

# NATIVE AMERICAN LIBRARY SERVICES BASIC GRANT

## FY 2020 NOTICE OF FUNDING OPPORTUNITY

### Table of Contents

A. Program Description .....	2
B. Federal Award Information .....	6
C. Eligibility Information .....	7
D. Application and Submission Information .....	8
E. Application Review Information .....	16
F. Award Administration Information .....	17
G. Contacts .....	18
H. Other Information .....	19
Appendix One – IMLS Assurances and Certifications .....	21
Appendix Two – Required Federal Systems .....	27
Appendix Three – Explanation of Forms for Reference .....	28
Appendix Four – IMLS Products Guidance .....	36
Appendix Five – Conflict of Interest Requirements .....	37

# NATIVE AMERICAN LIBRARY SERVICES BASIC GRANT

## FY 2020 NOTICE OF FUNDING OPPORTUNITY

Federal Awarding Agency:	Institute of Museum and Library Services
Funding Opportunity Title:	Native American Library Services Basic Grant
Announcement Type:	Notice of Funding Opportunity
Funding Opportunity Number:	NAG-BASIC-FY20
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 1, 2020.
Anticipated Date of Notification of Award Decisions:	July 2020 (subject to the availability of funds and IMLS discretion)
Beginning Date of Period of Performance:	Projects must begin on August 1, 2020.

### 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](mailto: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

### A1. What is this grant program?

The goal of the FY 2020 Native American Library Services Basic Grants Program is to support existing library operations and maintain core library services.

The Native American Library Services Basic Grants Program no longer has a separate Education/Assessment Option. 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/or hire a consultant for an onsite professional library assessment can be included in the Library Services Plan and the Budget. No more than \$3,000 of the \$6,000 - \$10,000 award may be allotted for education/assessment activities or travel. If an applicant does not include funding for education and assessment activities or travel, a grant request of \$6,000 - \$10,000 may still be requested.

## **A2. What are indicators of successful projects?**

Successful Basic Grants support existing library operations and 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' need for education, lifelong learning, workforce development, and digital library 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.  
  
(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.
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).

### **A3. 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 inform and empower individuals and communities. As stewards of cultural and natural heritage with rich, authentic content, libraries and museums provide learning experiences for everyone. In FY2018-2022, each award under this initiative will support one of the following three goals and an associated objective from the [IMLS strategic plan](#), *Transforming Communities*:

- **Promote Lifelong Learning:** IMLS supports learning and literacy for people of all ages through museums and libraries.
  - Early, digital, information, health, financial, media, civic, and other literacies
  - Cross-disciplinary and inquiry-based learning methods
  - Continuous learning for families and individuals with diverse backgrounds and needs
  - Distinctive role of museums and libraries as trusted sources of information
- **Build Capacity:** IMLS strengthens the capacity of museums and libraries to improve the well-being of their communities.
  - Recruitment, training, and development of library and museum workforces
  - Sharing and adoption of best practices and innovations
  - Identification of trends to help organizations make informed decisions
  - Serve as trusted spaces for community engagement and dialog
- **Increase Public Access:** IMLS makes strategic investments that increase access to information, ideas, and networks through libraries and museums.
  - Support for stewardship of museum and library collections
  - Tools, technology, and training enabling discovery and use of collections and resources by all
  - Policies and partnerships to address access barriers to collections, programs, and information
  - Increased access to knowledge through effective communications

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.

IMLS places importance on diversity and inclusion. This may be reflected in a project in a wide range of ways, including efforts to serve individuals of diverse geographic, cultural, and socioeconomic backgrounds; individuals with disabilities; individuals with limited functional literacy or information skills; individuals having difficulty using a library or museum; and underserved urban and rural communities, including children from families with incomes below the poverty line. This may also be reflected in efforts to recruit future professionals in the library or museum fields as well as strategies in building or enhancing access to collections and information.

#### **A4. What is the funding for this program?**

The Native American Basic Grants award for FY 2020 is \$6,000 - \$10,000, which can include up to \$3,000 in eligible education and assessment activities or travel. All activities should be described in the Library Services Plan and the Budget. There is no longer a separate budget form for education and assessment activities. If an applicant does not include funding for education and assessment activities or travel, a grant request of \$6,000 - \$10,000 may still be requested.

#### **A5. Where can I find additional examples of projects funded by this program?**

[Click here to search awarded grants by program, category, and/or key word.](#)

#### **A6. 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 C.F.R. ch. XI and 2 C.F.R. ch. XXXI.

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

*Note: The Office of Management and Budget (OMB) guidance on Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) can be found at 2 C.F.R. pt. 200. With certain IMLS-specific additions, IMLS regulations at 2 C.F.R. pt. 3187 formally adopt the 2 C.F.R. pt. 200 Uniform Guidance.*

## B. Federal Award Information

Total amount of funding expected to be awarded through this announcement	\$2,200,000
Anticipated number of awards	220
Expected amount of individual awards	\$6,000-10,000
Average amount of funding per award experienced in previous years	\$9,200
Anticipated start dates for new awards	Projects must begin on August 1, 2020
Anticipated period of performance	August 1, 2020 – July 31, 2021. 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 eligible to compete with applications for new awards.

