

Administration for Children and Families

Administration for Native Americans

Native Language Community Coordination Demonstration Project (NLCC)
HHS-2016-ACF-ANA-NS-1168
Application Due Date: 06/01/2016

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Department of Health & Human Services
Administration for Children and Families

Program Office:	Administration for Native Americans
Funding Opportunity Title:	Native Language Community Coordination Demonstration Project (NLCC)
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2016-ACF-ANA-NS-1168
Primary CFDA Number:	93.340
Due Date For Letter of Intent:	**04/15/2016**
Due Date for Applications:	**06/01/2016**

Executive Summary

Notices:

- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants Page at** http://www.acf.hhs.gov/grants/howto.

The Administration for Children and Families (ACF), Administration for Native Americans (ANA) announces the availability of Fiscal Year (FY) 2016 funds for 5-year cooperative agreements to support communities that can demonstrate success in offering a continuum of Native language instruction from early childhood through post-secondary education.

The purpose of this demonstration funding opportunity is to build upon the successes of ANA's short-term, project-based Native Language funding. This effort is intended as a place-based demonstration that will address gaps in community coordination across the Native language educational continuum. Projects funded under this initiative will ensure high-quality Native language instruction from early childhood through college and/or career.

The cooperative agreements funded under this Funding Opportunity Announcment (FOA) will involve significant collaboration between ACF and recipients during the performance of projects.

I. Program Description

Statutory Authority

This program is authorized under Section 805 of the Native American Programs Act of 1974, 42 U.S.C. 2991d.

Description

Background

Administration for Native Americans

Within the Department of Health and Human Services (HHS), ANA serves all Native Americans, including federally recognized tribes, American Indian and Alaska Native organizations, Native Hawaiian organizations and Native populations throughout the Pacific Basin (including American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands). ANA promotes social and economic self-sufficiency for Native Americans in two ways. First, ANA provides discretionary grant funding, training, and technical assistance in support of community-based projects that address the current social and economic conditions in Native American communities. The second is through advocacy and policy development on behalf of Native Americans. ANA's programmatic goals include: (1) fostering the development of stable diversified local economies and economic activities to provide jobs, promote community and economic well-being, encourage community partnerships and reduce dependency on public funds and social services; (2) supporting local access to, control of and coordination of services and programs that safeguard the health and well-being of native children and families; and (3) increasing the number of projects involving youth and intergenerational activities in Native American communities.

Program Overview

The vision of the ANA's Native Languages Preservation and Maintenance Program is Native language fluency and community-wide revitalization of Native American languages. The Native Languages Community Coordination Demonstration Project (NLCC) will further this vision by establishing cooperative agreements with site-based educational programs to demonstrate evidence based strategies that integrate Native language and educational services within a specific community. The demonstration project emphasizes a community's potential to integrate stand-alone language programs into a broader educational system that can offer a continuum of Native language instruction from pre-school through post-secondary education.

Applications deemed responsive to this FOA will demonstrate strong community ties, a plan to develop pre-school through post-secondary language education opportunities, and support services and interventions tailored to the current Native language status and existing educational resources within a specific community. ANA will be looking for high performing collaborations, or the potential to develop them, and committed leaders and community champions.

Required Educational Programs and Partners

Applications must include site-based education program partners available for coordination at all education levels (pre-school, elementary, middle school, high school, and post-secondary education). It is not mandatory that project partners have all current Native language instruction programs for all age levels at the start of the project period; however, applicants must provide third-party agreements demonstrating a willingness to collaborate in Native language instruction by partnering with site based educational programs that represent a continuum of Native language education from pre-school through post-secondary education.

Project Activities

Project activities may include, but are not limited to;

- Community-wide planning and development of benchmarks and project evaluation metrics.
- Developing and sustaining partnerships across educational institutions
- Assessing gaps in curriculum, assessments, and professional development
- Aligning curriculum and developing curriculum for identified gaps; including the development of assessments that can be used in place of state mandated standardized tests
- Working with federal, state, and or local educational agencies to use alternative assessments and/or to obtain waivers for assessments that are not linguistically and culturally appropriate.
- Developing tribal and state level policies that will support language coordination.
- Developing alternative or modified credentialing/licensure for teachers to meet institutional requirements where necessary
- Obtaining approval of alternative licensures with federal and state educational agencies
- Fostering and sustaining community-wide involvement and support including tribal leadership and administration. (for example tribal education department, local libraries and cultural institutions)
- Planning, developing, and coordinating professional development for teachers and other language instructors and support staff

Description of Cooperative Agreement

A cooperative agreement is a specific method of awarding federal assistance in which substantial federal involvement is anticipated. ANA anticipates that its involvement will produce programmatic benefits to the recipient and local communities to support them in carrying out the project.

