NATIVE AMERICAN LIBRAY SERVICES ENHANCEMENT GRANTS

Sample Application NAE-259273-OLS-25

Asa'carsarmiut Tribal Council

Amount awarded by IMLS: $150,000

The Asa'carsarmiut Tribal Council will invest in its library through staffing support, a new collection of books, and Internet services. Collection resources will include encyclopedias, almanacs, books on Native Alaskan culture, children's books, and how-to books such as rough carpentry, basic carpentry, small engine mechanics, outboard motor mechanics, and sled building. Internet access will enable patrons to search for jobs, pursue online education, and apply for state and federal benefits. Project leads will identify training opportunities around Excel software as well as First Aid/CPR. Children, students, and adults will be able to use these resources to continue their education, seek job opportunities, and pursue reading for pleasure.

Attached are the following components excerpted from the original application.

- Tribal Profile
- Narrative
- Schedule of completion

When preparing an application for the next deadline, be sure to follow the instructions in the most recent Notice of Funding Opportunity for the grant program to which you are applying.

Asa'carsarmiut Tribe, dba, Asa'carsarmiut Tribal Council Tribal Profile 2025

The earliest known recorded history of the Asa'carsarmiut Tribe is identified in Executive Order 2757 signed by President Woodrow Wilson on November 22, 1917.

Our governing body, the Asa'carsarmiut Tribal Council, consists of a 7-member council who hold three-year staggered terms.

Voting for two or three of the council-member seats takes place each November at our Annual Tribal Membership Meeting.

The Asa'carsarmiut Tribe adopted its Tribal Constitution on November 8, 1994, and has been a self-governance tribe since 2004. Today, we administer roughly 30 programs from various federal agencies including USDOI, USDA, USDOJ, DHHS, HUD, FTA, ACF, Title VI, and FHWA to name a few.

Our organization's Chief Executive is the Tribal Administrator, who works closely with our Deputy Director, Finance Director, Finance Assistant, Grants Manager, Administrative Assistant and program Directors to administer our programs in accordance with federal, state and private foundation guidelines and regulations. With IMLS funding, we intend that our Tribal Librarian, working with administratively assigned partner staff, will carry out the work of this grant proposal.

On top of organizational administration of the library goals and objectives, our Tribal Council's role, like any good agency board of director's roles for oversight are to: provide organization continuity, offer administrative guidance, govern by adopted policies and objectives, determine and ensure acquisition of sufficient operating resources and account to the tribal membership for the services of the organization including its expenses.

Targeted audience for the use of our library and our library enhancement project are all 621 residents identified in the 2020 US Census, majority of which 94% are American Native or Alaskan Eskimo, 41.9% of the overall population being under the age of 18 in 2020. The total land area of Mountain Village is 4.80 miles located within the Kuzilvak Census District.

Due to the remote location of Mountain Village, the opportunity to enjoy the benefits of a quiet, clean and comfortable setting to use for casual reading and relaxation, learning and self-discovery and on a deeper level, escape, intellectual stimulation, early learning, continuing education, and so forth are huge. We are located one hundred and ten air miles northwest of Bethel, Alaska, 520 miles northwest of Anchorage, Alaska and the Alaska road system found in southcentral and interior Alaska. We are not on the road system and access into and out of Mountain Village is only done through small aircraft, thus it is expensive. Currently, a one-way trip with commercial small aircraft from Mountain Village to Bethel, Alaska is $400 with roundtrip being an $800 investment; a roundtrip ticket will cost $800 from St. Mary's, Alaska our nearest hub to Anchorage, Alaska and even higher via Mountain Village to Bethel and then Bethel to Anchorage through Alaska Airlines.

Mountain Village is remote, with very limited educational, recreational, medical, public safety and other essential resources found locally.

Project Justification:

“Asaucaryaq” is the predominant pronunciation of our community in the lower Yukon dialect of Yup’ik. Similarly, “Ayaucaryaq” is also used by many in the lower Yukon Delta, Kuskokwim Delta, Yup’ik and Cup’ik of the Norton Sound region and the Bristol Bay, Nelson Island, Mekoryak and Nushagak regions. Locally, we refer to our community as “Asa’carsaq” which is the name of our mountain, the first mountain encountered by travelers heading upriver along the Yukon River, from the mouth of the river ninety miles to our west. Conversely, people traveling downriver from our east, will find that after “Asa’carsaq” while traveling west, the features of the land become flat all the way down to the last coastal Yup’ik village along the southern mouth of the mighty Yukon Rive, formerly known as Sheldon’s Point, historically and now known again as Nunam Iqua, meaning the End of the Land. History, demographics, geographics and culture of our community and our region can be found online, through electronic media, but more detailed information and features of our community and region can be found through written literature, such as through this little introduction on the Yup’ik name of our community and a summary of its location.