Contingent upon the availability of funds, the quality of applications, and IMLS discretion, IMLS may make additional awards from the list of unfunded applications from this competition.

## **C. Eligibility Information**

### **C1. What are the eligibility requirements for this program?**

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

#### **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.

Please note that there are also funding restrictions that could affect the eligibility of a project; please consult [Section D6](#) below for details.

### **C2. What are the cost-sharing requirements for this program?**

Please do not include cost share. There are no requirements for cost sharing in this program.

## **C3. Other Information**

### **C3a. How many applications can we submit under this announcement?**

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

### **C3b. 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 organization is determined to be ineligible.

### **C3c. 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, your organization must be eligible, be in compliance with applicable requirements, and be in good standing on all active IMLS awards.

## **D. Application and Submission Information**

### **D1. 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-FY20

#### **D1a. Can we request an audio recording of this announcement?**

Yes, call 202-653-4744 to request it.

#### **D1b. Can we request a paper copy of this announcement?**

Yes, call 202-653-4744 to request it. Persons with hearing difficulty are welcome to use Teletype (TTY/TDD) 202-653-4614.

### **D2. What content and forms are required to make a complete application?**

The Table of Application Components below will help you prepare a complete application. You will find links to more information and instructions for each application component in the table.



Applications missing any Required Documents or Conditionally Required Documents from this list will be considered incomplete and may be rejected from further consideration. (See 2 C.F.R. §3187.9.)

## D2a. Table of Application Components

Component	Format	File name to use
<b>Required Documents</b>		
<a href="#">Please see the guidance in Section D2c for more information.</a>		
<a href="#">The Application for Federal Domestic Assistance/Short Organizational Form (SF-424S)</a>	Grants.gov form	n/a
<a href="#">IMLS Supplementary Information Form</a> (including Abstract)	Grants.gov form	n/a
<a href="#">IMLS Library Program Information Form</a>	Grants.gov form	n/a
<a href="#">Library Services Plan Narrative</a> (three pages max.)	PDF document	Plan.pdf
<a href="#">IMLS Budget Form</a>	IMLS PDF form	Budget.pdf
<b>Conditionally Required Documents</b>		
<a href="#">Please see the guidance in Section D2d for more information.</a>		
<a href="#">Digital Product Form</a>	IMLS PDF document	Digitalproduct.pdf

## D2b. How should we format, name, and sequence the application components?

**Document format:** Aside from the SF-424S, the IMLS Supplementary Information Form (including Abstract), and the IMLS Library Program Information Form, which are created in Grants.gov Workspace, all application components must be submitted as PDF documents. Please do not submit Word documents as your application will be rejected by Grants.gov.

**Page limits:** Note page limits listed in the table above. We will remove any pages over the limit.

**Naming convention:** Use the naming conventions indicated in the table above. 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 may 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.

## D2c. Instructions for Required Documents

### 1. The Application for Federal Domestic Assistance/Short Organizational Form (SF-424S)

The SF-424S is part of the application package that you complete in the Grants.gov Workspace. [Click here for instructions on completing the SF-424S.](#)

[\(Back to Table of Application Components\)](#)

### 2. IMLS Supplementary Information Form (including Abstract)

The IMLS Supplementary Information Form (including Abstract) is part of the application package that you complete in the Grants.gov Workspace. The Abstract should be a one to two sentence summary of your Library Services Plan.

[\(Back to Table of Application Components\)](#)

### 3. IMLS Library Program Information Form

The IMLS Library Program Information Form is part of the application package that you complete in the Grants.gov Workspace. [Click here for instructions on completion.](#)

[\(Back to Table of Application Components\)](#)

### 4. Library Services Plan

Write a narrative that addresses components a-c listed below. Limit the narrative to three single-spaced, numbered pages. We will remove any pages above the three page limit.

- a. Address these questions in the same order in which they are listed:
  - 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?
- b. Include a budget summary that describes all budget items included in the IMLS Budget Form. For example, if your budget includes funds for staff, provide the dollar amount allocated and describe the staff and their work or activities. Your summary should match or align with the items in your budget.
- c. Describe separately, if applicable, educational/assessment activities or travel. No more than \$3,000 may be allotted for these activities. Provide a total dollar amount requested for educational/assessment activities or travel. If you do not include funding for educational/assessment activities or travel, you may still request an award of between \$6,000 - \$10,000.
- d. Make sure that your total budget amount in your Library Services Plan matches the total amount on your IMLS Budget Form and the total amount on your Supplementary Information Form.