As part of the cooperative agreement ANA anticipates providing specialized training and technical assistance to grantees throughout the 5-year project period. The overall goals of the technical assistance are to build the capacity of grantees to complete needs assessments, planning, capacity building, implementation, benchmark data collection, and rigorous evaluation activities; and to ensure that programs are implemented effectively and with fidelity to evidence-based models where appropriate. Training and technical assistance may occur through intensive on-site visits, conducting monthly teleconference, or by convening a cohort of NLCC grantees in a centralized location.

Administrative Policies

Third Party Agreements Demonstrating Educational Programs and Partners

Applicants must provide third party agreements demonstrating a willingness to collaborate in the Native language instruction from partnering, site based educational programs that represent a continuum of education from pre-school through post-secondary education. Third-party agreements should be included with the applicant's submission to ANA. Without ANA's receipt of such signed and dated letters from authorized officials of the project's organizational participants prior to the start of the award of grant funds, the applicant's

project cannot be approved.

Compliance with Background Checks and Applicable Child Safety Laws

All recipients are expected to comply with applicable federal, tribal, or state law with respect to criminal history record checks and clearance through child abuse and neglect and sex offender registries.

Required Grantee Travel and Attendance at Post-Award Meetings

Grantees will be required to attend Post Award Training during the first year of their ANA award and to attend an annual ANA Grantee Meeting during each year of their ANA award. Please refer to *Section IV.2. Project Description, Project Budget and Budget Justification* for instructions on how to include this in the budget.

Conflict of Interest Standards

Under the standard terms and conditions for discretionary HHS awards (Grants Policy Statement, page II-7 at https://www.acf.hhs.gov/grants/terms-and-conditions), grant recipients are required to establish safeguards to prevent employees, consultants, members of governing bodies and others who may be involved in grant-supported activities from using their positions for purposes that are, or give the appearance of being, motivated by a desire for private financial gain for themselves or others, such as those with whom they have family, business, or other ties. Therefore, with one exception, staff employed through an ANA-funded project cannot also serve as a member of the governing body for the applicant organization. Under the exception, as authorized by 45 CFR 1336.50(f), the Chief Executive of a federally-recognized Indian tribal government may be paid salary and expenses with ANA grant funds, provided such costs are not a cost of general government and are related to the ANA-funded project.

Prior to making an award, ANA will ask the prospective recipient to modify project personnel if a proposed staff member is also a member of the applicant organization's governing body. In addition, there should be a separation of duties between staff and the governing body within an organization to ensure the integrity of internal controls and to minimize disruptions in the continuity of operations.

Federal Evaluation

ANA is required by section 811 of the Native Americans Program Act (42 USC § 2992) to evaluate the impact and effectiveness of its project funding. ANA intends to implement a community-based participatory evaluation of projects funded under this FOA in order to build community capacity in the use of evaluation concepts and techniques and to evaluate project outcomes to increase the likelihood that projects will achieve their desired outcomes. As such, grant funds may not be used to support external evaluations. The federal evaluation will include ongoing review of required grantee-level reports, and sharing of resources to develop grantee evaluation skills including participant observation, relationship building, and development of improvement-oriented principles. In accepting a grant award, all grantees agree to participate fully in the federal evaluation activities and to follow all evaluation protocols established by ANA or its designee contractor, including project-end outcome evaluations. As such, grant funds may not be used to support external evaluations.

Definitions

Program-specific terms and concepts described in this FOA are found in the *Appendix*.

II. Federal Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	$1,500,000
Expected Number of Awards:	4
Award Ceiling:	$400,000 Per Budget Period
Award Floor:	$100,000 Per Budget Period
Average Projected Award Amount:	$300,000 Per Budget Period
Anticipated Project Start Date:	08/01/2016

Length of Project Periods:

60-month project with five 12-month budget periods

Additional Information on Awards:
Awards made under this announcement are subject to the availability of federal funds.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period, or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors.*

Note: For those programs that require matching or cost sharing, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A recipient's failure to provide the required matching amount may result in the disallowance of federal funds.** See *Section III.2.* of this announcement for information on cost-sharing or matching requirements.

Non-competitive Continuation

Non-competitive continuation grants will be offered for each of years 2 through 5 of the project period. Funding levels for years 2 through 5 may not exceed the Award Ceiling per budget period. Continuation funding will be subject to the availability of funds, satisfactory progress, compliance with grant terms and conditions and a determination that continuation funding is in the best interest of federal government.

