

Form **W-9** (Rev. 12-2014)



19 October 2018

David Matte
Idaho State Historical Records Advisory Board
2205 Old Penitentiary Rd.
Boise, ID 83712

Dear Mr. Matte:

Thank you for this opportunity to request funding from the Idaho SHRAB regrant program. The Basque Museum & Cultural Center (BMCC) is a unique organization in Idaho and, indeed, the United States, with the mission to "...preserve, promote and perpetuate Basque history and culture."

For the past three years, our curatorial staff has been involved in upgrading a variety of collection activities by attending disaster preparedness workshops; updating our Collections Management Guide; implementing new procedures to improve efficiency and consistency of cataloging description; training interns and volunteers; adding PastPerfect On-line, a searchable collections database, to our website; and more. A large backlog of donations in need of cataloging and re-housing has been substantially reduced and incoming donations are handled in a timely manner.

The funds from this request will allow staff to continue to appropriately house archival collections and also assist with disaster response activities, should the unforeseen occur.

We appreciate your consideration and look forward to your response.

Sincerely,


Annie Gavica, Executive Director

**Idaho SHRAB Regrant Program
FY2019
Basque Museum & Cultural Center
Project Summary**

The Basque Museum & Cultural Center (BMCC) "...preserves, promotes, and perpetuates Basque history and culture." Staff carries out this mission by collecting and preserving a variety of archival and library materials, photographs and objects; providing access to those items for research and publication purposes; and creating on-site, on-line and traveling exhibits that tell the story of the Basque diaspora in Idaho and the broader region.

For this project, BMCC requests funding to purchase appropriate archival supplies to house its collections, with particular emphasis on institutional records, including photographs; records of the Sociedad de Socorros Mutuos [Society of Mutual Security], established in 1908 to aid local Basques with medical and funeral costs; oversize materials, such as certificates, posters and maps; music collection, including phonograph albums; and materials created by the on-going Community History project which is collecting oral history interviews, photographs and documents from Basque communities in Idaho and the region. Funds will also be used to create three disaster response kits.

Curatorial staff and volunteers catalog incoming donations, plus a small backlog, and house them using appropriate archival supplies, such as document and periodical boxes, polyester film and double-sided tape, phonograph record storage sleeves, all-stabilo pencils, photo/print envelopes, rare book ID strips and file folders. The curatorial staff recently participated in a series of disaster preparedness workshops and has created BMCC's first disaster planning document. A final stage of this planning is the creation of disaster response kits to be placed throughout the facility, with items such as plastic sheeting, duct tape, flashlights, caution tape, buckets, sponges and disposable gloves.

BMCC uses PastPerfect as its collection management software and, in 2016, implemented PastPerfect On-line (PPO) for its library and object collections to inform the public about its holdings. [<https://basquemuseum.pastperfectonline.com/>] The BMCC 2019 Strategic Plan calls for adding archives and photograph collections to the existing PPO portal. Cataloging and uploading collection information to PPO is primarily carried out by Collection Consultant Linda Morton-Keithley, CA, and volunteer Librarian Carolyn Ruby, working in conjunction with Curator of Collections and Exhibits Amanda Biemann and other volunteers.

BMCC also maintains a robust website which provides public access to select holdings, such as the Community History project, Basque Musicians in the West, oral history interviews and obituaries. [<https://basquemuseum.eus/>]

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, 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.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person 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 undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, 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 was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this 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.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person 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 commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* APPLICANT'S ORGANIZATION

Basque Museum & Cultural Center

* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Prefix:

* First Name:

Annie

Middle Name:

* Last Name:

Gavica

Suffix:

* Title:

Executive Director

* SIGNATURE:

Annie Gavica

* DATE:

10/10/18

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) 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.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (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 (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, 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.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

* SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	* TITLE Executive Director
* APPLICANT ORGANIZATION Basque Museum & Cultural Center	* DATE SUBMITTED October 19, 2018

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the 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 cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.



PROJECT BUDGET			
Revenue Source <i>Please list all match sources and amounts in the appropriate column. Total at the bottom. Note: For volunteer labor, please include the hourly rate and number of hours in this column and the total amount the In-kind or Volunteer Match column.</i>	Grant Award Revenue	In Kind Volunteer/Cash Match	Total
SHRAB Grant – Award (this amount must be matched on a 1-to-1 basis through additional cash or in-kind revenues-please list below)	\$2,000		\$2,000
Match Source			
MLS Library Volunteer (\$25.00/hr for 40hrs)		\$1,000	\$1,000
Totals	\$2,000	\$1,000	\$3,000
Grant Expenses <i>Please list all paid grant expenses and amounts in the appropriate column. Total at the bottom.</i>	Grant Award Expense	Match Expense	Total
Gaylord Archival	\$391.09		\$391.09
Demco	\$22.88		\$22.88
Talas	\$272.60		\$272.60
Hollinger Metal Edge	\$184.90		\$184.90
Amazon.com	\$785.64		\$785.64
Costco	\$369.99		\$369.99
BMCC Match:			
Collections Consultant for 80hrs		\$1,800	\$1,800
Totals	\$2,027.10	\$1,800	\$3,827.10
Total Revenue			\$3,000.00
Total Expenses			\$3,827.10
Difference (if any)			\$827.10



IDAHO STATE
HISTORICAL
SOCIETY

SHRAB Grant Application Cover Sheet

Project Title: Archival and Disaster Response Supplies

Organization: Basque Museum & Cultural Center

Project Contact Person: Amanda Biemann, Curator of Collections and Exhibits

DUNS # 6165016150000

Address: 611 Grove St., Boise, ID 83702

E-mail: [REDACTED]

Phone: [REDACTED]

Tax Identification Number: [REDACTED]

Amount Requested: \$2,000

Cell: [REDACTED]

For 501(c) (3), current in filing 990s? Yes

Total Budgeted Cost of Project: \$3,827.10

Brief Proposal Summary:

SEE ATTACHED

Project Period (Beginning date and estimated completion):

December 1, 2018 - June 1, 2019

Project Manager Signature and Title: [REDACTED]

(Required)

Please print name: Amanda Biemann, Curator of Collections & Exhibitions

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