[\(Back to Table of Application Components\)](#)

## 5. IMLS Budget Form

Download and complete the current [IMLS Budget Form](#) (PDF, 1.1MB). [Click here for instructions on completing the Budget Form](#). **Java Script must be enabled in your web browser.**

IMLS anticipates that the Native American Library Services Basic Grants award amount for FY 2020 will be \$6,000 - \$10,000. Your budget must be at least \$6,000 and may not exceed \$10,000, and the budget items should match the activities described in your Library Services Plan. No more than \$3,000 may be allotted for educational/assessment activities or travel. No indirect costs are allowed. Spending categories in the IMLS Budget Form include:

- Salaries and wages
- Fringe benefits
- Travel
- Supplies, materials, and equipment
- Contracts and subawards
- Student Support (It is not anticipated that this program would involve Student Support, see [Appendix Four](#))
- Other costs
- Indirect costs (leave blank, see [Section D6](#))

Make sure that the total budget amount on your IMLS Budget Form matches the total amount in your Library Services Plan and the total amount on your Supplementary Information Form.

[\(Back to Table of Application Components\)](#)

## **D2d. Conditionally Required Documents**

These are documents that may be required, depending on the circumstances. Failure to provide a Conditionally Required Document will result in your application being considered incomplete, and it may be rejected from further consideration.

### **Digital Product Form**

IMLS defines digital products very broadly as digital content, resources, assets, software, and/or datasets. If you are creating digital products, then you must provide a completed [IMLS Digital Product Form](#) by providing for each section the corresponding information or by stating “Not applicable for this project” in each respective section. [Click here for Guidance for Projects that Develop Digital Products.](#)

If your proposal is selected for funding, your application, including but not limited to the Digital Product Form, may be published online, or otherwise shared, by IMLS. As such, it must not include any sensitive, proprietary, or confidential information.

[\(Back to Table of Application Components\)](#)

## **D3. 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.

### **D3a. 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.](#)

### **D3b. What is the System for Award Management (SAM.gov) and how do we register?**

The System for Award Management (SAM) is a federal repository that centralizes information about grant applicants and recipients. There is no fee to register with SAM.gov. [Click here to learn more about SAM.gov registration.](#)

### **D3c. What is Grants.gov and how do we register?**

Grants.gov is the centralized location for grant seekers to find and apply for Federal funding opportunities.

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 several weeks before the grant program deadline to complete this one-time process.

Do not wait until the day of the application deadline to register.

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.](#)

## **D4. When and how must we submit our application?**

You must submit your application through Grants.gov. Do not submit through email to IMLS.

For the Native American Library Services Basic Grant Program, Grants.gov will accept applications through 11:59 p.m. U.S. Eastern Time on April 1, 2020. 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](#) at [support@grants.gov](mailto:support@grants.gov) or call their help line at 1-800-518-4726 for technical assistance. The help line is available 24 hours a day, seven days a week, except for federal holidays.

### **D4a. What happens after we submit our application through Grants.gov?**

Within two business days of receiving your submission, Grants.gov will generate two emails regarding the progress of your application through the system. The first email 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) in Grants.gov by using the "Track My Application" feature. For further details, please consult Grants.gov.

## **D5. Is there an intergovernmental review?**

No. This funding opportunity is not subject to intergovernmental review per Exec. Order No. 12372.

## **D6. Are there funding restrictions?**

You may only use IMLS funds 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.

The following list includes some examples of generally allowable costs under this announcement:

- Library personnel
  - salaries, wages, and fringe benefits for library staff
- Materials, supplies, and equipment
  - books, journals, magazine subscriptions, electronic resources
  - library supplies
  - library automation software and related equipment
  - library furnishings
  - computers; software; and wi-fi devices
- Services
  - presenter stipends related to public programs
  - after-school tutoring services
  - library-related consultants
  - technology consultants
  - digitization projects
  - internet access

- fees for participation in networks and consortia that provide the library with direct services
- Education/Assessment (no more than \$3,000 total), including:
  - costs for library staff to attend library-related continuing education courses and training workshops on- or off-site, 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 Education/Assessment
  - 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 Library Services Plan.

The following list includes some examples of unallowable costs under this announcement:

- 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 whether specific activities are allowable, call IMLS staff for guidance.

### **D6a. How do we include costs for third parties?**

Your project may require you to provide federal funds to third parties (such as partners, consultants, collaborators, subgrantees, subawardees, vendors, and/or service providers). It is your responsibility to determine whether a third party should be characterized as a subrecipient or a contractor. The characterization must be reflected in the terms of each agreement you make with each third party.

(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.

### **D6b. What are our options for including indirect costs in our budget?**

Indirect costs are not allowed under the Basic grant program.

## **E. Application Review Information**

### **E1. What are the review criteria?**

Basic grants under this program are non-competitive awards available to eligible applicants.

#### **E1a. Is cost sharing considered in the review process?**

Cost sharing is not considered in the review of applications.

### **E2. 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 to eligible applicants that submit complete applications, including attachments, through Grants.gov, on or before the deadline. The Director makes final funding decisions consistent with the purposes of the agency's mission and programs.

### **E3. What is the designated integrity and performance system and how does IMLS comply with its requirements?**

IMLS, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold (currently \$250,000 but periodically adjusted), 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 and 41 U.S.C. §134).

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.

IMLS will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in considering 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).



## **E4. 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 both successful and unsuccessful applicants of the final decisions by July 2020.

## **F. Award Administration Information**

### **F1. How will we be notified of funding decisions?**

We will notify both successful and unsuccessful applicants of funding decisions by email.

