

FREQUENTLY ASKED QUESTIONS

Administration for Native Americans Funding Opportunities and Useful

Application Development Tools

Webinar Presented: May 11, 2017

FUNDING OPPORTUNITY ANNOUNCEMENTS

- | | | |
|----------|---|--|
| 1 | If you are currently in a Preservation and Maintenance grant, can you apply for an environmental or Esther Martinez grant? | In each FOA in Section I under ANA Administrative Policies it states Grantees can have only one active grant per Catalog of Federal Domestic Assistance (CFDA) number. Language Preservation and Maintenance (P&M) has the same CFDA number as Esther Martinez Immersion so you would not be able to have both grants at the same time. Environmental Regulatory Enhancement (ERE) has a different CFDA number than P&M. If eligible for the ERE grant, a grantee could have both P&M and ERE at the same time. |
| 2 | Can SEDS be used for a business plan? | As stated in the FOAs, section III.3 “Projects Ineligible for Funding: projects that require funding for feasibility studies, business plans, marketing plans or written materials such as manual that are not an essential part of the applicant’s long range development plan. Therefore, a project that is just developing a business plan would not be an eligible project. |
| 3 | Will SEEDS be available next year? | That has not been determined at this time. Economic development projects can be funded under the Social and Economic Development Strategies (SEDS) FOA. |

- | | | |
|---|--|---|
| 4 | There is a reference in the "Definitions" section to "Minor Alterations and Renovations" yet everywhere else it says no construction. Could you talk a bit about what this is referring to? | If you refer to the definition of "Construction" in the FOA it states that construction of a new building which includes major alteration and renovation is not allowed. Minor renovation and alteration is not included with in the definition of construction, it is allowable under ANA funding if needed to implement the project, but may not exceed 25 percent of the total approved budget for a budget period. |
| 5 | Is there a preference for tribal applicants over non-tribal Native controlled non-profits? | The FOA does not give preference to one eligible entity over another. Section V.2 of each FOA provides the review and selection process for ANA awards. |
| 6 | In regards to anticipated awards, is there a desire to have geographical diversity among organizations/ projects funded? Will this factor into grant review & decision-making? If yes, how? | In section V.2 of each FOA the review and selection process for ANA awards is discussed. Geographical location of grants is discussed there. |
| 7 | Is there guidance on logic model | There is some reference to logic models in the I-Lead FOA. There is guidance in the application tool kit as well. |
| 8 | Can Canadian speakers of our language be part of the Language Preservation grant? Or is there a requirement that the funds be spent only in the U.S.? | As provided in the Native American Language Preservation and Maintenance Funding Opportunity Announcement (FOA), "The purpose of the Native American Language Preservation and Maintenance program is to assist Native Americans in ensuring the survival and continuing vitality of Native American languages." In addition, ANA regulations at 45 CFR 1336.10 define the 'American Indian,' 'Indian,' and 'Alaska Native' long as those served by the grant are American Indian, Indian, or Alaska Native. Therefore, as defined in ANA's regulations, Canadian speakers of a Native American language may be served and included in the grant, if awarded, provided the awardee is eligible for grants under section III.1. of the FOA. |

- 9** Please talk about the new requirement for Evaluation in the Language Preservation RFP.
- The purpose of the evaluation plan is to provide project management with a mechanism for monitoring project implementation and identifying necessary operational adjustments that may need to be made during the project. Detailed information on the required Program Performance Evaluation Plan is provided under Approach in section IV.2 of both language preservation FOAs. The evaluation plan is specifically required under the Native American Programs Act for Native languages.
- 10** Is it possible for a community to be awarded an ANA language grant and an Esther Martinez award in the same cycle?
- No. In each FOA in Section I under ANA Administrative Policies it states Grantees can have only one active grant per Catalog of Federal Domestic Assistance (CFDA) number. Language Preservation and Maintenance has the same CFDA number as Esther Martinez Immersion so you would not be able to have those grants at the same time. However, there is no prohibition in applying for both FOAs during the same cycle.
- 11** Do you have a new forecast for when the I-LEAD RFP will be released?
- ANA anticipates that we will be able to publish the FOA for Native Youth Initiative for Leadership, Empowerment and Development (I-LEAD) soon. At this time, the complete application package is not available. There is a feature on Grants.gov to receive an email notification if there are any changes to the grant opportunity that you are interested in. It's recommended that you subscribe on Grants.gov for this or any other announcement that you're interested in so that you can receive an email notification when it gets updated. The applications will be due 45 days after the full publication of the FOA.
- 12** Can you share the percentages funded for these FOA opportunities last year?
- The percentage will change from year to year. The number of expected awards for FY17 in each program is included in Section II. Federal Award Information of the FOA.