For your interest and concern, even more thorough details on the Yup’ik language can be found in books, such as “Yup’ik Eskimo Grammer” A Publication of the Alaska Native Language Center and the Yup’ik Language Workshop, University of Alaska 1977 or even through the “Yupik Eskimo Dictionary” compiled by Stephen A. Jacobson, Alaska native Heritage Center, University of Alaska 1984.

Books provide the most detail of any subject one might wish to study or learn about, hence this Asa’carsarmiut Tribal Council Tribal Library Enhancement Project.

For all our efforts over the years, we are merely a gateway to opportunities for our membership. The Asa’carsarmiut Tribal Council (ATC), the name of the federally recognized governing body of our tribe, which also happens to be the name we conduct business by, is the second largest employer in Mountain Village. Today, we employ twenty-four (24) members of our community, second after the Lower Yukon School District, and there have been times, with seasonal employment, where we have had fifty (50) plus local individuals on our payroll. As of today, we administer close to thirty federal programs and look to expand our programs and efforts for the enjoyment and benefit of our community.

Until our IMLS Basic Award in 2024, Mountain Village did not have a usable public library, or an electronic library started up with limited funding to buy computers and workstations, a printer and toner and Internet equipment and services which have been historically poor in performance but very high in price. The downfall of our IMLS basic award was no funding available or directed at hiring staff, such as a library director or Librarian. Even so, the 2024 IMLS award got our library started. It is recognized as a library, even if minimally so. The need now is to expand it from a start-up, to more of a traditional library with books for reading and leisure to learning opportunities while continuing to provide use of electronic media and the Internet for research, job search and application, studying and online education as well as training opportunities used to benefit individuals for basic job qualifications and job growth. This opportunity gives us the

ability to direct funding towards employment of a librarian to plan for and implement these efforts.

Over the years, our core administrative personnel as well as long term or tenured employees retained for many years, have learned and understood the needs of our people. In general, we provide them with the ability to hear from us each year in November when we report on the progress of our work efforts- this during our Annual Tribal Membership meetings. Members can speak out and ask questions and let us know what their priorities are. At other times, it's as simple as members coming to Community Office Complex, our office, to ask if they can use a computer to check important emails they may be expecting, to use an office computer to apply for benefits or a job online, or to use a quiet part of the office to study or conduct online training or complete training or college courses. Through these requests we can justify the need, and through our experience in the tribal workforce covering many topics and needs and services from various federal agencies, we have learned to develop plans and how to carry them out. For complicated matters, we utilize consultants, various experts, and legal counsel.

Our target audience for the use of our library is not limited to any specific demographic. Unlike the elders of 30 years ago, today's elderly can readily read and write, and many know how to utilize electronic media and the Internet. For those that don't, our librarian will be able to help them. For the very young children, infants to those pre-school aged children yet unable to read, our library will also be for them, in that their parents or caregivers will be able to borrow and return children's books used to entertain them and provide early learning. Any adult capable or willing to learn to apply for jobs or benefits or conduct online training and education will be able to use our library for such purposes.

Finally, as a means of creating future partnerships, we will be open to future opportunities to work with organizations such as Association of Village Council Presidents (AVCP) Workforce Development program and our own Childcare and Development Fund program which employs childcare providers for working parents. These providers need to be qualified and hold certifications such as 1st Aide/CPR certifications to maintain employment.

The opportunities are many, in terms of what our enhanced library can bring to benefit our community and all its members.

Project Work Plan:

Activity 1. The creation of job notices for a Tribal Librarian, created by Tribal Administrator assigned personnel will begin **before** the project start date, immediately upon notice of award. Asa'carsarmiut Tribal Council's Grants Manager may be invited to screen the language of the new advertisement, or he may be tasked with the assignment entirely. Other qualified staff may be tasked with this assignment, if necessary. The advertisement will be posted throughout the community for a period of up to 3 weeks.