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement

Awards under this FOA will be in the form of cooperative agreements. ANA anticipates that its involvement will produce programmatic benefits to the recipient and local communities to support them in carrying out the project. This involvement and collaboration includes:

- Participating in kick-off (post-award) and initial NLCC recipient meeting to introduce such recipients to the ANA Regional Training and Technical Assistance Center and the federal ANA NLCC Project team, and to orient recipients to the administration of their award and NLCC project;
- Establishing agreed upon outcomes for demonstration projects;
- Collaborating in the development of agreed upon data management and dissemination systems, followed by use of these systems to collect and share project information;
- ANA support to develop or strengthen recipient capacity for local evaluation, including formative, outcome, and impact evaluation that support recipients' documentation of project implementation (is the project operating as intended?), assessment of what occurred as a result of the project (what changed?), and tracing causes to outcomes after project completion.
- Joint collaboration in the performance of key programmatic activities (e.g., strategic planning and, the development of standardized policies and procedures);
- Approval for partnerships (third-party agreements) during the project period if participating partners change from what may be proposed in the original application;
- Annual convening of the cohort to share best practices and information and to network;
- Annual updates to the Objective Work Plan; and
- Monitoring and reporting requirements during implementation, which may, in order to ensure compliance with the intent of this FOA, exceed those federal stewardship responsibilities customary for discretionary grant activities.

ANA intends to develop reports that will share data and outcomes resulting from this demonstration project.

Please see *Section IV.6. Funding Restrictions* for limitations on the use of federal funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

Pursuant to 42 U.S.C. 2991b and 45 C.F.R. 1336.33, eligible applicants under this announcement are:

- Federally-recognized Indian tribes, as recognized by the Bureau of Indian Affairs;
- Incorporated non-federally recognized tribes;
- Incorporated state-recognized Indian tribes;
- Consortia of Indian tribes;
- Incorporated non-profit multi purpose community-based Indian organizations;
- Urban Indian Centers;
- Alaska Native villages as defined in the Alaska Native Claims Settlement Act and/or non-profit village consortia;
- Non-profit native organizations in Alaska with village specific projects;

- Incorporated non-profit Alaska Native multi-purpose, community-based organizations;
- Non-profit Alaska Native Regional Corporations/Associations in Alaska with village-specific projects;
- Non-profit Alaska Native community entities or tribal governing bodies (Indian Reorganization Act or Traditional Councils) as recognized by the Bureau of Indian Affairs;
- Public and non-profit private agencies serving Native Hawaiians;
- National or regional incorporated non-profit Native American organizations with Native American community-specific objectives;
- Public and non-profit private agencies serving native peoples from Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands;
- Tribal colleges and universities, and colleges and universities located in Hawaii, Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands that serve Native American Pacific Islanders.

Please refer to *Section III.3. Other* and *Section IV.2. Project Description, Legal Status of Applicant Entity* and *Additional Eligibility Documentation* for additional eligibility requirements.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See *Section III.3. Other, Application Disqualification Factors.*

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement. Faith-based organizations are encouraged to review the ACF Policy on Grants to Faith-Based Organizations at: http: //www.acf.hhs.gov/acf-policy-on-grants-to-faith-based-organizations.

See *Section IV.2. Legal Status of Applicant Entity* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: Yes

Grantees are required to meet a non-federal share of the project cost, in accordance with 42 U.S.C. 2991b(b).

Grantees must provide at least 20 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF (federal) share and the non-federal share. The non-federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project requesting $400,000.00 in ACF (federal) funds must provide a non-federal share of the approved total project cost of at least $100,000.00 , which is 20 percent of total approved project cost of $500,000.00 .

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR 75.306.

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

Applicants must establish proof of the firm commitment of cash or in-kind contributions for at least the first budget period by submitting documentation, such as a letter or other proof, from the source of such resources. See *Section IV.2. The Project Budget and Budget Justification.*

ANA Match Waiver

Applicants may request a waiver of the requirement for a 20 percent match. To receive a waiver or a reduction in the required match, applicants must provide ANA with written documentation of their need. This request must establish whether the applicant satisfies each waiver criteria in 45 CFR 1336.50 (b)(3). The waiver request should be submitted with the application if possible. This should be submitted as an attachment. Approval of the waiver request cannot be assumed by the applicant without written notification from ANA. Waiver requests will not result in a deduction of points in the evaluation of the application.

> 45 CFR 1336.50(b)(3):
> *(3) Criteria. Both of the following criteria must be met for an applicant to be eligible for a waiver of the non-federal matching requirement:*
>
> *(i) Applicant lacks the available resources to meet part or all of the non-federal matching requirement. This must be documented by an institutional audit if available, or a full disclosure of applicant's total assets and liabilities.*
>
> *(ii) Applicant can document that reasonable efforts to obtain cash or inkind contributions for the purposes of the project from third parties have been unsuccessful.*

Evidence of such efforts can include letters from possible sources of funding indicating that the requested resources are not available for that project. The requests must be appropriate to the source in terms of project purpose, applicant eligibility, and reasonableness of the request.

For inquiries about the waiver process, contact your regional technical assistance provider. Refer to *Section VIII. Reference Websites*, for the contact information.

