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JANUARY 17, 2018
2:00 P.M. CST

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>> SANDY TORO: Good afternoon. My name is Sandy Toro for the Institute of Museum and Library Services. And I am joined today by Aly DesRochers. We would like to thank you for joining us for today's Native American library services basic grants applicant webinar. And we will have time for questions at the end, but if you have any questions as we go along, please feel free to type in the chat box and we'll do our best to answer them.

So today we will talk about the grant program eligibility, the application process, the types of projects we can fund, and also offer you some advice. Our goal is to help make the application process as easy as possible or making sure you submit all the required documents.

So the Native American library services basic grants are noncompetitive, one year grants for \$6 to \$10,000. And they can include up to \$3,000 in eligible education and assessment activities and travel, support existing operations and maintain

core library services. All federally recognized Indian tribes and Alaskan native villages or corporations are eligible to apply for these grants. And as long as you are eligible and submit all the application documents by the deadline you will receive this funding. In 2017 we made awards to 195 tribes. And funded projects must begin on August 1, 2018 and be completed by July 31st, 2019.

So who is eligible? Indian tribes are eligible to apply under the Native American library services basic grants program. And libraries, schools, tribal colleges, or departments of education are not eligible applicants. Although they may be involved in the administration of the program and staff may serve as project directors in partnership with an eligible applicant. For purposes of funding this program, Indian tribe means any tribe, band, nation or other organized group or community including any Alaskan native village or village corporation which is recognized by the Secretary of Interior is eligible for the special programs and services provided by the U.S. Indians because of their status as Indians. And a list is available from the Bureau of Indian Affairs.

Again the tribal must apply for the grant. Department of Education or other entities that might contain the library cannot apply for the tribe or on behalf of the tribe. Although entities like these can administer grants for the tribe.

Tribal colleges or schools or departments of education can be partners on the project. And general staff and entity can work on the project and the tribe is the applicant.

The tribe must have an existing library to be eligible. Your library must have regularly scheduled hours, staff and materials available for library users in order to receive funding, but we don't tell you how many hours or what kinds of materials and also the staff can be full time or part time paid or volunteer. To register early is one of the things that we recommend on the basis of hearing stories and people who forget this part and there is three places where you must register your organization in order to be able to submit a proposal; DUNS, SAM and grants.gov. All three systems are external to IMLS. And we don't have any control over how or when the materials are reviewed or processed. You need to get a DUNS number, register tribal SAM and create a grants.gov account. It is important to know that your SAM registration is good for one year only and must be renewed. And as something that you don't want to do right before the deadline, so we recommend checking your status early on. And it is not your job to track the SAM registration. Please stay in touch with the person at your organization whose job it is so that you can make sure this is all in place.

Grants.gov is the portal to which you submit your application.

We should allow at least two weeks for the registration process and even if you know you are registered make sure who is authorized for your institution and that they know the password. So we recommend checking on this as soon as we get done today. Again it is not something you want to be trying to accomplish anywhere close to the deadline.

So everything you need to know about the application is available on our website at www.imls.gov under the apply for grant tab. Once you click on the Native American library services basic grants for fiscal year 2018 you will find an opportunity number that you can enter in to grants.gov. So remember this number. It is NAG-basic-FY18. Our notice of funding includes a table that have all the application components. What kind of format it needs to be submitted as and file name you use. Checklist for all the documents that you need to submit on April 2nd. You want to make sure your application is complete, so it is not rejected simply because you missed or forgot one document. IMLS has become more strict about having to make sure that each application includes all the necessary documentation, and we won't be able to make exceptions. So this shows only what is on page 7. There is a digital product form that's initially required at the top of page 8 of the Notice of Funding Opportunity.

For all Native American library services basic grants have four required application documents. Application form, SF-424S which is provided on grants.gov, PIS, library services plan which can be up to three pages, IMLS budget form and the conditionally digital required product form. It is used for basic grants, but if you applied for an enhancement grant you will see the basic form is the same as the enhanced form. We will have a separate webinar focusing on the new basic budget form on Tuesday, January 23 at 2 p.m. Eastern.

If you are creating any kind of digital product which we will talk more about, you must submit the digital product form also because it is considered a conditionally required form and that means it is required if any funds are being used to create any kind of digital product.

So grants.gov is a system that exists outside of IMLS. And I cannot help you if you have any problems downloading materials and submitting materials. This is who we turn to if we need help. They are available 24 hours a day and can be reached by e-mail or by phone. If you have any problems with grants.gov reach out to the support team directly. On this slide we have some links to different resources that grants.gov has available to help you. Particularly for work space.