Activity 2 will include our Tribal Administrator or administratively assigned replacement, likely the Deputy Director, and the Grants Manager and one other staff member reviewing applications

and selecting a Tribal Librarian **before** the project starting date. The Tribal Librarian will **not** report to work until September 1, 2025.

Immediately upon reporting to work on September 1, 2025, the Librarian will need to complete all required employment forms and begin reviewing and understanding the tribe's Personnel Policy and Handbook, the tribe's Procurement Policy and the tribe's IMLS NAE grant application and its goals.

On day one, the tribe's Grants Manager will also sit down and speak with the newly hired Tribal Librarian to make certain the project goals will be reviewed and thoroughly understood and inform the Librarian of what is required and expected of them.

Activity 3. At the very beginning of project start-date of September 01, 2025, the Tribal Library will open and close from 1pm to 5pm, Monday through Friday for the duration of the project until August 31, 2027. Highspeed Internet will have been installed and prepped before the project start date and already be in place from day one and ready for patrons to use.

Activity 4. Within week one- throughout month one of year 1, the Tribal Librarian can begin procuring books, bookshelves, and office supplies listed. Bookshelves, equipment, and office supplies procurement can be completed in a timely manner; procurement of books to be purchased may be more complicated and time-consuming and may therefore continue through months two, three, four and five. Randon procurement of free books can continue through the months 6-12.

For year 2, although funding for book purchase will likely be depleted, the Librarian, utilizing partnerships made, may be able to procure free books and procure free shipping of books as well, thus, the Librarian can continue to randomly procure books up to month 11, although they would have to be free of charge and include free shipping paid for by a partner or sponsor.

Procurement for products will need to adhere to the tribe's procurement policies, three quotes at minimum will need to be pursued and received unless goods or services qualify for sole source.

Activity 5 within week two, the Librarian can begin writing letters via email to possible future partners who may want to utilize the tribe's library for their own testing, online training opportunities and such; possible partners may include The Association of Village Council Presidents (AVCP) Workforce Development Program and the tribe's own Child Care & Development Fund program. Partnerships will be sought after at a higher level from week one to month six of year 1 and 2 and then randomly continue throughout the duration of year 1, and up to month eleven of year 2.

Activity 6. The actual purchase of books can begin between week four of the first month to week one of month two, once the Librarian has a better idea about book cost, weight of books and shipping costs. The purchase of books can continue throughout month two, three, four and possibly month five until all book funding has been depleted. Books will need to be purchased with careful consideration of the cost to ship them to western Alaska as the cost of shipping is high; the Librarian will collaborate with retailers of books and air cargo shipping personnel to

ensure maximum efficiency of book and shipping budgets. As they are received, which may occur before the second month is over, bookshelves will be assembled and placed upright, when they can later be filled with books. Likewise, the video conferencing monitor will be installed and used as needed by patrons and staff before the second month is over.

Activity 7. During week two to four of the second month, the Tribal Librarian will conduct research and work with the tribe's Grants Manager prior to completing an RFP for Excel Training and 1st Aide/CPR Training. Research will also be done to see if computer technology basics will be a viable alternative to having a 1st Aide/CPR training in year two. Randon research will continue through month twelve of the first year for free training that can possibly occur, and this will be highly dependent on partnerships developed.

In year 2, research done in year 1 for the most viable training will recur in month one of year 2 for a period of roughly three weeks. Randon research for free training will occur for the remainder of the project to month 11.

Activity 8. After research has been done for a two to three-week period, RFPs will go out to all known businesses who conduct such training in Alaska as. In terms of timelines, RFP's will go out by week two to three of the third month and will be advertised for a three-week period.

For year two, RFP advertising for training will occur in month one to month two for a period of three weeks.

The preferred method for 1st Aide/CPR will be in person, however, if no trainer can conduct such training in person due to dramatic increase in price for travel or other factors, online training for 1st Aide/CPR will be pursued. Training for 1st Aide/CPR will be requested for years 1 and 2, however, for either year 1 or year 2, the tribe may wish to alternatively sponsor basic computer use and technology training which has been seen as a need for many newly hired tribal staff. If prices for such training are comparable in cost, the need for such training has been demonstrated and the tribe may therefore request to amend its training goals to replace year one or year two 1st Aide/CPR training with one of these years consisting of basic computer use and technology training. The Tribal Librarian will work with IMLS staff to request amendments to the training goals if such changes are deemed fit to occur. The Librarian will work closely with the Grants Manager, and both will provide notice to the tribe's Deputy Director, any changes will be submitted to IMLS for approval, and approval documents will be inserted into program records retained by Asa'carsarmiut Tribal Council Finance staff, including QuikPro Accounting and Consulting who is the tribe's finance consultant and an important member of our team.

