

NATIVE AMERICAN LIBRARY SERVICES ENHANCEMENT GRANTS

FY 2023 NOTICE OF FUNDING OPPORTUNITY

Federal Awarding Agency	Institute of Museum and Library Services
Funding Opportunity Title	Native American Library Services Enhancement Grants
Announcement Type	Modification of FY2022 Notice of Funding Opportunity
Funding Opportunity Number	NAG-ENHANCEMENT-FY23
Assistance Listing Number	45.311
Application Due Date	Submit through Grants.gov by 11:59 p.m. U.S. Eastern Time on April 3, 2023.
Anticipated Date of Notification of Award Decisions	August 2023 (subject to the availability of funds and IMLS discretion)
Beginning Date of Period of Performance	Projects must begin on September 1, 2023.

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Native American Library Services Enhancement Grants

A. Program Description

A1. Purpose

The mission of the Institute of Museum and Library Services (IMLS) is to advance, support, and empower America's museums, libraries, and related organizations through grantmaking, research, and policy development. Guiding our grantmaking are three agency-level goals with two objectives each.

- **Goal 1: Champion Lifelong Learning**
 - Objective 1.1: Advance shared knowledge and learning opportunities for all.
 - Objective 1.2: Support the training and professional development of the museum and library workforce.
- **Goal 2: Strengthen Community Engagement**
 - Objective 2.1: Promote inclusive engagement across diverse audiences.
 - Objective 2.2: Support community collaboration and foster civic discourse.
- **Goal 3: Advance Collections Stewardship and Access**
 - Objective 3.1: Support collections care and management.
 - Objective 3.2: Promote access to museum and library collections.

The Native American Library Services Enhancement Grants program is designed to support the achievement of these agency-level goals and to facilitate the delivery of significant results consistent with its federal authorizing legislation (20 U.S.C. § 9101 *et seq.*; in particular, § 9161 (Services for Native Americans)). Each award that IMLS makes through the Native American Library Services Enhancement Grants program will align with one of these agency-level goals and one of its associated objectives and will contribute meaningfully to the achievement of both program and agency-level goals.

[Click here to search awards made through Native American Library Services Enhancement Grants program by year, state, city, or keyword.](#)

Throughout its work, IMLS places importance on diversity, equity, and inclusion. This may be reflected in an IMLS-funded 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.

A2. Native American Library Services Enhancement Grants Goals and Objectives

This program is designed to assist Native American tribes in improving core library services for their communities. Information needs and approaches to meeting them are evolving at an unprecedented pace in all communities, and to operate within this environment effectively for the benefit of their

users, libraries must be able to both strengthen existing services and move quickly to adopt new and emerging technologies. Reflecting IMLS's agency-level goals of championing lifelong learning, strengthening community engagement, and advancing collections stewardship and access, the goals and objectives for this program are:

- **Goal 1:** Improve digital services to support needs for education, workforce development, economic and business development, health information, critical thinking skills, and digital literacy skills.
 - Objective 1.1: Support the establishment and refinement of digital infrastructure, platforms, and technology.
 - Objective 1.2: Support preservation and access to information and resources through digitization.
- **Goal 2:** Improve educational programs related to specific topics and content areas of interest to library patrons and community-based users.
 - Objective 2.1: Support the identification of the needs and interests of learners.
 - Objective 2.2: Support the development and implementation of classes, events, teaching tools, resources, and other educational services.
 - Objective 2.3: Support the evaluative assessment of library-based approaches to teaching and facilitation.
- **Goal 3:** Enhance the preservation and revitalization of Native American cultures and languages.
 - Objective 3.1: Support the development of efficient strategic partnerships within, across, and outside Native communities.
 - Objective 3.2: Support the preservation of content of unique and specific value to Native communities.
 - Objective 3.3: Support the sharing of content within and/or beyond Native communities.

A3. Performance Measurement

The Native American Library Services Enhancement Grants program uses three performance measures as a basis for understanding (1) how well the grant program is meeting its goals and (2) how individual projects are being managed.