- | | | |
|-----------|---|---|
| 13 | Is there more info on why/how for the tourism track in SEDS? | There is information in the Notice for Public Comment that was printed in the Federal Register on January 23 that provides more background information on why tourism was added as a new area of interest. The FOA contains program areas of interest in Section I, refer to the Economic Development areas of interest for more information on tourism projects. |
| 14 | What is the anticipated date of funding? | It is anticipated that award dates will be the in August 1 for Language projects and September 30 for all other programs. |
| 15 | On the OWP, can all objectives be spanned over multiple years? | In section IV.2 of the FOA, it states a project to have only 3 objectives It is up to the applicant to determine how much time is needed to successfully complete the objectives for their projects. |
| 16 | Our organization was assured that applicants would have 60 days to apply. Is there any chance that the date will be extended?
Organizations were really counting on that extra 2 weeks when scheduling reviewers for the final packet before submission! | All FOAs will be given 45 days to submit applications. Deadlines were cut shorter than anticipated due to the delays in FOA release. Time is needed for the application review process, award processing, and additional approvals to make the grant awards as close to the project period start dates as possible. |
| 17 | Just to confirm...Is an impact indicator required for P&M grant? And, there is no sample to refer to provided by ANA? | Yes, an impact indicator is required for all ANA grants. There is an example in the application tool kit but it is not specific to language. Contact your regional TTA provider for assistance with your impact indicator if the FOA and tool kit example don't clarify what is required. |
| 18 | Which FOA(s) have a 45-day application period? | All FOAs have a 45-day application period this year. |
| 19 | Can we provide stipends to pay Elders and other volunteers that are helping with teaching the language? | Stipends or salaries can be paid to Elders that assist with the project. Volunteers are donating their time to the project so stipends are not appropriate, however volunteer time can be tracked and used for non-federal match for a project. |

- | | | |
|-----------|--|--|
| 20 | What is projection for ANA? | Do not understand this question so will delete agree |
| 21 | How many grants do you fund per year? | It depends on the program. Please refer to section II in each FOA for the anticipated number of awards. |
| 22 | Just want to clarify that the lowest and highest levels for funding available for each grant receiving a three-year grant is \$100,000 to \$300,000. | The floor and ceiling amounts of the federal funds per year differ for each program. Please refer to the FOA for the grant you are interested in. The information is in Section II of the FOA. |
| 23 | Minor Alteration and Renovation: Costs may not exceed the lesser of \$250,000 or 25 percent of the total approved budget for a budget period. | The definition provided in the FOA is standard and applicable for all federal grant awards. When applied to ANA funded programs, the amounts will be 25% percent of the total approved budget for a budget period. |
| | Won't 25% of the budget period ALWAYS be less than \$250,000? Max of \$400K per budget period; max of \$100K for renovation.... please clarify? Thank you! | |
| 24 | 1. Can we still opt to charge administrative costs to direct expenses if we don't have an indirect cost rate or do we have to use the 10% de minimus? | 45 CFR Part 75 stipulates that nonfederal entities can opt to use the de minimus rate of 10% providing they have never had a negotiated indirect cost rate. It is not required to use the rate. ANA will not pay for administrative costs unless they are essential to successfully completing the project. |
| 25 | There was a mention on the webinar of letters of support being required from youth--that was a comment when the I-LEAD slide was showing. Can we assume that requirement only applies to the I-LEAD grant application (whenever the FOA comes out?) | ANA funds community based projects and requires that the applicant provides documentation of support from the community to be served by the project. Please refer to section 4.2 in the subsections on Community Involvement and Letters of Support in all FOAs for more information. |

- | | | |
|-----------|--|--|
| 26 | Must the in-kind match be documented in letters of commitment, and if so, what info should be in them? | The is not a specific format for letters of commitment. You will find guidance in the FOA in section III.2. Cost Sharing or Matching and section IV.2, The Project Budget and Budget Justification. The documentation should indicate the amount of the commitment, either in-kind or cash, what is being provided, who is providing the commitment, and how the value was determined. |
| 27 | Have there been any changes to the OWP online? I had some challenges working with that in the past (e.g. not being able to add or delete rows once text is entered). Is there an option to upload the same form as a Word Document, with the same column titles/rows? | Yes, the OWP form in the application package has been updated on Grants.gov. It is now much easier to insert rows where you need them to keep activities in order. The electronic version of the OWP on Grants.gov is the preferred form. |
| 28 | When do you think Peer Evaluations will occur for SEDS this year? | It is anticipated that peer reviews will be held in July. |
| 29 | Is the opportunity to be a reviewer available? How do I register? | If you're interested in becoming a peer reviewer for ANA grant applications, please send an email to ANAREviewer@acf.hhs.gov . |