Activity 9. After a three-week period of RFPs being advertised, offers to conduct training will be evaluated by three staff, the Deputy Director, the Grants Manager and the Tribal Librarian. Bids will be scored and businesses providing winning offers will be notified. In terms of timelines, this will occur near the beginning of month 4.

In year 2, winning bids for training will be reviewed and scored by the Librarian, the Grants Manager and the Deputy Director with the winning bidder being notified at the midpoint of month 2 to the beginning of month 3.

Activity 10. Businesses awarded to conduct training will work with the Tribal Librarian and the Grants Manager to set timeframes for training and identify such activities and training costs which will be finalized and put into contracts needing to be signed by the Trainer and the tribe's First Chief, the president of the tribal council. In terms of timeframes, finalizing and signing contracts for training in year 1 will be done at the end of week two of month 4.

For year 2, finalizing and signing of the contract will occur near the midpoint of month 2.

Activity 11. The timeframe for actual training will occur between month five to month eight for year 1. If found, free training may occur within the remainder of months 9-11 of year 1.

The Tribal Librarian will work with businesses identified to conduct training between months three and five of year 2. If found, free training may occur within months 6-11 of year 2.

Books can be expected to be received once ordered during the first week of the third month and continue into the fourth and fifth and possibly into the sixth month. As they are received, they will be placed in the library for use for the duration of this project until August 31, 2027, and even beyond as progress is made with partners who may be able to provide free books and free shipping.

Between months two to twelve of year 1 and throughout the first eight months of year 2, partnerships sought after, as mentioned above, can be pursued more intensely to achieve the maximum benefit of the tribe's library. Benefits can simply mean more use of the electronic media and Internet, and if so, this will be a benefit, nonetheless. But more services or programs and training can be sought after, bringing additional benefits to any community member.

Stakeholders of this project are the members of our community, including other organizations who conduct services for the benefit of the people. Throughout our existence as a service provider for Mountain Village, members of our community have come to us for help in using a computer and the Internet for various personal and professional reasons. Some of these include, to update their resumes, apply for jobs online, apply for state benefits and so forth. Their requests for help and the lack of available public computers for such requests motivated the tribe to create an electronic library in 2024.

Other stakeholders happen to be childcare providers who are employed by our childcare program, they have a need for First Aide/CPR certification to stay employed as it is a requirement; by utilizing this known need from our stakeholders, we have identified training for this very topic. But it doesn't stop there. Many of our residents lack knowledge of 1st Aide/CPR, which we know from firsthand witnessing and experience that the knowledge of such training has saved lives. On one occasion the life of a member of our search and rescue team who collapsed during a search and rescue mission was saved and the life of a community member who was crushed, who had no breathing or pulse- who was brought back to life by another member of our community who knew how to conduct CPR. These are two recent examples which are successes on the knowledge of CPR and its use.

It is our hope to continue the training and certification of 1st Aide/CPR for the Librarian and interested staff and members of our community who need such certifications such as public safety personnel and search and rescue members, and ordinary, everyday citizens who may wear many hats- common in small communities. Our Librarian may be a little league basketball coach, and the treasurer in our local catholic church and a member of our Yup'ik Eskimo Dance group who travel and participate in large gatherings. If capable, our Librarian may be able to become certified in future- train the trainer efforts and be able to provide training at a reduced cost to the community. Due to the current instability of the US economy and surging cost of living price increases, this alternative, if deemed feasible, cannot h out. It will be the tribe's duty to consider any possible efficiency when planning to spend program funding.

All workplan activities are part of the larger picture to provide additional resources and benefits to our community. When the tribe informs our members of the activities it plans to conduct or is conducting, we are obligated to report on them. Every activity or program pursuit is reported to the tribe's membership. They are reported to the tribal council first via monthly reports to the council, they have been reported to the tribe through community newsletters provided in the past, they are provided through community bulletin board notices, and finally they are reported during the tribe's Annual Tribal Membership Meeting held each November without exception. Even when Covid-19 hit all parts of America and the world, and large gatherings were restricted and social distancing was encouraged and even made part of local requirements here in Mountain Village, the Asa'carsarmiut Tribal Council held its Annual Tribal Membership meeting by making annual reports accessible and actually reporting to a smaller audience outdoors.