Matching Waiver Pursuant to 48 U.S.C. § 1469a(d)

Matching requirements (including in-kind contributions) of less than $200,000 (up to $199,999) are waived under grants made to the governments of American Samoa, Guam, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands (other than those consolidated under other provisions of 48 U.S.C. 1469) pursuant to 48 U.S.C. 1469a(d). This waiver applies whether the matching required under the grant equals or exceeds $200,000.

III.3. Other

Projects Ineligible for Funding

45 CFR 1336.33(b) makes the following projects ineligible for funding under this announcement:

- Projects for which a grantee will provide third party training and technical assistance to other tribes or Native American organizations. This does not apply to 'train-the-trainer' capacity building projects under which the grantee trains its own members.
- Projects that require funding for feasibility studies, business plans, marketing plans, or written materials, such as manuals that are not an essential part of the applicant's long-range development plan.
- Projects with core administration functions that essentially support only the applicant's ongoing administrative functions and are not related to the proposed project.
- The support of ongoing social service delivery programs or the expansion, or continuation, of existing social service delivery programs. This means that ANA will not fund projects that provide or expand ongoing services that involve cash transfers or other material assistance such as food, medicine, child care, or income support to individuals.
- Projects that do not further the three interrelated ANA goals of economic development, social development (including cultural preservation), and government development.
- Projects from consortia of tribes that do not include documentation from each participating consortium member specifying their role and support. Projects from consortia must have goals and objectives that will encompass the participating communities. ANA will not fund projects by a consortium of tribes that duplicate activities for which participating member tribes also receive funding from ANA.
- The purchase of real estate.

Application Disqualification Factors
Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification
Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period as stated in *Section II. Federal Award Information,* will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Required Electronic Application Submission
ACF requires electronic submission of applications at www.Grants.gov**. Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "Request an Exemption from Electronic Application Submission" in *Section IV.2. Content and Form of Application Submission.*

Missing the Application Deadlines (Late Applications)
The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the *Overview and* in *Section IV.4. Submission Dates and Times.* Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the www.Grants.gov validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via www.Grants.gov, the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in

the *Overview* and *in Section IV.4. Submission Dates and Times.* Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Assurance of Community Representation on Board of Directors

*This disqualification factor applies only to applicants that are **not** tribes or Native Alaska villages:*

Organizations applying for funding must show that a majority of board members are representative of the Native American community to be served. Applicants must submit documentation that identifies each board member by name and indicates his/her affiliation or relationship to at least one of ANA's four categories of community representation, which include: (1) members of federally or state-recognized tribes; (2) persons eligible to be a participant in, or beneficiary of, the project to be funded; (3) persons who are recognized by members of the eligible Native American community to be served as having a cultural relationship with that community; or (4) persons considered to be Native American as defined in 45 CFR § 1336.10 and Native American Pacific Islanders as defined in Section 815 of the Native American Programs Act. Applicants that do not include this documentation will be considered non-responsive, and the application will not be considered for competition.

Notification of Application Disqualification

Applications that are disqualified under these criteria are considered to be "non-responsive" and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

IV. Application and Submission Information

IV.1. Address to Request Application Package

ANA Operation, Administration, and Technical Support
U.S. Department of Health and Human Services
Administration for Children and Families
Administration for Native Americans
330 C Street, 4th Floor
Washington, DC 20201
Phone: (877) 922-9262
Fax: (202) 690-7441
Email: anacomments@acf.hhs.gov
URL: www.acf.hhs.gov/programs/ana

Electronic Application Submission:
The electronic application submission package is available in the FOA's listing at www.Grants.gov.

Applications in Paper Format:
For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the Application Package available in the FOA's Grants.gov synopsis at www.Grants.gov. They are also available at http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1. See *Section IV.2.Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):
Available at the Grants.gov Forms Repository website at http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1.

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) for assistance at www.gsa.gov/fedrelay.

IV.2. Content and Form of Application Submission

FORMATTING APPLICATION SUBMISSIONS

Authorized Organizational Representative (AOR)
AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

AOR authorization is part of the registration process at www.Grants.gov. where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Awards Management (SAM).

Point of Contact
In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist
Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Accepted Font Style
Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font.

Page Limitations
Applicants must observe the page limitation(s) listed under "Page Limitations and Content for All Application Submission Formats:" *Page* limitation(s) do not include Standard Forms (SFs), OMB-approved forms, including the ANA Objective Workplan (OWP), required assurances and certifications.

All applications must be double-spaced and in Times New Roman, 12-point font.
An application that exceeds the cited page limitation for double-spaced pages will have the extra pages removed and the removed pages will not be reviewed.

Application Elements Exempted from Double-Spacing Requirements
The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

Adherence to FOA Formatting, Font, and Page Limitation Requirements
Applications that fail to adhere to formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

In instances where formatting and font requirements are not adhered to, ACF uses a formula to determine the actual number of pages to be removed. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed.

Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review. For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to

reviewers.

Page limitations are identical for electronically-submitted and paper format application submissions.

