ANA FY 2016 P&M Application Specifications

Quick Facts

- Electronic submissions due April 6, 2016 by 11:59 PM ET
- Hard copy submissions due April 6, 2016 by 4:30 PM ET (waiver required, see below)
- Budget Periods run August 1 through July 31 each year

Formatting Requirements

1. Application should be compiled using 8 ½ x 11 single-sided white paper
2. Adjust for 1" margins on all sides
3. If possible, include page numbers for each page within the application
4. Application should be double-spaced, to include appendices that are not exempt
    a. The following *are exempt* from the double-spacing requirement: the one page Project Summary/Abstract, required assurances and certifications, required SF forms, required OMB-approved forms, resumes, logic models, proof of legal-status/non-profit status, third-party agreements, letters of support, footnotes, tables, table of contents, line-item budget and budget justification
5. Application should be typed using Times New Roman font, point size 12
    a. Font size exceptions:
        i. Footnotes should be in Times New Roman font, point size 10
        ii. The font size for scanned documents is not specified, but must be large enough to be readable. Do not scan more than one page of a document to fit on a single page.
6. Application should be no longer than 150 pages.
    a. Note: This page limitation *excludes* a Business Plan (if applicable), and the required forms, assurances, OMB approved forms, and certifications listed under Section IV.2: Content and Form of Application Submission.

Important Information Concerning Hard Copy Submissions

- A waiver must be submitted and an exemption granted for an application to be submitted as a hardy copy (see instructions for waiver request below)
- Hard copy submissions should not contain staples or other binding
- Original copy of application must include original signatures

Applying for Exemption from Required Electronic Application Submission

Exemptions can be requested for one of two reasons: (1) lack of internet access or internet connection; (2) limited computer capacity that prevents the uploading of large documents.

<u>Exemption requests must be received by ACF no later than two weeks (14 calendar days) before the application due date.</u>

Include the following information in an exemption request:

a) Funding Opportunity Announcement title
b) Funding Opportunity Number (FON)
c) The listed Catalog of Federal Domestic Assistance (CFDA) number
d) Name of applicant organization and DUNS number
e) AOR name and contact information
f) Name and information for Point of Contact (person responsible for discussing matters involving the application)
g) The reason the exemption is being requested

Submit the request via email to electronicappexemption@acf.hhs.gov or via post to the Office of Grants Management Contact, listed in FOA.

Mandatory Application Elements: What to Upload to the Grant Application Package

It is suggested that applicants limit the number of electronic files they upload. You are encouraged to group the elements for each form into *one* file. For example, the Table of Contents and Project Narrative would both be included in *one* file under "Program Narrative Attachment Form."

Add the following under "Program Narrative Attachment Form":

1. Table of Contents
2. Project Narrative (i.e. Objectives and Need for Assistance, Outcomes Expected, Approach, geographic location, organizational capacity, protection of sensitive and/or confidential information, and the plan for oversight of federal award funds)

Add the following under "Budget Narrative Attachment Form":

1. Budget
2. Budget Justification, including travel to required ANA trainings and meetings

Add the following under "Other Attachments Form":

1. Project Summary/Abstract
2. Required governing body documentation
3. Assurance of community representation on Board of Directors, if applicable
4. Proof of non-profit status, if applicable
5. Commitment of non-federal resources
6. Job descriptions
7. Resumes
8. Vendor estimates for large ticket or unique items
9. Indirect cost rate agreement, if applicable
10. Letters of support
11. Third-party agreement(s), if applicable
12. Current status of the language
13. Other attachments if necessary (located in application instructions)

a. Maintenance of Effort Certification
b. Certification of Filing and Payment of Federal Taxes

Mandatory Grants.gov Forms

1. SF-424/Application for Federal Assistance
2. SF-424a/Budget Information for Non-Construction Projects
3. SF-424b/Assurances for Non-Construction Programs
4. Lobbying Form
5. Objective Work Plan[1]
6. P/PSL
7. SF-LLL (optional, only if needed)

Budget Object Class Category Requirements

Use these object class categories with both Federal and Non-Federal Share budget requests. Find more information under Section IV.2, Part II of the FOA. In addition, see "General" on page 28 of the FOA for guidelines on budget formatting.

Personnel – the cost of employee salaries and wages

Fringe Benefits – the cost, broken down, of employee fringe benefits

Travel – the cost of employee project-related travel (this does not include consultant travel or local travel)

Equipment – the cost of nonexpendable property with useful life of over a year and a single item cost of $5,000

Supplies – the cost of tangible personal property other than equipment

Contractual – the cost of contracted services and goods arranged through open competition; this area is not for individual consultants

Other – the cost of local travel, consultant travel, consultant fees, insurance, food, professional services, space/equipment rental, etc.