- **Effectiveness:** The extent to which activities contribute to achieving the intended results
- **Quality:** How well the activities meet the requirements and expectations of the target group
- **Timeliness:** The extent to which each task/activity is completed within the timeframe proposed

Each applicant is asked to describe how they will monitor and assess their performance in carrying out their project as a whole using these three measures (see [Section D2c](#) Item 7).

A4. Authorizing Statute and Regulations

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

Regulations: 45 C.F.R. Chapter XI and 2 C.F.R. Chapter XXXI.

Recipients must follow the IMLS regulations that are in effect at the time of the award.

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. part 200. With certain IMLS-specific additions, IMLS regulations at 2 C.F.R. part 3187 formally adopt the 2 C.F.R. part 200 Uniform Guidance.

A5. Equal Opportunity

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

B. Federal Award Information

Total amount of funding IMLS expects to award through this announcement	\$3,300,000
Expected performance measurements	See Section A3
Anticipated number of awards	24
Expected amount of individual awards*	\$10,000-150,000
Average amount of funding per award experienced in previous years	\$137,500
Anticipated start dates for new awards	Projects must begin on September 1, 2023.
Anticipated period of performance	September 1, 2023 – August 31, 2025. Project activities may be carried out for up to two years.
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. Eligible Applicants

To be eligible for an award under this Native American Library Services Enhancement Grants Notice of Funding Opportunity, your organization must be a federally recognized Indian tribe. Entities such as libraries, schools, tribal colleges, or departments of education are not eligible, 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 the purpose 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 as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. A list of eligible entities is available from the Bureau of Indian Affairs.

Minimum Requirements of Library Service

To be eligible for this program, your organization 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. Cost Share Requirements

Cost share is allowed but not required for the Native American Library Services Enhancement Grants program.

Cost share that appears in the project budget should be carefully calculated. Recipients are expected to meet their cost share commitments.

[Click here for further information on cost sharing.](#)

C3. Other Eligibility Information

Eligible applicants may submit only one application under this announcement. The same population cannot be served by more than one Native American Library Services Enhancement Grant.

A grantee with an active Native American Enhancement Grant may not apply for another Native American Enhancement Grant that would have an overlapping period of performance with the active grant.

IMLS will not review applications from ineligible applicants. IMLS will notify each applicant whose application will not be reviewed because the organization is determined to be ineligible.

IMLS will not make awards to ineligible applicants. In order to receive an IMLS award, an organization must be eligible and be in compliance with applicable requirements.

All application materials must be received through Grants.gov by the application deadline, 11:59 p.m. U.S. Eastern Time on April 3, 2023. Late, incomplete, or ineligible applications will not be considered for funding under this notice.

D. Application and Submission Information

D1. 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:

- Funding Opportunity Number: NAG-ENHANCEMENT-FY23
- Assistance Listing Number 45.311

To request an audio recording of this announcement, call 202-653-4744. To request a paper copy of this announcement, call 202-653-4744 or email imls-librarygrants@imls.gov.

Persons who are deaf or hard of hearing (TTY Users) can contact IMLS at 202-207-7858 via 711 for TTY-Based Telecommunications Relay Service.

D2. Content and Form of Application Submission

The Table of Application Components below will help you prepare a complete application. The links lead to more information and instructions for each application component.

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
<p>Required Documents</p> <p>Please see the guidance in Section D2c for more information.</p>		
The Application for Federal Domestic Assistance/Short Organizational Form (SF-424S)	Grants.gov form	n/a
IMLS Supplementary Information Form (including Abstract)	Grants.gov form	n/a
IMLS Library – Discretionary Program Information Form	Grants.gov form	n/a
Organizational Profile (one page max.)	PDF document	Organizationalprofile.pdf
Narrative (eight pages max.)	PDF document	Narrative.pdf
Schedule of Completion (one page per year max.)	PDF document	Scheduleofcompletion.pdf