For applicants who receive awards, the award packet will be sent to the Project Director, Primary Contact/Grants 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);
- links to the General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards, reporting forms, and the Grantee Communications Kit; and
- reviewer comments.

Your period of performance will be included on your Official Award Notification for Grants and Cooperative Agreements. 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. The award period of performance would begin on August 1, 2020 and would end no later than July 31, 2021.

### **F2. 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](#) (PDF, 246KB) and the [IMLS Assurances and Certifications](#). 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. These are set out in more detail, along with other requirements, in the [IMLS Assurances and](#)

[Certifications](#). 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 award and require you to return funds to the government.

### **F3. What are the reporting requirements?**

At a minimum, you will be required to submit a performance report and financial report annually.

Reports are due according to the reporting schedule that is part of your Official Award Notification for Grants and Cooperative Agreements. Grantees must submit reports electronically using the IMLS performance and financial report forms. 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 on the IMLS website.

You must also comply with 2 C.F.R. §§ 180.335 and 180.350 and 2 C.F.R. pt. 3185 with respect to providing information regarding all debarment, suspension, and related offenses information, as applicable.

#### **F3a. What do we need to know if the Federal share of our award is more than \$500,000 over the period of performance?**

If the Federal share of your award is more than \$500,000 over the period of performance, you should refer to the post-award reporting requirements reflected in 2 C.F.R. pt. 200, Appendix XII – Award Term and Condition for Recipient Integrity and Performance Matters.

## **G. Contacts**

### **G1. Who should we contact if we have questions?**

[Click here for IMLS staff contact information for this initiative](#). IMLS staff are available by phone and email to answer programmatic and administrative questions relating to this initiative.

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

## **G2. How can we participate in a webinar for this IMLS funding opportunity?**

Program staff hosts webinars to introduce potential applicants to funding opportunities. [Click here for a schedule of webinars and instructions for accessing them from your computer.](#)

## **H. Other Information**

### **H1. 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 number(s). [Click here for the Grantee Communications Kit](#), which provides guidance for fulfilling these requirements.

### **H2. What should we do if we are including confidential or proprietary information in our application?**

IMLS 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).

### **H3. 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](#) and [management of digital products](#) (including research data and other digital content) produced with IMLS support.

## **H4. 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.](#)

## **H5. Where else can we find additional information about IMLS?**

You can check the [IMLS website](#) for information on IMLS and IMLS activities.

## **H6. Is IMLS obligated to make an award as a result of this announcement?**

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

## **H7. 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 <https://www.ims.gov/grants/become-reviewer>. If you are identified as a potential reviewer, we will notify you by email prior to the next review period to confirm your availability.

## **H8. How long should it take us to complete an application?**

Complete applications include the elements listed in the Table of Application Components in [Section D2a](#). We estimate the average amount of time needed for one applicant to complete the narrative portion of this application to be 3 hours. 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 Supplementary Information Form and the IMLS Library Program Information Form through Grants.gov; and three hours per response for the IMLS Budget Form. We estimate that it will take you an average of 60 minutes per response for the 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.

## **H9. IMLS Clearance Number:**

IMLS-CLR-D-0030

## **H10. PRA Clearance Number:**

OMB Control #: 3137-0093, Expiration date: 9/30/2021

# **Appendix One – IMLS Assurances and Certifications**

As a Federal agency, IMLS is required to obtain from all applicants certifications, including those regarding Nondiscrimination, Debarment and Suspension, Federal Debt Status, and 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 SF-424S.

## **Assurances Statement**

By signing the application form, the authorized representative, on behalf of the applicant, assures and certifies that, should a Federal award be made, the applicant will comply with the statutes outlined below and all related IMLS regulations (for example, see 2 C.F.R. ch. XXXI and 45 C.F.R. ch. XI). 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 representative 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 non-federal share of project costs) to ensure proper planning, management, reporting, recordkeeping, 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 applicable law.

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

### **Nondiscrimination**

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

1. 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 (note: as clarified by Exec. Order No. 13166, the applicant must take reasonable steps to ensure that limited English proficient (LEP) persons have meaningful access to the applicant's programs (see IMLS guidance at 68 Federal Register 17679, April 10, 2003));
2. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq., including § 794), which prohibits discrimination on the basis of disability (note: IMLS applies the regulations in 45 C.F.R. pt. 1170 in determining compliance with section 504 as it applies to recipients of federal assistance);
3. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, §§ 1685–1686), which prohibits discrimination on the basis of sex in education programs;
4. 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; and
5. the requirements of any other nondiscrimination statute(s) which may apply to the application.

### **Debarment and Suspension**

The applicant shall comply with 2 C.F.R. pt. 3185 and 2 C.F.R. pt. 180, as applicable. 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:

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

As noted in the preceding paragraph, applicants who plan to use IMLS awards to fund contracts should be aware that they must comply with the communication and verification requirements set forth in the above Debarment and Suspension provisions.

### **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.

### **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 2 C.F.R. pt. 3186 (Requirements for Drug-Free Workplace (Financial Assistance)). In particular, you as the recipient must comply with drug-free workplace requirements in subpart B (or subpart C, if the recipient is an individual) of 2 C.F.R. pt. 3186, which adopts the Government wide implementation (2 C.F.R. pt. 182) of sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. §§ 701–707).