Indirect Charges – if applicable, include your current IDC rate agreement

Program Income – the estimated funds to be generated by the project, if any

[1] If you experience difficulty filling out the electronic OWP form in the Grants.gov package, please contact your Eastern Region Technical Assistance Provider at 1 (888) 221-9686.

Application Content and Evaluation Criteria

Need for Assistance **Maximum Points: 10**

Key Element	What to Include	Evaluation Questions
Problem Statement	1. Physical, economic, social, financial, institutional, and/or other problems requiring a solution 2. Supporting documentation 3. Relevant data based on planning studies and needs assessments	Does the application include: • A clear and concise problem statement that identifies the specific problem requiring a solution to be addressed by the project objective(s)? • Supporting information or data detailing the scope and nature of the problem? • Current challenges standing in the way of addressing the problem?
Information about the Community	1. Details identifying the community, target population, and intended beneficiaries 2. Demographic data 3. Geographic location and boundaries of the area to be served	Does the application: • Provide a clear description of the community to be served? • Identify the intended beneficiaries?

Outcomes Expected **Maximum Points: 25**

Key Element	What to Include	Evaluation Questions
Objectives	Principal and subordinate objectives clearly stated in the S.M.A.R.T. format: 1. S = specific in identifying the outcomes that will be achieved 2. M = measurable using quantifiable or objective terms in describing how progress will be measured 3. A = achievable given the proposed time frame, approach, and resources 4. R = relevant to the problem statement, project goal, and the long-term goals of the community to be served 5. T = time-bound with an end date reflecting completion with the project period	What is the extent to which the objectives are specific, measurable, achievable, relevant, and time-bound (S.M.A.R.T.)?

Impact	1. Details defining the overall positive change that will occur in the community to be served as a result of the project 2. Information describing how accomplishing the objectives will improve the lives of the intended beneficiaries 3. The number of people that will be direct benefited by the project 4. Specific information detailing the changes that will be evident at the community level	What is the extent to which: • The condition(s) identified in the problem statement will be addressed? • The lives of the community members and beneficiaries will improve? • The intended impact is feasible given the project's objectives?
Project-Specific Impact Indicator	1. Indicators reflecting how the condition(s) discussed in the problem statement will change by the using the same measure at three points in time 2. Indicators measuring an increase in native language proficiency and/or community interest in the native language 3. Targets: pre-grant status, end of grant target, and three-year target 4. A discussion of how progress will be tracked and evaluated	What is the extent to which the applicant describes: • How impact will be measured with at least one impact indicator using the same measure at three points in time: baseline (beginning of project), end of project, and three years post-project? • Baseline information that was determined through accurate or verifiable methods (e.g. surveys, census data, etc.), OR if baseline data are not identified, the extent to which the applicant describes a relevant baseline measure that will be established as an initial project activity? • An end of project target and a three year post-project target that are realistic and adequately measure a change in the community's condition? • How data will be effectively collected and tracked?

Approach **Maximum Points: 35**

Key Element	What to Include	Evaluation Questions
Planning and Implementation	1. Goal of the project, indicating its connection to the community's long-range goal(s) 2. Steps taken to ensure all necessary resources will be available to implement the project (non-federal share and leveraged resources) 3. A discussion of how partnerships will be developed, maintained, and utilized 4. An explanation of how key activities will be completed 5. An explanation of the timeline for completing activities, objectives, and the project, as a whole 6. A description of the methods that will be used to ensure confidential and/or sensitive information is properly handled and safeguarded, if applicable 7. A plan for the disposition of confidential and/or sensitive information at the project's end 8. Potential challenges that may pose a risk to achieving the project's objectives and a contingency plan for responding to these challenges 9. An explanation of how positive outcomes achieved by the project will be sustained, and, if applicable, how programmatic sustainability will be achieved	What is the extent to which the applicant: • Includes a comprehensive implementation plan for the full project period, including a detailed description of all key activities? • Provides sufficient details explaining how specific tasks and activities will be completed (e.g., how project participants will be selected, how surveys will be conducted, etc.)? • Identifies contingency plans that describe adequate strategies to address potential obstacles and challenges? • Has secured the non-federal resources (staff, materials, facilities, etc.) necessary to implement the project and provides sufficient plans describing how any other necessary resources will be leveraged? • Describes how partnerships will be developed, maintained, and utilized to support the project? • Describes sufficient measures that will be taken to ensure that project outcomes will be sustained, and, if applicable, how programmatic sustainability will be achieved?

