities. Click here for a schedule of webinars and instructions for accessing them from your computer [external link to webinar page].

H. Other Information

1. What do we need to know about acknowledging IMLS support?

Grantees must include an acknowledgement of IMLS support in all grant products, publications, websites, and presentations developed with IMLS funding. All work products should reference IMLS and include the associated grant award numbers. Click here for the Grantee Communications Kit, which provides guidance for fulfilling these requirements [*external link to grantee communications kit*].

2. What should we do if we are including confidential or proprietary information in our application?

As noted in the section on what project documents might IMLS make openly available, we may share grant applications, work products, and reports with grantees, potential grantees, and the general public to further the mission of the agency and the development of museum, library, and information services. These materials may be disseminated broadly and made available in a variety of ways and formats.

For the above reasons, you should not include in your application any information that you consider to be confidential or proprietary. However, if you do decide to provide information that you consider confidential or proprietary, you must clearly identify it as such. IMLS will handle confidential and proprietary information in accordance with applicable law (e.g., Freedom of Information Act [FOIA], Privacy Act).

3. What do we need to know about sharing and copyright of IMLS-supported work products and managing digital products?

Read more about sharing and copyright of IMLS-supported work products [internal link to Copyright doclet] and management of digital products [*internal link to Digital Products doclet*] (including research data and other digital content) produced with IMLS support here.

4. What conflict of interest requirements must we follow?

As a non-federal entity, you must follow IMLS conflict of interest policies for federal awards. Click here for more information about IMLS conflict of interest requirements [*internal link to conflict of interest requirements doclet*].

5. Where else can we find additional information about IMLS?

You may also wish to check the IMLS website [*external link to IMLS website*] for information on IMLS and IMLS activities.

6. Is IMLS obligated to make an award as a result of this announcement?

IMLS is not obligated to make any Federal award as a result of this announcement.

7. How can I become a peer reviewer?

If you are interested in serving as a peer reviewer, you may enter your contact information, identify your experience and expertise, and upload your resume through our online reviewer application at www.imls.gov/grants/become-reviewer. We choose reviewers by matching their experience and expertise with the applications we receive. If you are selected as a reviewer, we will notify you by email prior to the next deadline to confirm your availability.

8. How long should it take us to complete an application?

Complete applications include the elements listed in the Table of Application Components in Section D. We estimate the average amount of time needed for one applicant to complete the narrative portion of this application to be 30 minutes. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and writing and reviewing the answers.

We estimate that it will take you an average of 15 minutes per response for the IMLS Program Information Sheet and 30 minutes per response for the IMLS Budget Form. We estimate that it will take you an average of 60 minutes per response for the conditionally required digital product form.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Institute of Museum and Library Services at 955 L'Enfant Plaza North, SW, Suite 4000, Washington, DC, 20024-2135, and to the Office of Management and Budget, Paperwork Reduction Project (3137-0091), Washington, DC, 20503.

9. IMLS Clearance Number:

IMLS-CLR-D-0020, Expiration date: 7/31/2018

10. PRA Clearance Number:

OMB Control #: 3137-0093 Expiration date: 7/31/2018