This includes, but is not limited to: 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 your employees; taking actions concerning employees who are

convicted of violating drug statutes in the workplace; and identifying (either at the time of application or upon award, or in documents you keep on file in your offices) all known workplaces under your federal awards.

### **Trafficking in Persons**

The authorized representative, on behalf of the applicant, certifies, as a condition of the award, that the applicant will comply with the trafficking in persons requirements that are set out in the General Terms and Conditions for IMLS Discretionary Awards (2 C.F.R. 175.15 Award Term).

### **Certification Regarding Lobbying Activities**

(Applies to Applicants Requesting Funds in Excess of \$100,000) (31 U.S.C. § 1352)

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 an 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 any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than federal appropriated funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant, as provided in 31 U.S.C. § 1352) 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 complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- 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 and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when the transaction is made or entered into. Submission of this certification is a prerequisite for making or entering into the transaction imposed by section 1352, title 31, U.S. Code. Any person who



fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **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.

## **Certifications Required for Certain Projects**

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.

### **Subawards**

Under IMLS regulations at 2 C.F.R. § 3187.14, a recipient may not make a subaward unless expressly authorized by IMLS. A recipient may contract for supplies, equipment, and services, subject to applicable law, including but not limited to applicable Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards set forth in 2 C.F.R. pt. 200.

### **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, see 54 U.S.C. § 306108), Exec. Order No. 11593) and any related applicable preservation laws.

### **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 Exec. Order No. 11514;

- b. notification of violating facilities pursuant to Exec. Order No. 11738;
- c. protection of wetlands pursuant to Exec. Order No. 11990, as amended by Exec. Order No. 12608;
- d. evaluation of flood hazards in floodplains in accordance with Exec. Order No. 11988, as amended see Executive Order 12148);
- 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 purchase 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, or as otherwise designated.

### **Research on Human Subjects**

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

### **Research on Animal Subjects**

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.

For further information on these certifications, contact IMLS, 955 L'Enfant Plaza North, SW, Suite 4000, Washington, DC, 20024-2135. Or call 202/653-IMLS (4657).

## Appendix Two – Required Federal Systems

### Getting a D-U-N-S® Number

All non-federal entities are required to have a Dun and Bradstreet Data Universal Numbering System (D-U-N-S®) number (a unique entity identifier) in order to apply for, receive, and report on federal awards.

You should verify that your organization has a D-U-N-S® number. You can get one within two business days at no cost by calling the dedicated toll-free D-U-N-S® number request line at 1-866-705-5711 or by visiting <http://www.dnb.com/duns-number.html>.

### Registering for SAM.gov

The System for Award Management (SAM) is a federal repository that centralizes information about grant applicants and recipients. You must be registered with SAM.gov before you register with Grants.gov. There is no fee to register with SAM.gov. [Click here to find information about registering with SAM.gov.](#)

SAM.gov registration requires an original, signed notarized letter identifying the authorized “Entity Administrator” for the organization associated with the D-U-N-S® number before a SAM.gov entity registration or renewal will be activated. For more information and updates, please see the FAQ at <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systemsmanagement/integrated-award-environment-iae/sam-update>.

We recommend that you allow several weeks to complete your SAM.gov registration. You must renew your registration in SAM.gov at least every 12 months—and sooner, if your information changes. An expired registration will prevent you from submitting applications via Grants.gov and receiving awards or payments. Grant payments will be made to the bank account that is associated with your SAM.gov registration.

### Registering for Grants.gov

You must register with Grants.gov before submitting your application to IMLS. [Click here to learn more about the multistep registration process.](#) Make sure your D-U-N-S® number and SAM.gov registration are accurate, current, and active. We recommend that you allow several weeks to complete your Grants.gov registration.

After you register with Grants.gov, and create an Organizational Applicant Profile, the request for the organization's Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log into Grants.gov and assign the appropriate roles to individuals within the organization. This will include the Authorized Organization Representative (AOR) which will give permission to complete and submit applications on behalf of the organization. For more detailed instructions about creating a profile on Grants.gov, please refer to <https://www.grants.gov/web/grants/applicants/registration/authorizeroles.html>.

## Working with Grants.gov

[Click here to learn more about Grants.gov resources](#), which include checklists, FAQs, and online tutorials to assist you in preparing your organization to submit applications.

Grants.gov applicants apply online using "Workspace". "Workspace" is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within a grant application. For each funding opportunity, you can create individual copies of a workspace to complete your application. Here is an overview of how to apply on Grants.gov. <https://www.grants.gov/web/grants/applicants/workspace-overview.html>

Designate more than one Authorized Organization Representative (AOR) when you register in Grants.gov. This will help avoid last-minute crises in the event that your one AOR is unavailable when you are ready to submit your application.

Update the contact information and password in Grants.gov when the AOR at your organization changes.