TOOLKIT AND TECHNICAL ASSISTANCE QUESTIONS

- | | | |
|----------|---|---|
| 1 | Is the use of the toolkit mandatory? As many of us may have done a lot of work already without the toolkit. | No, the Application Toolkit is not mandatory to use. It is a new resource that ANA made available this year to assist applicants. |
| 2 | Is the budget form mandatory? | The budget template included in the Application Toolkit is not mandatory but it does provide a structured format to applicants that might need this tool. |
| 3 | I also understand you offer technical assistance during the grant writing process can you talk about this too. | Each regional TTA Center will provide 14 hours of technical assistance to applicant who submit a request in writing to the center. The application must be 75% completed before the TA can begin. |

4 Greetings. When is technical assistance available to review narrative drafts?

Technical assistance is currently available to those applicants that are approximately 75% done drafting their applications. Contact information for each center is listed on the ANA website, <http://acf.hhs.gov/ana> under the Training and Technical Assistance tab. Pre-Application technical assistance is provided electronically using phone, fax and internet. Contact your regional T/TA Center for more information.

5 How soon should applicants provide draft proposals to regional technical assistance providers for review?

The sooner the technical assistance process begins the more thorough the review. It allows more time to refine the application. Pre-Application Technical Assistance is provided up to close of business the day of the deadline.

GRANTS.GOV WORKSPACE

1 Do you have to use workspace to submit your application?

After December 31, 2017, the single stitched PDF application package will no longer be available to download from Grants.gov.

- Applicants can apply for grants using Grants.gov Workspace, which separates the application package into individual forms. Applicants can create a workspace, complete the individual PDF forms, and submit their application workspace package.
- If you downloaded a PDF application package prior to December 31, 2017, you will still be able to submit your application package until March 31, 2018.
- If you apply via another grant application system (S2S) as directed by your organization, you will still be able to use those systems.

2 Will workspace be required for submission at this time, or is it just an option to use workspace?

See Answer directly above this one.

- 3 When would we want to use the form vs pdf upload? Is it one or the other?**
- Within Workspace, applicants can fill in application forms using either the online webforms or the PDF download/upload methods. Applicants can switch between both methods.
- The PDF download/upload method may be useful for applicants that:
- want to work on completing the forms offline (limited access to internet)
 - need to email PDF forms to team members who do not have access to Grants.gov
- The online webforms method is more useful for applicants that:
- have consistent internet access
- Online webforms are much easier to access the form data to make changes quickly without having to download/upload the pdf forms.
- 4 For this year's application cycle, will any of the forms in Workspace need to be filled out manually, as a PDF? Or will they all be available in the Forms tab of the Workspace?**
- All forms in the package will be available in the Forms tab of the workspace. All forms will be available in PDF format. Some forms will be available as online Webforms. Either form type can be filled out as part of the application.
- 5 How internet friendly is the workspace? Some of us in Alaska have horrible internet connections.**
- For applicants with slow internet connections, from within Workspace (under the Forms tab), applicants can download (online) all the PDF application forms, fill them out (offline), upload (online) all the forms back into their workspace, and submit the workspace application (online). Within Workspace, the PDF forms are in separate smaller size files thus making download/upload times per form quicker.
- 6 Is Workspace available right now?**
- Yes. Grants.gov is continuously making enhancements based on applicant feedback.
- 7 Who can be considered "AOR"?**
- The "Authorized Organization Representative" (AOR) role is assigned by your organization's E-Business Point of Contact (E-Biz POC). The AOR role is required to successfully submit the final application.

- | | | |
|----|--|--|
| 8 | What's the difference between Workspace Owner and AOR user? | <p>Workspace Owner without the AOR role cannot submit the application. AOR is a Grants.gov role (see answer to #7), while ownership of a workspace is an access level within a specific workspace that allows the user to add other “participants” to the workspace. To become a Workspace Owner, a user must have, at minimum, the Manage Workspace role. (The Manage Workspace role is a step below the AOR role). All AORs have the Manage Workspace role by default.</p> |
| 9 | Does WORKSPACE have view only capability so that reviewers can access without ability to accidentally make changes? | <p>Within Workspace, forms can be locked so that they can only be viewed (not edited) by other participants. The Preview Application button can also be used to view a read-only version of the application package.</p> |
| 10 | I am nervous about submitting from WORKSPACE rather than the previous years when applications were input directly in Grants.gov application package. Is WORKSPACE a seamless transition from the direct input to grants.gov?? | <p>Yes. Give it a try by creating a workspace for the funding opportunity to which you are applying. You will see how easy it is to complete the same forms.</p> |
| 11 | In the FOA there are instructions on how to save the documents for uploading; are those instructions compatible with WORKSPACE? | <p>Need more details. Depends on what the specific instructions are in the FOA...</p> |
| 12 | Can AOR assign owner as the AOR for submission or does the AOR who is registered on Grants.gov the only one who can submit? | <p>The E-Business Point of Contact (E-Biz POC), AOR with MPIN, or Expanded AOR can assign the AOR role. An organization may have multiple AORs. A Standard AOR can only submit if they have been added to the workspace as a participant.</p> |
| 13 | To use the Workspace, do each participant user must have a Grant.gov registration? | <p>Yes, to be added to a workspace, a user must have a Grants.gov account.</p> |