NOTE: Applicants failing to adhere to formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

Copies Required
Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package. Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

Signatures
Applicants submitting electronic applications must follow the registration and application submission instructions provided at www.Grants.gov. The original of a paper format application must include original signatures.

Accepted Application Format
With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around. If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page.

PAGE LIMITATIONS AND CONTENT FOR ALL APPLICATION SUBMISSION FORMATS:

ANA has implemented a **page limit of 150 total pages** for applications submitted in response to this FOA. The page limitation excludes the required forms, assurances, and certifications listed in this section.

The one-page Project Summary/Abstract Maintenance of Effort (MOE) self-certification are excluded from the page limitation.

Required Application Elements:

- Table of Contents

- Project Narrative (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)
- ANA Objective Work Plan (OWP)
- Budget and Budget Justification, including travel to required ANA trainings and meetings
- Project Summary/Abstract (limited to one single-spaced page)
- MOE self-certification
- Required Governing Body Documentation
- Assurance of Community Representation on Board of Directors, if applicable
- Proof of non-profit Status, if applicable
- Commitment of non-federal resources
- Job Descriptions
- Resumes
- Indirect Cost Rate Agreement, if applicable
- Letters of Support
- Third-Party Agreements
- Current Status of Language
- Other attachments if necessary

For paper format application submissions, the Standard Forms (SFs), other Office of Management and Budget (OMB)-approved forms, including the OWP, and required certifications and assurances must be included in the application package (the drafter must note the order for these items in paper format submissions).

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS:

Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption. Electronic applications will only be accepted via www.Grants.gov. **ACF will not accept applications submitted via email or via facsimile.**

There are no restrictions on the number of files that applicants may submit. Applicants submitting their application electronically may also use the two-file format described at http://www.acf.hhs.gov/grants, "How to Apply/Submit an Application."

Federal Systems Issues
Applicants that experience issues with the two federal systems, Grants.gov and SAM.gov, must refer to the "ACF Policy for Applicants Experiencing Federal Systems Issues," which may be found at http://www.acf.hhs.gov/grants in "How to Apply" at "Submit an Application."

Required Standard Forms (SFs) and OMB-approved Forms
Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and

budget forms and the SF-P/PSL (Project/Performance Site Location), and the OMB-approved ANA Objective Work Plan (OWP) form, are uploaded separately at Grants.gov. These forms are submitted separately from the other application files at Grants.gov and are not subject to the page limitations. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

Naming Application Submission Files
Carefully observe the file naming conventions required by www.Grants.gov. Limit file names to 50 characters (characters and spaces). Special characters that are allowed under Grants.gov's naming conventions, and are accommodated by ACF's systems, are listed in the instructions available in the Download Application Package at Grants.gov. Please also see http: //www.grants.gov. / web / grants / support / technical - support / troubleshooting / restricting -special -characters.html . File names that exceed 50 characters and spaces, and/or use special characters other than those accepted by Grants.gov, will not be accepted by Grants.gov. Those applications will not be received by ACF.

Use only file formats supported by ACF
It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that files are uploaded as PDF documents.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Adobe .PDF Requirements for Application Submission at Grants.gov
Applicants must ensure that the version of Adobe Professional they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on "Support" at the top bar menu and select "Adobe Software Compatibility", which is listed under the topic "Find Answers Online." The Adobe verification process allows applicants to test their version of the software by opening a test application package. Grant.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions if an applicant is unable to open the test application package. There is also a help page for configuring Firefox and Chrome to open PDFs using Adobe software.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants that have received error messages while attempting to save an application package. It also addresses local network and/or computer security settings and the impact this has on use of Adobe software.

Do Not Encrypt or Password-Protect the Electronic Application Files
If ACF cannot access submitted electronic files because they have been encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

PAPER APPLICATION SUBMISSION INSTRUCTIONS*:*

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options* for more information.

Format Requirements for Paper Applications
All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON). The order of application elements in paper format submissions must adhere to the sequence described under the "**Page Limitations and Content for All Application Submission Formats" section. The order is also illustrated by the *Section VIII. Checklist*.**

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes.**

Addresses for Submission of Paper Applications

See *Section IV.7. Other Submission Requirements* for addresses for paper format application submissions.

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and

certifications are available in the Application Package posted for this FOA at www.Grants.gov.

Other versions of required Standard Forms, assurances,and certifications are available at Grants.gov http://www.grants.gov/web/grants/forms/sf-424-family.html.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
Mandatory Grant Disclosure	Submission is required for all applicants and recipients, in writing, to the awarding agency and to the HHS Office of the Inspector General (OIG) all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to: The Administration for Children and Families, U.S. Department of Health and Human Services, Office of Grants Management, ATTN: Grants Management Specialist, 330 C Street, SW., Switzer Building, Corridor 3200, Washington, DC 20201 **And** U.S. Department of Health and Human Services, Office of Inspector General, ATTN: Mandatory Grant Disclosures, Intake Coordinator, 330 Independence	Mandatory Disclosures, 45 CFR 75.113

	Avenue, SW., Cohen Building, Room 5527, Washington, DC 20201	
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	A DUNS number is required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/webform. Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period. SAM registration is available at http://www.sam.gov.	A DUNS number and SAM registration are eligibility requirements for all applicants. See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* for more information.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.	Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.

Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	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 applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
ANA Objective Work Plan (OWP)	Submission is required for all applicants by the application due date.	The OWP is a required OMB-approved form that serves as a blueprint for project implementation. The OWP form and its instructions are available in the FOA's Grant Application Package at www.grants.gov and on the "SF-424 Family" Forms page at Grants.gov http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1.

Maintenance of Effort (MOE) Certification	A *sample* of a standard Maintenance of Effort (MOE) certification is available in the application instructions for this FOA at www.grants.gov. Applicants self-certify their maintenance of effort. The MOE should be on the applicant organization's letterhead. Submission is required for all applicants under this FOA. See *Section IV.2. Formatting Application Submissions* for instructions on its placement in the application submission.	Required for all applications.

Non-Federal Reviewers
Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

The Project Description

The Project Description Overview

Purpose
The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Program Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions
Applicants should develop project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Introduction
Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.1. Criteria*. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

Letter of Intent

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in *Section IV.4. Submission Dates and Times*.

The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person.

Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. **The letter of intent is optional.** Failure to submit a letter of intent **will not** impact eligibility to submit an application and **will not** disqualify an application from competitive review.

Table of Contents

List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address

- Web Site Address, if applicable

The project abstract must be single-spaced, in Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as well as data describing the needs of the target population and the proposed service area as needed. When appropriate, a literature review should be used to support the objectives and needs described in this section.

Expected Outcomes

Identify the outcomes to be derived from the project. Outcomes should relate to the overall goals of the project as described in *Section I. Program Description*. If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

This demonstration project is intended to help communities address gaps in the coordination of Native language educational programs across all age groups; bring together key drivers of program effectiveness; test the efficacy of distinctive Native teaching materials, methods, and activities; and contribute to the evidence base of Native language student outcomes. Outcomes expected by the applicant should reflect the purposes of the demonstration.

Status of Language and Language Activities

Compare the current status of the Native language and language activities across all age groups to the desired status at the end of the project. Identify the current resources, number of current participants, fluency levels, teachers trained, and level of Native language instruction available at each educational level (pre-school through post-secondary). Identify the goal for the status of the Native language and language activities at each educational level at the end of the project period.

Objectives

ANA requires outcome-oriented objectives that are Specific, Measurable, Achievable, Relevant, and Time-bound (SMART). Therefore, although objectives are also referenced in other sections, applicants should provide detailed information on each objective using SMART criteria in this section. This description should align with, and fully describe, the objectives identified in the OWP. A project can have a maximum of three total objectives. Objectives should align to the problem statement, condition(s) to be addressed, project goal, and the long-term goals of the community to be served. Each objective must be:

- **Specific** – in identifying the outcome(s) that will be achieved

- **Measurable** – using quantifiable or objective terms to describe how progress and completion will be measured
- **Achievable** – given the proposed time frame, approach, and resources
- **Relevant** – to the problem statement, project goal, and the long term goals of the community to be served
- **Time-bound** – with an end date reflecting completion within the project period

Community Specific Outcomes

Identify any outcomes that directly relate to the implementation of the NLCC in your specific community. Describe any specific changes that will be evident at the community level. Changes in individual or community well-being should directly address the condition(s) identified in the problem statement. Outcomes may also include services and supports that are aligned to create a seamless path for Native language acquisition across generations, increased youth academic performance, the establishment of Native language community coalitions, etc.

Approach

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

Planning and Implementation

Describe the planning steps that have been taken to prepare for project implementation. Describe how project activities and outcomes were identified in order to create a continuum of Native language instruction. Ensure that all necessary resources beyond the requested grant funds are available to implement the project. This includes the required non-federal share as well as any additional leveraged resources (for example, in-kind staff hours, materials, facilities, etc.).

Provide details explaining how key activities will be completed (for example, methods for addressing coordination gaps in Native language instruction, details describing teacher trainings or resource development, how fluency and participation will be monitored/assessed, etc.). Explain the timeline for completing activities, objectives, and the overall project, as appropriate.This narrative should align with, and expand on, the information in the OWP, allowing the reviewer to clearly conceptualize how the project will be accomplished.

If any products, curricula, recordings, or other materials will be produced by the project, describe what will be produced and how it will be preserved for the benefit of future generations. If appropriate, identify opportunities for replication or modification of the project for use by other tribes or native communities.