Lessons learned can be shared with other groups or organizations, whether locally or in our Yukon Delta region, with other tribes, who wish to open a community library in their communities as one example.

Project Results:

The intended results of our project, will vary from simply having a warn, clean and quite atmosphere for members to come and utilize the library for simple leisurely reading as one benefit, for children's books to be made available for borrowing and returning- books that can help, not only as a form of entertainment but also early learning, to having the same library used as a location where members can come and study, and take an online test for any college classes they may be taking, to having the same library be used where member can come and apply for jobs online, apply for state and federal benefits online, to having a place, the library, where member scan come and take an online training or course such as Excel training, 1st Aide/CPR or basic Computer Technology. Future partnerships can be built by simply having the library as previously mentioned, somewhere Workforce Development patrons can come and study and take a test required for a job opportunity or take a written test required to get a Driver's license required by a job, and so forth. Simply having a staffed library and the goals we have listed gives us this opportunity to provide benefits our community was previously lacking without a staffed library.

The end results are for our library to be used for personal growth and leisure. For benefits to be applied for and received such as Snap benefits and Medicaid, low-income Energy Assistance.

For a job to be applied for and attained. For members to become certified in 1st Aide/CPR which can be used to save a life in a community where emergency and medical assistance is very limited, and for knowledge of the Microsoft Excel to be used in demonstrating efficient job and excellent performance, leading to receiving a job or even a promotion.

Success can be attained from proof of library use for leisure- documenting use from library use sheets. Success can be attained from state and federal benefits applied for and received- one way of demonstrating proof can be by having our Librarian reach out to users to ask if the Library was able to help them achieve a goal or a need. Success can be demonstrated by users of our library receiving a job after applying for one with help from the library and again, this can be demonstrated by the Librarian reaching out to users and asking if they would like to share how the library may have helped them. Additional success can be in the form of realizing a promotion in a job and like with the first three, can be achieved by asking how the library may have helped a user.

Dissemination of the library's success or informing our community of the obstacles and potential lack of success in certain activities, on the opposite spectrum, can be done in the form of reporting as mentioned above. We have mentioned that the tribal council requires monthly reporting of programs administered by the tribe during their Regular Council Meetings held each month. Council members review the progress of programs and activities and provide input or recommendations. Public notices on the library can be posted throughout our small community and on a larger scale, our membership can be informed during our Annual Membership Meeting held each November. Reporting to our funder can be done in regular intervals through standard communication and most definitely, as required by reporting.

Sustainability of the benefits on a larger scale can be accomplished through successful partnerships developed and further pursued- organizations helping each other and through additional grant applications to different funders, state, federal and private. Pursuing funding for library personnel and the cost of its operations on a local scale will be hard to achieve as resources are scarce.

Pursuing sustainability of any tribal program or service is set by precedence, coming first and foremost from the tribal council and tribal administrative personnel and directed to staff members holding key roles in program administration, in this case the Librarian. The Grants Manager, who is applying for this opportunity, holds a strong interest in its continued success and will therefore be tasked with pursuing resources allowing for library use long after the project period ends.

Key personnel for this Native American Enhancement opportunity will include the Tribal Librarian once hired, the tribe's Grants Manager, his supervisor- the Deputy Director who is a member of the tribe's administrative team, and the tribe's Finance Consulting Firm, QuikPro Accounting and Consulting from Anchorage, Alaska.

Schedule Of Completion Year 1 (“A” Equals Activity, see A1-A11 at left column)



A1 and A2 (Activities 1 and 2) identified above-left will be completed by the tribe prior to project start date September 1, 2025.

Months 6-12 of A4 of year 1 represent procurement for free books.

Months 7-11 of A5 of year 1 represent partnerships randomly sought.

Months 9-11 of A11 represent possible free training conducted.

Schedule Of Completion Year 2 (“A” Equals Activity, see A1-A11 at left column)



A1 and A2 (Activities 1 and 2) have been completed prior to beginning of project start date in year one, September 1, 2025

Months 1-11 of A4 in year 2 represent procurement for free books.

Months 7-11 of A5 represent partnerships randomly sought.

Month 7-11 of A11 represents possible free training conducted.