Grants.gov offers online support regarding [Adobe® software](#) and [browser](#) compatibility. Contact Grants.gov at [support@grants.gov](mailto:support@grants.gov) or call the help line (1-800-518-4726) for technical assistance. The help line is available 24 hours a day, seven days a week, except for federal holidays.

# Appendix Three – Explanation of Forms for Reference

## Grants.gov SF-424S

The SF-424S is the "Application for Federal Domestic Assistance/Short Organizational Form," which is part of the application package that you downloaded from Grants.gov.

### Items 1 through 4

These items are automatically populated by Grants.gov.

## Item 5. Applicant Information

- a. **Legal Name:** Enter your organization's legal name as it appears in your SAM.gov registration. This is the organization with the authority to apply directly for funding in this program. If you have an organizational unit that will be carrying out the project, be sure that it is specified as the organizational unit on the IMLS Supplementary Information Form.
- b. **Address:** Enter your legal applicant's address as it appears in your SAM.gov registration.
- c. **Web Address:** Enter your web address.
- d. **Type of Applicant:** Select the code that best characterizes your organization from the menu in the first dropdown box. Leave the other boxes blank.
- e. **Employer/Taxpayer Identification Number (EIN/TIN):** Enter the EIN or TIN assigned to your organization by the Internal Revenue Service.
- f. **Organizational DUNS:** Enter your organization's D-U-N-S® number received from Dun and Bradstreet.
- g. **Congressional District:** Enter your organization's congressional district. Use the following format: two-letter state abbreviation, followed by a hyphen, followed by a zero, followed by the two-digit district number. For example, if the organization is located in the 5th Congressional District of California, enter "CA-005." For the 12th Congressional District of North Carolina, enter "NC-012." For states and territories with "At Large" Congressional Districts—that is, one representative or delegate represents the entire state or territory—use "001," e.g., "VT-001."

If your organization 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 your organization's district, [visit the House of Representatives website by clicking here](#) and using the "Find Your Representative" tool.

## Item 6. Project Information

- a. **Project Title:** Enter a brief descriptive title for your project. IMLS may use this title for public information purposes.

- b. **Project Description:** Enter a brief description (about 120 words) of your project. Tell us what your project will do, for whom or what, and why. Use clear language that can be understood by readers who might not be familiar with the discipline or subject area.
- c. **Proposed Project Start Date/End Date:** Enter the start date and end date of the proposed period of performance in the format mm/dd/yyyy. The project period 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. Refer to [Section B](#) of this Notice of Funding Opportunity to determine when your project can begin.

### **Item 7. Project Director**

The Project Director is the person who will have primary responsibility for carrying out your project's activities. Enter the requested information for this individual here.

IMLS requires that the Project Director be a different person than the Authorized Representative.

### **Item 8. Primary Contact/Grants Administrator**

The Primary Contact/Grants Administrator is the person who has primary responsibility for administering the award. Enter the requested information for this individual here. If the Primary Contact/Grants Administrator is the same as the Authorized Representative, please still complete both Items 8 and 9.

In some organizations this individual may be the same as the Project Director. If this is the case, check the box and skip to Item 9.

### **Item 9. Authorized Representative**

The Authorized Representative is the person who has the authority to legally bind your organization. Enter the requested information for this individual here. **The Authorized Representative cannot 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 the [IMLS Assurances and Certifications](#) and any other relevant federal requirements.

The "Signature of Authorized Representative" and "Date Signed" boxes will be automatically populated by Grants.gov upon submission of the application. This will be the person whose name was listed as your organization's authorized representative when you registered with Grants.gov. Please note that this name might not be the same as the name and other information you entered in Item 9 above; however, the person whose name appears in the "Signature of Authorized Representative" box must have authorization from your organization to submit this application on behalf of your organization.

Submission of the electronic application acknowledges that your organization certifies compliance with relevant federal requirements, including but not limited to the [IMLS Assurances and Certifications](#), to the same extent as the signature does on a paper application.

## IMLS Supplementary Information Form

### Applicant Information

Check YES or NO and provide the information requested in the blocks that appear next.

### Funding Request

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

Cost share amount: Please do not include cost share. There are no requirements for cost sharing in this program.

### Indirect Cost Rate

No indirect costs are allowed under this program. Please do not include indirect costs in your application.

### Population Served

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

### Abstract

Write a one to two sentence summary of your Library Services Plan.

## IMLS Library Program Information Form

This is a Grants.gov Workspace form.

**Section 1. Agency-Level Goals and Objectives:** Select one of the three IMLS Agency-Level Goals with which your project best aligns. Once you have selected a goal, then select an associated objective.

**Section 2. Grant Program:** Select Native American Library Services: Basic Grants.

## IMLS Budget Form

Download the [IMLS Budget Form](#) (PDF, 1.1MB).

The IMLS Budget Form accommodates up to three years of project activities and expenses. Project timelines, allowable costs, and other budget details vary by program. Be sure to review the Notice of Funding Opportunity for the grant program/category to which you are applying and the cost principles in 2 C.F.R. pt. 200 and 2 C.F.R. pt. 3187.