- | | | |
|----|--|--|
| 14 | My understanding is that we can still use the legacy forms instead of workspace if we so choose. Is that correct? | Yes, through Dec. 31, 2017. |
| 15 | If we want to request a TA provider, will they have access to our application in workspace? | A TA provider (technical assistance provider) must have a Grants.gov account and be added as a participant to have access to an applicant workspace. |
| 16 | Does the application have to be submitted through workspace? | <p>After December 31, 2017, the single stitched PDF application package will no longer be available to download from Grants.gov.</p> <ul style="list-style-type: none"> - Applicants can apply for grants using Grants.gov Workspace, which separates the application package into individual forms. Applicants can create a workspace, complete the individual PDF forms, and submit their application workspace package. - If you downloaded a PDF application package prior to December 31, 2017, you will still be able to submit your application package until March 31, 2018. - If you apply via another grant application system (S2S) as directed by your organization, you will still be able to use those systems. |
| 17 | Is the Workspace for projects or organizations? Example, am I able to use the workspace to submit and work on an ANA SEDS application while other staff work on an ANA Language application? | A workspace needs to be created for every opportunity package. So, if you are applying for two grant opportunities, then you will need to create two separate workspaces – one associated with each grant opportunity. However, if you apply using Workspace and need to make changes to resubmit, you can reopen the workspace, make changes, and re-submit the same workspace. |

18 I wanted to know if using the Grants.gov workspace is a requirement. My agency has an AOR who is our Finance person but who will not setup up participants/workspace users so is it still possible to just download the application package and instructions through the old way of submission? We would upload the program narrative, attachments, etc. to the application package, then send to our AOR, and have him submit through grants.gov.

After December 31, 2017, the single stitched PDF application package will no longer be available to download from Grants.gov.

- **Applicants can apply for grants using Grants.gov Workspace, which separates the application package into individual forms. Applicants can create a workspace, complete the individual PDF forms, and submit their application workspace package.**
- **If you downloaded a PDF application package prior to December 31, 2017, you will still be able to submit your application package until March 31, 2018.**

If you apply via another grant application system (S2S) as directed by your organization, you will still be able to use those systems.

19 How do I register initially to be eligible to be added to my organization's workspace?

You must register as an organization applicant on Grants.gov. During the registration process, you will need to list your organization's DUNS number so that your account will be associated with your organization. After you have created your organization account, the Workspace Owner will be able to add you to the workspace as a Participant.

20 Our CFO is the only AOR, who designated only 3 people in our organization to be considered active users. I'm the grant writer. If i am going to add various staff, departments, outside agencies, should i ask to be designated AOR so i can have control over 'active users' and can approve them, rather than bothering our CFO.

If you are given the Manage Workspace role (a step lower than the AOR role), you will be able to serve as the Workspace Owner. Workspace Owners can add and remove participants from specific workspaces.

Your organization's E-Business Point of Contact (EBiz POC) or AOR will be able to assign you the Manage Workspace role.

- 21** I am trying to create a workspace for the SEDS AK grant funding number 93.612 and there is no Select Package Option-there is only preview. Can I create a workspace for this FOA?
- The Apply link is available next to the Preview link. Here is the URL:
<https://www.grants.gov/web/grants/view-opportunity.html?oppld=270787>
- Click the Apply link, sign up for notifications, and then either create a workspace or download the Legacy Application Package.
- 22** I tried APPLY however would not allow me to create a workspace
- After clicking the Apply link, sign up for notifications, and then either create a workspace or download the Legacy Application Package. You must be logged in to create a workspace.
- 23** Do you have to use workspace to submit your application?
- After December 31, 2017, the single stitched PDF application package will no longer be available to download from Grants.gov.
- Applicants can apply for grants using Grants.gov Workspace, which separates the application package into individual forms. Applicants can create a workspace, complete the individual PDF forms, and submit their application workspace package.
 - If you downloaded a PDF application package prior to December 31, 2017, you will still be able to submit your application package until March 31, 2018.
- If you apply via another grant application system (S2S) as directed by your organization, you will still be able to use those systems.