Educational Partnership Collaboration/Communication Strategy

Identify current or potential educational program partners, and/or schools, within the community at each education level from pre-school to post-secondary education (pre-school, elementary school, middle school, high school, and post-secondary). Provide details on the type and extent of Native language instruction currently, or potentially available via each partner. Describe current or potential partnerships, relationships, and collaborations that exist with these programs, schools, or Native language educational entities.

Provide details about the strategy to engage partners. Describe how input will be provided and how information will be shared amongst different entities. Also, describe how the project will be governed and how decisions will be made that may affect multiple entities.

Community Involvement

Discuss efforts to engage the community members, especially community leaders and champions for Native language education. Describe how community input was used in developing the project (for example, from community meetings, surveys, community members participating in the planning process, etc.). Explain how community support and/or participation will be maintained during project implementation, including recruitment strategies for participants if applicable. Discuss specific outreach activities or other methods for building community awareness of the project and keeping community members informed of progress and outcomes throughout the project period.

Staffing Plan

Describe the tribe or organization's ability to administer the project. Include a detailed project staffing plan that includes staff responsibilities and project personnel (including key partners and consultants) with sufficient qualifications to fulfill those responsibilities (for example, required licensing, professional experience, subject matter expertise, etc.). Resumes of current staff or positions descriptions for project staff vacancies should be included in the application. If new staff members are to be hired, describe the recruitment and hiring process. Describe how oversight and management of federal funds will be properly ensured; identify who will be responsible for monitoring progress and maintaining oversight of program reporting, staff, partners, and finances.

Objective Work Plan

The OWP is a required OMB-approved form that serves as a blueprint for project implementation. The OWP form and instructions for completing the form may be found in the electronic application forms at Grants.gov and at https://www.acf.hhs.gov/programs/ana/resource/objective-work-plan.

Geographic Location

Describe the precise location of the project and boundaries of the area to be served by the proposed project.

Legal Status of Applicant Entity

Applicants must provide the following documentation:

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

Unless directed otherwise, applicants must include proof of non-profit status in the *Appendices* file of the electronic application submission.

Additional Eligibility Documentation

Applicants must provide the additional, required documentation, or required credentials, to support eligibility for an award, as described in *Section III. Eligibility Information* of this announcement:

Required Governing Body Documentation

Pursuant to 45 CFR 1336.33 all applicants must submit documentation demonstrating that the governing body of the organization on whose behalf the application is submitted approves the application's submission to ANA for the current grant competition period. If the applicant is a tribally authorized component or division of a tribal government, the applicant must also include documentation demonstrating that the governing body of the tribe approves the application's submission to ANA for the current competition period. All documentation submitted must be signed and dated by an official of the governing body. Written Board Resolutions, meeting minutes from the governing body, and/or letters from the authorizing official reflecting approval are acceptable documentation depending on what is appropriate for the applicant's governance structure. This documentation should be included with the applicant's submission to ANA. Without ANA's receipt of signed and dated documentation prior to the start of the award of grant funds, the applicant's project cannot be approved.

Assurance of Community Representation on Board of Directors (*this applies only to applicants that are **not** tribes or Native Alaska villages).*

Organizations applying for funding must show that a majority of board members are representative of the Native American community to be served. Non-profit organizations are required to submit documentation that identifies each board member by name and indicates his/her affiliation or relationship to at least one of ANA's four categories of community representation, which include: (1) members of federally or state-recognized tribes; (2) persons eligible to be a participant in, or beneficiary of, the project to be funded; (3) persons

who are recognized by members of the eligible Native American community to be served as having a cultural relationship with that community; or (4) persons considered to be Native American as defined in 45 CFR § 1336.10 and Native American Pacific Islanders as defined in section 815 of the Native American Programs Act. Applicants that do not include this documentation will be considered non-responsive, and the application will not be considered for competition. Refer to *Section III.3 Other, Application Disqualification Factors* for more information.

Organizational Capacity

Provide the following information on the applicant organization and, if applicable, on any cooperating partners:

- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- List of Board of Directors;
- 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;
- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;
- Job descriptions for each vacant key position.

Protection of Sensitive and/or Confidential Information

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

Third-Party Agreements

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. General letters of support are **not** considered to be third-party agreements. Third-party agreements must clearly describe the project activities and support to which the third party is committing. Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization.

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Collaboration/consortia applicants must provide letters of commitment or MOU identifying the primary applicant that is responsible for administering the grant. The primary applicant must provide documentation of the commitments made by partnering organizations and describe in detail their roles and responsibilities as partners in the collaboration/consortia.

Letters Of Support

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions must be included in the application package.

Plan for Oversight of Federal Award Funds

Provide a plan describing how oversight of federal funds will be ensured and how grant activities and partner(s) will adhere to applicable federal and programmatic regulations. Applicants must identify staff that will be responsible for maintaining oversight of program activities, staff, and partner(s). Applicants must describe procedures and policies used to oversee staff and/or partners/contractors.