Performance Measurement Plan (two pages max.)	PDF document	Perfmeasurement.pdf
IMLS Budget Form	IMLS PDF form	Budget.pdf
Budget Justification	PDF document	Budgetjustification.pdf
List of Key Project Staff and Consultants (one page max.)	PDF document	Projectstaff.pdf
Resumes of Key Project Staff and Consultants (two pages each max.)	PDF document	Resumes.pdf
<p style="text-align: center;">Conditionally Required Documents Please see the guidance in Section D2d for more information.</p>		
Final Federally Negotiated Indirect Cost Rate Agreement	PDF document	Indirectcostrate.pdf
Digital Products Plan (two pages max.)	PDF document	Digitalproduct.pdf
<p style="text-align: center;">Supporting Documents Please see the guidance in Section D2e for more information.</p>		
Information that supplements the Narrative and supports the project description provided in the application	PDF document	Supportingdoc1.pdf Supportingdoc2.pdf Supportingdoc3.pdf

D2b. Format, Name, and Sequence of the Application Components

Document format: Aside from the SF-424S, the IMLS Supplementary Information Form (including Abstract), and the IMLS Library – Discretionary Program Information Form, which are created in Grants.gov Workspace, all application components must be submitted as PDF documents.

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

Naming convention: Use the naming conventions indicated in the table above. **IMPORTANT:** Attachment file names are limited to the following characters: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, and period (.). If attachment file names use any other characters, the application may be rejected by Grants.gov.

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 Grants.gov Workspace. [Click here for instructions on completing the SF-424S.](#)

2. IMLS Supplementary Information Form (including Abstract)

The IMLS Supplementary Information Form (including Abstract) is part of the application package that you complete in Grants.gov Workspace. [Click here for instructions on completing it.](#)

3. IMLS Library – Discretionary Program Information Form

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

4. Organizational Profile

Create a one-page Organizational Profile for the lead applicant, addressing the following, and save it as a PDF.

- Your organization’s mission or statement of purpose, noting the source, approving body, and date of the official document in which it appears.
- Your service area (i.e., communities and/or audiences served, including size, demographic characteristics, and geographic area).
- A brief history of your organization, focusing on the unit that will be directly involved in carrying out the work.

If your proposal is selected for funding, the Organizational Profile may be published online, or otherwise shared, by IMLS. As such, it must not include any sensitive, proprietary, or confidential information.

5. Proposal Narrative

Write a Narrative that addresses the questions listed under each section heading and save it as a PDF.

- Limit the Narrative to eight single-spaced, numbered pages. IMLS will remove any additional pages and will not send them to reviewers as part of your application.
- Consider each Narrative question and be mindful of each section’s review criteria in [Section E1.](#)
- Be clear and concise with a minimum of technical jargon and acronyms.
- Include references throughout your Narrative to any Supporting Documents that provide supplementary material.
- Make sure your organization’s name appears at the top of each page.
- Use at least 0.5-inch margins on all sides and a font size of at least eleven points.

If your proposal is selected for funding, the Narrative may be published online, or otherwise shared, by IMLS. As such, it must not include any sensitive, proprietary, or confidential information.

Organize your Narrative using these section headings: Project Justification, Project Work Plan, and Project Results. Consider the grant program goal and objective(s) you have selected (Section A2) as you develop the Narrative.

Project Justification

- Which program goal and associated objective(s) of the Native American Library Services Enhancement Grants program will your project address (see [Section A2](#))?
- What need, problem, or challenge will your project address and how was it identified? Describe how you have used demographic information, economic circumstances, condition assessments, and other relevant data from reliable sources to define the need, problem, or challenge and develop the scope for the project.
- Who is the target group for your project and how have they been involved in the planning? “Target group” refers to those who will be most immediately and positively affected by your project. Be specific by identifying particular age groups, community members with particular needs, and/or other types of target audiences. Identify the number of individuals in the target group or in each target group, if you identify more than one.
- Who are the ultimate beneficiaries for this project? “Beneficiaries” refers to those who are likely to be aided in the long-term by your project. They may or may not be the same as your “target group.” Identify the number of individuals who will benefit from your project in the long term, if reliable and defensible counts are possible. Otherwise describe the characteristics of the beneficiaries you expect to be served eventually by your project.