		• Identifies a feasible plan to preserve any curricula, recordings, or other materials produced by the project for the benefit of future generations, if applicable?
Current Status of the Language	1. A detailed description of the current status of the Native American Language to be addressed by the project 2. A description of any existing language programs in the community to be served; if no programs exist, an explanation of the barriers or circumstances that have prevented the establishment of a Native American Language program	To what extent does the applicant: • Identify the target Native American Language and describe the current status of the Native language to be addressed by the proposed project? • Provide a description of any existing language programs and Native language resources in the community to be served?
Community Involvement	3. A description of how community input was used in developing the project 4. A description of how community support and/or participation for the project will be built and maintained 5. Strategies for building community awareness of the project and how community members will be kept informed of progress and outcomes	What is the extent to which the applicant: • Describes how community input was used in developing the project (e.g., from community meetings, surveys, community members participating in the planning process, etc.)? • Demonstrates the ability to maintain community support and/or participation during project implementation, including how participants will be recruited, if applicable? • Includes specific outreach activities or other methods for building community awareness of the project and keeping community members informed of progress and outcomes?

Organizational Capacity and Staffing Plan	1. A description of the applicant's ability to administer the project 2. A detailed project staffing plan that describes: staff responsibilities, project personnel (including key partners and consultants), personnel qualifications, a recruitment and hiring process, a description of how oversight and management of federal funds will be properly ensured, and a description of who will monitor and maintain oversight of program reporting, staff, partners, and finances 3. Resumes (individual resumes are limited to 2 single-spaced pages and are only required for identified staff, not new hires) 4. List of Board of Directors 5. Job descriptions that detail position responsibilities and qualifications 6. Consultant scope of work and associated costs 7. Organizational charts depicting how the project will be managed 8. Evidence that the applicant organization and any partnering organizations have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement 9. Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capacity to fulfill their role(s) and function(s) effectively	What is the extent to which the applicant: • Provides details demonstrating the necessary capacity to implement activities and monitor project progress in order to ensure successful completion of objectives? • Fully describes a project staffing plan that includes staff responsibilities and project personnel with sufficient qualifications to fulfill those responsibilities, e.g. required licensing, professional experience, subject matter expertise, etc.? • Details a realistic plan for recruitment and hiring (only applicable if new hires are required)? • Clearly describes how oversight and management of federal funds will be properly ensured, and identifies who will be responsible for maintaining oversight of program reporting, activities, staff, partners, and finances? • Demonstrates that proposed partners or consultants have the expertise necessary to perform assigned project tasks?

Objective Work Plan **Maximum Points: 20**

Key Element	What to Include	Evaluation Questions
Objective Work Plan (one form per objective per budget year)	1. A maximum of 3 objectives per project 2. Objectives that address the project goal	What is the extent to which the applicant's Objective Work Plan: • Aligns with the information provided in the project narrative, serving as a stand-alone document to communicate the problem statement, project goal, objectives, activities, results, benefits, and criteria for evaluating results and benefits? • Includes all key activities needed to implement the project in each project year, indicating start and end dates with sufficient time for completion and detailing how, when, and by whom each activity will be conducted? • Includes results and benefits that mark milestone achievements in support of accomplishing objectives, and criteria for evaluating results and benefits that explain how those milestones will be measured? • Demonstrates logical connections between the different project elements so that it is clear how implementing activities will lead to achieving the objectives, and how achieving the objectives will accomplish the project goal and directly address the problem statement?

Budget and Budget Justification **Maximum Points: 10**

Key Elements	What to Include	Evaluation Questions
Line-Item Budget and Budget Justification	1. A separate line-item budget per year showing federal and non-federal share with calculations describing estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for calculations to be duplicated 2. Costs for Project Director and Financial Administrator to attend Post-Award Training during the first year of the project 3. Costs for two individuals directly working on the project to attend the annual ANA Grantee Meeting for each year of the award 1. A budget justification that addresses both federal and non-federal costs 2. A justification for each budget year that justifies each line item listed under the Object Class Categories with descriptions of how categorical costs are derived and a discussion of the necessity, reasonableness, and allocation of the proposed costs	To what extent does the applicant: • Provide a comprehensive line-item budget for each project year, accounting for all expenditures (federal and non-federal) necessary to implementing the project? • Include a budget justification for each project year, detailing cost basis and calculations to demonstrate how each line-item expenditure was derived, with vendor estimates for larger expenditures, where applicable? • Sufficiently explain all costs to be programmatically justified in relation to the proposed activities and objectives?