We have a link here for one Youtube video but there are a number of different videos all about three to four minutes long

that show you how different parts of work space function. We recommend that you view these to understand more. Also point out that there are a number of benefits for the work space. One is multiple people can work on an application at the same time. And another that next year you can reuse what you put in this year so you won't be starting from scratch.

Also all the activity is documented. So you can see if someone submitted a document, which documents they submitted and if the entire application package was submitted. And when -- and you get a tracking number that you can share with us in case anything happens. You need to look for the materials.

When you are on the grants.gov site use the funding opportunity number that you found in the IMLS Notice of Funding Opportunity for the basic grants. This is the NAG-basic-FY18 number. And that number will get you the application package materials that you need.

So download the application package by clicking on the package tab on the right and then clicking apply. Beginning this year you must use the grants.gov work space platform to submit your application. And again check out the resources on slide 13, especially the Youtube videos to help you get started. This is the SF-424S which is one of the most important parts of your application. The information you put on this form including who from your tribe is an authorized official is entered in to our grants management database. And these people are the complex review board and the people who are authorized to make financial decisions on behalf of the tribe. So it is once you receive your award any of these people leave or are replaced you will have to let us know so that we can update your tribe's information in our grants management system. You can complete the SF-424S in grants.gov directly or upload a pdf version.

The current program information sheet is linked to from the Notice of Funding Opportunity. Instructions for how to complete the program information sheet are found there. You should note that you do not have to include any organizational financial information which is located on page 2. Also on page 3 you should indicate that you are applying for the Native American basic grant. Some basic grants can be no longer than three single spaced pages. The plan should describe in detail what you plan to do with the grant funds and discuss what you are focusing on during the year and why you think the work is important. You should also talk about how you carry out your plan to make sure it is successful and make sure to include a budget summary that describes all the budget items including the IMLS budget form. And please describe separately any educational or assessment activities and only up to \$3,000 can be used for these activities. All information you provide here

should match within your budget. I will have to check to make sure you don't go over the \$3,000 limit. A description would be very helpful for me. And please make sure that all your other documents are pdf. Work space will not convert the documents automatically.

This is the IMLS budget form. And starting this year it is required for all basic grants. Your total budget must be at least \$6,000 and add up to \$10,000 at the most. We should add descriptions of the cost for each section and the dollar amounts for each section. And remember that no indirect costs are allowed. And you can download this directly from the Notice of Funding Opportunity. This will be approval, approval pdf but just double check that you are -- you submit everything as a pdf.

And in terms of your funds, \$10,000 can be used for permanent staff salary and benefits, temporary or project staff, collection development, equipment like computers and e-readers, library software, library furnishings and shelving, any other supplies you might need. Special programming, Internet services, digitizing and other costs. These are all examples that you can find in the Notice of Funding Opportunity. But the list is not exhaustive. If you are wondering if a cost is allowed, please contact us.

In the past you could only get up to \$1,000 for education and assessment activities. Now you can get up to \$3,000. And that's the total for all of these kinds of activities. And you don't have to choose either assessment or travel. It can be a combination of the two. But costs can include attending or presenting at conferences, participating in courses, any other kind of training and designated travel. You can also cover staff costs for regular staff who are attending courses. And you can hire consultants for onsite assessments including those having to do with technology and digitization. If your project includes any digital content resources, assets, software or datasets, please be sure to fill out the digital product form. It is conditionally required which means it is actually required if there is any kind of digital product or content that you are planning to create with IMLS funds.

These are some examples of what IMLS considers digital products. Oral history converted to digital files, websites about community events, apps that you develop for library patrons, online curricula for teachers and students, even images of community meetings that you put online. So please make sure that you fill out the form if you are creating an instance. It is a long form and can be confusing. So feel free to let us know if you need any help.

Remember that your application must be submitted by April 2nd.

You should hear back from us in July when you receive your official award notification. And your award period will begin on August 1st. You can see our web events page on our website. For a list of the upcoming webinars we have focused on the budget and performance measures. So if you have any questions about those two topics, please join us for the webinar. That will be archived as will this one. And you can always e-mail us with any questions.

So right now we will open it up to questions for those of you who are participating online. You can feel free to type them in to the chat box and we will do our best to answer them now.

Our first question is what is the earliest the application can be submitted. The grants.gov work space is open. Applications can be submitted now and any time before the deadline on April 2nd. The next question, can computer equipment be purchased? Yes, you can purchase any kind of hardware or software that your library needs.