The Year 1 columns should include costs for activities that begin on the project start date (as listed on 6c of the SF-424S) and end 12 months later. If the project timeline exceeds one year, list the costs for the next 12 months in the Year 2 columns. If the project extends beyond two years, list the costs for the next 12 months in the Year 3 columns. If the program/category to which you are applying permits a fourth year as part of the budget, enter Year 4 budget details on a second copy of the IMLS Budget Form.

The budget should include the project costs that will be charged to grant funds. All the items listed must be necessary to accomplish project objectives, allowable according to the applicable federal cost principles, auditable, and incurred during the award period of performance. Charges to the project for items such as salaries, fringe benefits, travel, and contractual services must conform to the written policies and established practices of your organization. You must report all revenues generated with project funds during the award period of performance as program income.

If you need more lines for a specific section, summarize the information in the IMLS Budget Form and explain it further in the Budget Justification.

1. **Salaries and Wages:** Include both temporary and permanent staff as well as volunteers engaged in project activities. Document the method of cost computation (e.g., as percentage of a person's time devoted to the project, number of days, number of hours) in your Budget Justification.
2. **Fringe Benefits:** Fringe benefits can only be claimed as a direct cost for those positions included in your direct cost pool. Fringe benefits may be claimed only on the portion of salaries and wages identified for this project.
3. **Travel:** Explain the method of cost computation for each travel cost, including subsistence, lodging, and transportation, in your Budget Justification.

You must use the lowest available commercial fares for coach or equivalent accommodations, and you must use U.S. flagged air carriers for foreign travel when such services are available, in accordance with applicable U.S. legal requirements.

Please refer to the Narrative section of this Notice of Funding Opportunity for information about special travel requirements, if any.

4. **Supplies, Materials, and Equipment:** List the costs of supplies, materials, and equipment purchased specifically for the proposed project. For definitions and other information, please see 2 C.F.R. pt. 200. Use the Budget Justification to explain or describe these items in further detail.
5. **Contracts and Subawards:** List each third party that will undertake project activities and their associated costs as an individual line item on your IMLS Budget Form.



Designate each third party as either a contract or subaward using the drop-down menu on each line.

To explain or describe these items in further detail, you may either:

- itemize these third-party costs in your Budget Justification or
  - include a separate IMLS Budget Form as a Supporting Document and refer to it in the Budget Justification, for more complex projects.
6. **Student Support:** If your project includes student support costs, enter them in this section. [Please click here for a definition and examples of student support.](#)
  7. **Other Costs:** Use this section for costs that cannot be assigned to other categories. Do not use this section to list items that do not fit in the lines allotted for another section.
  8. **Total Direct Costs:** These amounts will total automatically.
  9. **Indirect Costs:** No indirect costs are allowed under this program. Please leave this blank.
  10. **Total Project Costs:** These amounts will total automatically.

## Budget Justification

To write your budget justification, follow the format of the IMLS Budget Form's section headings and save it as a PDF.

### 1. Salaries and Wages

Identify each person whose salary or wages will be paid with IMLS funds, provide their names, describe their role in the project, the percent of time to be devoted to the project, and their rate of pay.

If you are requesting IMLS funding for salaries of permanent staff, explain the reason for the request and how the regular duties of these individuals will be performed during the award period of performance.

### 2. Fringe Benefits

Identify your organization's fringe benefit rate and explain the base for the calculation for each person. If you have consolidated several persons' fringe benefits into a single line on the IMLS Budget Form, break out the detail here.

### 3. Travel

For each trip, explain the purpose of the trip and specify the points of origin and destination, the name of the traveler, and break out the costs of transportation, lodging, per diem, and any other expenses associated with the travel. Explain how you arrived at the dollar amount.

#### **4. Supplies, Materials, and Equipment**

List each type of supply, material, and equipment you propose to purchase for the project. Detail the number and unit cost for each item, and explain how you arrived at the dollar amounts. Provide vendor quotes or price lists as Supporting Documents with your application.

#### **5. Contracts and Subawards**

List the costs of project activities to be undertaken by third parties for the project. (Familiar terms for third parties can include partners, consultants, subgrantees, collaborators, vendors, or service providers.) Identify each third party by name, describe their role in the project, the activities they will carry out, and the cost. For each entry, designate the third party as either a subrecipient or a contractor. Explain costs for third parties and provide relevant Supporting Documents with your application. IMLS grant funds may generally not be provided to other U.S. government agencies.

You are responsible for making a case-by-case determination as to whether the agreement you make with a third party should be a contract or a subaward. That determination will depend upon the nature of your relationship with the third party with respect to the activities to be carried out. (See 2 C.F.R. § 200.330 (Subrecipient and contractor determinations).)

#### **6. Student Support**

Explain your method for calculating the costs listed in this section. [Please click here for a definition and examples of student support.](#)

#### **7. Other Costs**

Use this section for costs that cannot be assigned to other categories.

#### **8. Total Direct Costs**

Indicate the total direct costs, and specify how much you are asking from.

#### **9. Indirect Costs**

No indirect costs are allowed under this program. Please do not include indirect costs in your budget.

#### **10. Total Project Costs**

Indicate the total project costs here, and specify how much you are asking from IMLS.