Project Work Plan

- What specific activities will you carry out and in what sequence?
- What are the risks to the project and how will you mitigate them?
- Who will plan, implement, and manage your project?
- What time, financial, personnel, and other resources will you need to carry out the activities?
- How and with whom will you share your work’s general findings lessons learned?

Project Results

- What are your project’s intended results and how will they address the need, problem, or challenge you have identified?
- How will the knowledge, skills, behaviors, capabilities, and/or attitudes of the target group change as a result of your project?
- What tangible products will result from your project?

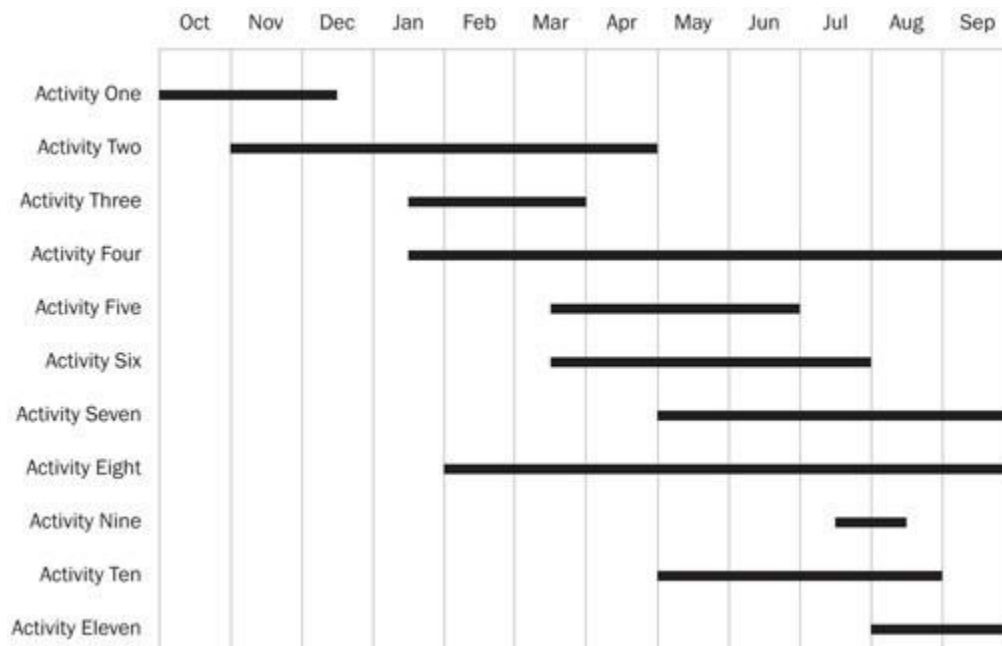
- How will you sustain the benefit(s) of your project beyond the conclusion of the period of performance?

See [Section E1](#) for the review criteria.

Please be advised that reviewers may also choose to visit your organization's website, as listed on the SF-424S form provided with your application.

6. Schedule of Completion

The Schedule of Completion should reflect each major activity identified in your application Narrative and the project dates identified on the SF-424S and the IMLS Budget Form. It should show when each major project activity will start and end. The schedule must be no longer than one page per project year. See the sample Schedule of Completion below. Save and submit this document as a PDF.



If your proposal is selected for funding, the Schedule of Completion may be published online, or otherwise shared, by IMLS. As such, it must not include any sensitive, proprietary, or confidential information.

7. Performance Measurement Plan

The Performance Measurement Plan should show how you will monitor and assess your performance as a grantee from the perspectives of Effectiveness, Quality, and Timeliness for your overall project (see [Section A3](#)).

For each measure, identify what data you will collect from what source, the method you will use to collect it, and according to what schedule. The chart below provides sample statements for each measure and a space to record your own. [Click here for a fillable version of this chart](#) (DOCX, 25KB), which you are welcome, but not required, to use. Limit your Performance Measurement Plan to two pages and save your document as a PDF.

If your proposal is selected for funding, the Performance Measurement Plan may be published online, or otherwise shared, by IMLS. As such, it must not include any sensitive, proprietary, or confidential information.