>> ALY DESROCHERS: The next question is when are the reporting dates for drawdowns. I think -- I'm going to interpret their question and you let me know if I am not interpreting it the right way. You can draw down funds as you need them or you can request an advance and you get an advance. We don't have specific dates for when you draw down funds. There is one report that you submit after the end date of the grant. You have 60 days from the last day of the award period to complete that report. And it is a simple report. It is on our website if you want to take a look at it. If you click on the grants administration page and go to reporting, somewhere in the middle of that page you will see a basic report. It is a Word and a pdf format. So it is just once a year that you report. And again it can be either request reimbursement for purchases or request an advance up front. And draw down from that.

The next question is would a digital product like a website be maintained and not require -- yes, any kind of digital content requires that you complete the form. You don't have to -- once you load up the form you don't have to fill out the questions. You can say not applicable for the questions that don't apply to what you are doing. But I -- if you want to set up a time to talk, I can kind of walk you through it.

>> SANDY TORO: Once you submit an application if there is anything that is missing or incomplete will we have an opportunity to correct it if we submitted the application early. The answer is yes, you can resubmit your application through grants.gov as needed up until the deadline. We can accept whichever application your institution has submitted at the latest date.

>> ALY DESROCHERS: The next question is it says the award is up to \$10,000. Where does the extra \$1,000 come in if it's \$6,000 for the basic grant and \$3,000 for travel/education?

You can spend \$10,000 on computers. Out of that \$10,000 you can spend \$3,000 at the most for travel and education. And type in the chat box if that makes sense. And if not I will try to explain better.

>> SANDY TORO: We are purchasing library software some time this spring. Is this reimbursable? You can't -- it would be for the -- yeah. I'm sorry. So you have to make your purchases within the time frame. So that's August 1st would be the first date. So if there is any way you could buy the software after August 1st, then it would be reimbursable. But if you buy it prior to August 1st, you wouldn't be able to consider it as part of the grant.

So the next question is how do we contact you if there are other questions after the webinar. Here are our e-mails and phone numbers and that's the link to the funding opportunity. And you will get a link to this webinar in the next couple of days so you can review the slides. And you will have the links to the grants.gov resources. So I am happy to talk by phone and answer questions or answer your questions by e-mail. I think the question about the funding total amount may be confusing because it is so different. In the past it was a total of \$6,000 plus an optional \$1,000 for travel and education. But now the total is \$10,000. And you can use that \$10,000 as you need to. There is no additional \$1,000. So if you need any help in terms of your budget, we can review your budget and then give you feedback on it.

Next question is do you think using the apply -- not using work space will require a learning curve? Is this done all online without downloading a form to work on offline?

>> ALY DESROCHERS: We want you to work with our forms offline. Downloading them and your libraries services plan within the document that you complete you would work with offline and then upload it. But upload all these documents in to the work space online. I would definitely say it would require a learning curve because it is something new but they -- the grants.gov has tried really hard to put out a lot of resources to help with that. So I would suggest taking a look at it early and getting it ready since we still have a lot of time before the deadline and that way you can become comfortable.

>> SANDY TORO: I'm going to agree with Aly. I think there is a bit of a learning curve. One thing that I learned recently was it doesn't automatically change documents to pdf. And that was something we saw last year that people who are using it for

the first time sometimes had issues thinking that their documents were converted and they weren't sure if their documents had all been submitted. So I would definitely look at the materials grants.gov has and give yourself a little time to make sure you are familiar with how it is working before the deadline.

The next question is there an example of an awarded grant available for us to read. We don't have many examples of basic grants posted. I don't know if that's something that we are moving toward in the future, but we will be happy to look at a draft of the library plan. If you want to share that with us we can give you feedback. It is really up to you to determine how you want to use the funds for your library. So as long as the costs are appropriate and allowable in terms of federal regulations, it is not really possible for us to like turn down a plan or anything like that. It is not competitive the way that other grant programs are. So you will see samples of awards, award narratives for the other programs to help people putting together their application proposals, but in this case it is not competitive. So I don't think there is a need so far to have samples. But we are happy to work with you if you need some help putting it together.

>> SANDY TORO: You are welcome. So I think we are going to end it there. We don't see anyone else typing. So if you -- again if you have any questions, e-mail or give us a call. And good luck putting your applications together. We are very happy that you were able to get the notice posted early enough so that you have several months to work on it. And get your SAM and your DUNS number registration sorted out. So good luck. And we hope to see everyone's applications. Thank you. Bye.

(Session concluded at 2:32 p.m. CST)

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