## Student Support Costs

- Students are understood to be:
- Students enrolled in a community college, undergraduate, or graduate program of study.
- Individuals participating in post-master's or post-doctoral programs which are focused on supporting their career or professional development.
- Library, archive, and museum staff participating in education and training activities focused on their career or professional development.

Examples of student support include:

- Tuition support for students participating in the project.
- Salaries or stipends for graduate assistant work, so long as their work is focused on research and teaching activities (therefore contributing to their education).
- Pay and benefits for a resident or fellow to work in a position that is intended to support their learning outcomes or professional development.
- Costs for travel and conference registration provided to support a student or participant's learning outcomes or professional development.
- Costs of supplies and equipment provided to students to support a student's learning outcomes or professional development.

Activities not considered student support include:

- Students employed in roles that are primarily administrative or clerical, doing work that is not primarily focused on their career or professional development. These costs should be listed in the salaries and wages section of the budget, and tuition paid on behalf of these students would not be considered student support.

## Proof of Private, Nonprofit Status

If your organization is applying as a private, nonprofit institution, you must submit a copy of the letter from the Internal Revenue Service indicating your eligibility for nonprofit status under the applicable provision of the Internal Revenue Code of 1954, as amended. (See 2 C.F.R. §3187.7(b)). We will not accept a letter of state sales tax exemption as proof of nonprofit status.

# Appendix Four – IMLS Products Guidance

## Guidance for Projects that Develop Digital Products

### What are digital products?

IMLS broadly defines digital products as any digital content, resources, assets, software, or datasets that you may create, collect, or develop during the course of your project.

### What are the IMLS requirements for projects that create, collect, or develop digital products?

IMLS is committed to expanding public access to federally funded research, data, and other digital products. The assets you create with IMLS funding require careful stewardship to protect and enhance their value, and they should be freely and readily available for use and re-use by libraries, archives, museums, and the public. However, applying these principles to the development and management of digital products is not always straightforward. We require that you follow the directions addressing specific aspects of creating and managing digital products in the Digital Product Form. [Click here to access the Digital Product Form](#) (PDF, 2MB; [Word](#), 40.4KB).

Additionally, IMLS participates in the Federal Agencies Digital Guidelines Initiative (FADGI), a collaborative effort by federal agencies to define common standards, guidelines, methods, and best practices for creating digital collections. The FADGI website includes a growing list of links to relevant standards, recommendations, and other resources. While this list is not exhaustive—nor do we endorse any specific resource—applicants considering digital projects may find the information useful. [Click here to access the FADGI website](#).

## Access to Work Products and Documents from IMLS Supported Projects

### How should we share our work products from IMLS-supported projects?

All work products resulting from IMLS funding should be distributed for free or at cost unless we have given you written approval for another arrangement. We encourage IMLS grant recipients to share their work products (including publications, datasets, educational resources, software, and digital content) whenever possible through free and open-access journals and repositories. We expect you to ensure that final peer-reviewed manuscripts resulting from research conducted under an award are made available in a manner that permits the public to

access, read, download, and analyze the work without charge. Wide dissemination of the results of IMLS-funded projects advances the body of knowledge and professional practice in museum, library, and information services.

### **What project documents might IMLS make openly accessible?**

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. We require that your final report include one copy of each written product you create, unless otherwise instructed. These materials may be disseminated broadly and made available in a variety of ways and formats.

### **What do we need to know about copyright and works produced with IMLS support?**

You may copyright any work that is subject to copyright and was developed under an award or for which ownership was purchased. However, we reserve, for federal government purposes, a royalty free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work and authorize others to reproduce, publish, or otherwise use the work. We encourage you to make your works produced with IMLS support widely available, including through the use of open licenses.

### **What do we need to know about digital products produced with IMLS support?**

IMLS is committed to expanding public access to federally funded digital products (i.e., digital content, resources, assets, software, and datasets). We require that you follow the directions addressing specific aspects of creating and managing digital products in the Digital Product Form. The form provides additional instructions and guidance. [Click here to access the Digital Product Form](#) (PDF, 2MB; [Word](#), 40.4KB).

## **Appendix Five – Conflict of Interest Requirements**

### **Conflict of Interest Requirements**

#### **What conflict of interest requirements must we follow?**

As a non-federal entity, you must follow IMLS conflict of interest policies for federal awards. You must disclose in writing any potential conflict of interest to an IMLS Program Officer, or to the

pass-through entity if you are a subrecipient or contractor. This disclosure must take place immediately whether you are an applicant or have an active IMLS award.

The IMLS conflict of interest policies apply to subawards as well as contracts, and are as follows:

- As a non-federal entity, you must maintain written standards of conduct covering conflicts of interest and governing the performance of your employees engaged in the selection, award, and administration of subawards and contracts.
- None of your employees may participate in the selection, award, or administration of a subaward or contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an organization considered for a subaward or contract. The officers, employees, and agents of the non-federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from subrecipients or contractors or parties to subawards or contracts.
- If you have a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, you must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, you are unable or appear to be unable to be impartial in conducting a subaward or procurement action involving a related organization.