Performance Measure	Data We Will Collect (e.g., counts, costs, weights, volumes, temperatures, percentages, hours, observations, opinions, feelings)	Source of Our Data (e.g., members of the target group, project staff, stakeholders, internal/external documents, recording devices, databases)	Method We Will Use (e.g., survey, questionnaire, interview, focus group, informal discussion, observation, assessment, document analysis)	Schedule (e.g., daily, weekly, monthly, quarterly, annually, beginning/end)
Effectiveness: The extent to which activities contribute to achieving the intended results	<p><i>Example:</i> At the end of each month, using a report prepared by the registrar, we will compare the cumulative count of rehoused objects against the total number proposed for the project.</p> <p><i>Example:</i> At the end of each project year, our external consultant will present results of the ongoing observation-based evaluation and compare them against our intended project results.</p>			
Quality: How well the activities meet the requirements and expectations of the target group	<p><i>Example:</i> At the beginning, the mid-point, and end of the project, we will administer a satisfaction survey to staff who have participated in the training.</p> <p><i>Example:</i> We will gather opinions about our online services through questionnaires provided to every 20th user.</p>			
Timeliness: The extent to which each task/activity is completed within the proposed timeframe	<p><i>Example:</i> Every six months, our Project Director will assess the fit between our proposed Schedule of Completion and actual activity completion dates.</p> <p><i>Example:</i> Each quarter, each project partner will submit to our Project Director a templated report showing their progress on meeting project milestones.</p>			

8. IMLS Budget Form

Download and complete the current [IMLS Budget Form](#) (PDF, 1.7MB). [Click here for instructions on completing it.](#)

9. Budget Justification

Write a Budget Justification to identify each expense and show the method of cost computation used to determine each dollar amount, including any that you may have consolidated and summarized on the IMLS Budget Form. Save this document as a PDF. [Click here for detailed instructions.](#)

10. List of Key Project Staff and Consultants

Write a one-page list of only those staff and consultants whose expertise is essential to the success of the project and save it as a PDF. Do not list all staff involved in the project. If you cannot identify key project staff by the application deadline, then list the position title(s) instead. This list must include the Project Director listed in Item 7 of the SF-424S.

11. Resumes of Key Project Staff and Consultants

Provide a resume of no more than two pages for each individual whose expertise is essential to the success of the project. Save all the resumes in a single PDF. You must include the resume of the Project Director listed in Item 7 of the SF-424S. If you cannot identify key project staff by the application deadline, then provide position description(s) including the qualities, range of experience, and education necessary to successfully implement and complete project activities.

D2d. Conditionally Required Documents

These are documents that may be required, depending on the circumstances. Please see the table below.

Failure to provide a Conditionally Required Document will result in your application's being considered incomplete, and it may be rejected from further consideration.

If you are:	Then you must provide:	Notes:
Using a federally negotiated indirect cost rate in your budget	A current copy of your Final Federally Negotiated Indirect Cost Rate Agreement.	If you do not have a current negotiated (including provisional) indirect cost rate and elect to charge a de minimis rate of 10 percent of Modified Total Direct Costs (see 2 C.F.R. part 200, including 2 C.F.R. §§ 200.1 and 200.414(f), you do not need to provide any documentation.
Proposing to generate digital content, resources, assets, or software	<p>A Digital Products Plan (two pages max.)</p> <p>Describe the types of digital products you will create during your project and address issues relating to availability, access, and sustainability for each type.</p>	<p>See Guidance for Creating a Digital Products Plan.</p> <p>If your proposal is selected for funding, the Digital Products Plan may be published online, or otherwise shared, by IMLS. As such, it must not include any sensitive, proprietary, or confidential information.</p>

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

D2e. Supporting Documents

Applicants may submit a reasonable number of Supporting Documents that supplement the Narrative in support of the project description. Supporting Documents should help IMLS staff and reviewers envision the project in greater detail, but they should not be used to introduce new topics nor to continue answers to the Narrative questions. Give each document a clear, descriptive title at the top of the first page. You may wish to consider the following:

- Letters of commitment from partners, consultants, or any third party that will receive grant funds or make substantial contributions towards the completion of project activities
- Bibliography or references relevant to your proposed project design or evaluation strategy
- Letters of support from experts and stakeholders
- Relevant images that support your proposed project
- Reports from planning activities
- Contractor quotes
- Equipment specifications
- Products or evaluations from previously completed or ongoing projects of a similar nature
- Collections, technology, or other departmental plans for the organization as applicable to the

proposed project

- Web links to relevant online materials
- Needs assessments

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

D3. Registration Requirements

Before submitting an application, an applicant organization must have a Unique Entity Identifier (UEI) number; a current and active System for Award Management (SAM) registration; and an active Grants.gov registration with an approved Authorized Organization Representative (AOR). Check materials and registrations well in advance of the application deadline to ensure that they are accurate, current, and active.

D3a. Unique Entity Identifier

The Unique Entity Identifier (UEI) number is a non-proprietary alphanumeric identifier assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the Federal Government. The UEI has replaced the D-U-N-S® Number and is requested in, and assigned by, the System for Award Management (SAM). Award recipients must inform any subrecipients that the recipient may not make a subaward unless the subrecipient has also obtained a UEI.

D3b. System for Award Management (SAM)

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. [Click here to learn more about SAM registration.](#)

D3c. Grants.gov

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

Applicants must register with Grants.gov prior to submitting an application package. The multistep registration process generally cannot be completed in a single day. If your organization is not already registered, allow several weeks before the application deadline to complete this one-time process.

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

The Grants.gov user ID and password obtained during the registration process are required to submit an application when it is complete.

[Click here to learn more about Grants.gov registration and tips for using Grants.gov.](#)

D4. Submission Dates and Times

All organizations must submit their applications for funding using Grants.gov Workspace. Do not submit through email or postal mail to IMLS.

For the Native American Library Services Enhancement Grants program, Grants.gov will accept applications through 11:59 p.m. U.S. Eastern Time on April 3, 2023.

Under certain circumstances, IMLS allows an extension of grant application deadlines for adversely affected applicant organizations that are located in counties listed in Emergency Declarations and/or Major Disaster Declarations. See [Application Deadlines](#) for further information.

IMLS strongly recommends that applicants obtain a UEI number, register with SAM and Grants.gov, and complete and submit the application early (see [Section D3](#)). IMLS makes 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.

Visit [Grants.gov Support](#), email support@grants.gov, or call Grants.gov Applicant Support at 1-800-518-4726 for technical assistance. Grants.gov Applicant Support is available 24 hours a day, seven days a week, except for federal holidays.

Grants.gov will generate a series of emails confirming the status of your application. Applicants can check the status of their application(s) in Grants.gov by using "[Track My Application](#)." For further details, visit [Check Application Status](#) at Grants.gov.

D5. Intergovernmental Review

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

D6. Funding Restrictions

D6a. Allowable and Unallowable Costs

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

The following list includes some examples of generally allowable costs, both for IMLS funds and for cost share under this announcement:

- personnel salaries, wages, and fringe benefits
- travel expenses for key project staff and consultants
- materials, supplies, software, and equipment related directly to project activities
- adaptive and/or assistive technologies and other resources and services to improve accessibility for persons with disabilities
- equipment to improve collections storage and exhibit environments
- third-party costs
- publication design and printing
- program evaluation
- staff and volunteer training
- paid internships/fellowships
- indirect or overhead costs

Applicants must explain all proposed expenses in the Budget Justification.

The following list includes some examples of unallowable costs, both for IMLS funds and for cost share (if applicable), under this announcement:

- general fundraising costs, such as development office staff or other staff time devoted to general fundraising
- contributions to endowments
- general operating support
- acquisition of collections (see 2 C.F.R. § 3187.15(b))
- general advertising or public relations costs designed solely for promotional activities other than those related to the specific project
- construction or renovation of facilities (generally, any activity involving the construction trades is not an allowable cost)
- social activities, ceremonies, receptions, or entertainment
- research projects (see 2 C.F.R. § 200.1)

If you have questions about whether specific activities are allowable, contact IMLS staff for guidance.

D6b. Costs for Third Parties

When a project requires the payment of federal funds to third parties (such as partners, consultants, collaborators, vendors, and/or service providers), it is the applicant organization's 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 made with each third party. (See 2 C.F.R. § 200.1 for definitions of *contract*, *contractor*, *subaward*, and *subrecipient*; see also 2 C.F.R. § 200.331 (Subrecipient and contractor determinations).) IMLS grant funds may not be provided to any federal agency serving as a third party.

D6c. Indirect Costs

An applicant can choose to:

- use a rate not to exceed their current indirect cost rate already negotiated with a federal agency;
- use an indirect cost rate proposed to a federal agency for negotiation, but not yet finalized, as long as it is finalized by the time of the award;
- use a rate not to exceed 10 percent of the Modified Total Direct Costs (MTDC) if the organization currently does not have a federally negotiated indirect cost rate and is not subject to other requirements (e.g., for states and local governments); or
- not include any indirect costs.

[Click here for further information on indirect costs.](#)

E. Application Review Information

E1. Review Criteria

IMLS instructs reviewers to evaluate applications according to the review criteria included in this section and to consider all Required, Conditionally Required, and Supporting Documents, as listed in [Section D2a](#).

Project Justification

- Has the applicant selected an appropriate program goal and one or more associated objectives of the Native American Library Services Enhancement Grants program described in [Section A2](#)?
- How well has the applicant used relevant data and best practices to describe the need, problem, or challenge to be addressed?
- Has the applicant appropriately defined the target group(s) and beneficiaries, as applicable, for this work?

Project Work Plan

- Are the proposed activities informed by appropriate theory and practice?
- Are the goals, assumptions, and risks clearly stated?
- Do the identified staff, partners, collaborators, consultants, and service providers possess the experience and skills necessary to complete the work successfully?
- Are the time, financial, personnel, and other resources identified appropriate for the scope and scale of the project?
- Is the proposed Performance Measurement Plan likely to generate the required measures of Effectiveness, Quality, and Timeliness (see [Section D2c Item 7](#))?
- If present, does the Digital Products Plan reflect appropriate practices and standards for creating and managing the types of digital products proposed?
- Is there an effective plan for communicating general findings and/or lessons learned?

Project Results

- Are the project's intended results clearly articulated, realistic, meaningful, and linked to the need, problem, or challenge addressed by the project?
- Is the plan to effect meaningful change in knowledge, skills, behaviors, capabilities and/or attitudes of the target group solidly grounded and appropriately structured?
- Will the products created by the project be made available and accessible to the target group?
- Is the plan to sustain the benefits of the project beyond the conclusion of period of performance reasonable and practical?

Cost sharing is not required for this program and is not considered in the review of applications. [Click here for further information on cost sharing](#).

E2. Review and Selection Process

IMLS uses a peer review process to evaluate all complete applications from eligible institutions. Reviewers are professionals in the field with relevant knowledge and expertise in the types of project activities identified in the applications. IMLS instructs reviewers to evaluate applications according to the review criteria. Peer reviewers must comply with IMLS's federal ethics and conflicts of interest requirements.

The Director takes into account the input provided by the review process and makes final funding decisions consistent with the purposes of the agency's mission and programs.

E3. Designated Integrity and Performance System

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. § 200.206 (Federal awarding agency review of risk posed by applicants).

E4. Anticipated Announcement and Award Dates

IMLS will not release information about the status of an application until the applications have been reviewed and all deliberations are concluded. IMLS expects to notify both successful and unsuccessful applicants of the final decisions by August 2023.

F. Award Administration Information

F1. Federal Award Notices

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

F2. Administrative and National Policy Requirements

Organizations that receive IMLS grants or cooperative agreements are subject to [2 C.F.R. part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), [2 C.F.R. part 3187](#), the [IMLS General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards](#) (PDF, 442KB) and the [IMLS Assurances and Certifications](#). Organizations that receive IMLS funding must be familiar with these requirements and comply with applicable law.

Applicants for federal funds must certify that they 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 submitting the application, which includes the Assurances and Certifications, applicants certify that