Describe organizational records systems that relate financial data to performance data by identifying the source and application of federal funds so that they demonstrate effective control over and accountability for funds, compare outlays with budget amounts, and provide accounting records supported by source documentation.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

Special Note: *The Consolidated Appropriations Act, 2016, (Division E, Title VII, General Provisions – Government-Wide), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is $185,100. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

Provide a budget using the 424A and/or 424C, as applicable, for each year of the proposed project. Provide a budget justification, which includes a budget narrative and a line-item detail, for each year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Grantees will be required to attend Post Award Training during the first year of their ANA award and to attend an annual ANA Grantee Meeting during each year of their ANA award.

Post Award Training

Applicants must include costs in the budget to attend post-award training, which is held in each region. Post-award training is designed to provide newly awarded ANA grantees with information on how to effectively administer, manage, track and report their ANA-funded projects. This is a mandatory training only in the first budget period for the project director and financial administrator to attend. Applicants should follow their own travel policies to budget for this 3-day meeting; however, an average amount is $3,500.

Annual ANA Grantee Meeting

Applicants must include costs in the budget to attend an annual ANA-sponsored grantee meeting. Each year, ANA conducts a conference with training and technical assistance workshops and support. However, every other year, this meeting is held in coordination with the ACF Native American grantee meeting. Attendance at the annual grantee meeting is a requirement of the grant and should be included in each year of the proposed project's budget. The meeting is typically held in the Washington, DC area and it must be attended by two individuals that are directly working on the project. Applicants should follow their own travel policies to budget for this 3-day meeting that is held nationally.

Suggested Travel Costs

The following are suggested only as guidance in developing travel costs to the required meetings. As with other costs, travel to required meetings must be reasonable and justified in the Budget Justification narrative.

Applicant's Regional Location	Cost per grantee to attend annual ANA Grantee Meeting
Eastern Region*	$4,000
Western Region*	$4,500
Alaska	$5,500
Hawaii	$6,000
American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands	$8,500

*To determine the region you are located in, please refer to the following link: http://www.acf.hhs.gov/programs/ana/t-ta-regions-map

ANA will support recipients with evaluation strategies; therefore, the budget should not include funds to support external evaluations.

General

Use the following guidelines for preparing the budget and budget justification. When a match or cost share is required, both federal and non-federal resources must be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which the applicant is applying. "Non-federal resources" are all other non-ACF federal and non-federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, federal budget; next column(s), non-federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent: annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

Travel

Description: Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

Justification: For each trip show the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/grantee orientations should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year per unit and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the applicant organization's regular written accounting practices.)

Justification: For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than $5,000.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients are required to use 45 CFR 75.328 procedures and must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at $150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of

application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: consultant costs, local travel; insurance; food (when allowable); medical and dental costs (noncontractual); professional services costs (including audit charges); space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description, and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category has one of two methods that an applicant can select. An applicant may only select one.

1) The applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

Note: An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

2) Per 45 CFR § 75.414(f) Indirect (F&A) costs, "any non-Federal entity [i.e., applicant] that has never received a negotiated indirect costs rate, … may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in § 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time."

Justification: This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of their indirect cost proposal may request the 10 percent de minimis. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

Program Income

Description: The estimated amount of income, if any, expected to be generated from this project. Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federally-funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and interest on loans made with award funds.

Justification: Describe the nature, source, and anticipated use of program income in the

budget or refer to the pages in the application that contain this information.

Commitment of Non-Federal Resources

Description: Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424.

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306.

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

Justification: If an applicant is relying on match from a third party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified in Item18. "Estimated Funding ($)" on the SF-424.

Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully funded awards). **A recipient's failure to provide a statutorily required matching amount may result in the disallowance of federal funds.**

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application's scoring under the evaluation

criteria in *Section V.1.* of this announcement.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description and Budget/Budget Justification information collection is approved under OMB control number 0970-0139, expiration date is 01/31/2019. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov
Additional guidance on the submission of electronic applications can be found at http:// www.grants.gov /web /grants /applicants /apply- for- grants.html.

After a grant application package is submitted to www.Grants.gov, a confirmation screen will appear on the applicant's computer screen. This screen confirms that an application has been submitted an application to Grants.gov. This page also contains a tracking number to identify the status of the application submission in the Track My Application feature.

When the application has completed the Grants.gov submission process, Grants.gov will send email messages to advise the applicant of the progress of the application through its system. **Over the next two business days, an applicant should receive two emails from Grants.gov:**

- **Submission Receipt Email**: Confirms successful receipt of the application by the Grants.gov system and indicates the application's status as "Received."
- **Submission Validation** –OR– **Rejection with Errors Email**: Indicates that the application was either successfully validated or rejected by Grants.gov. Either the application has been successfully validated by the system prior to transmission to the grantor agency or the application has been rejected due to errors.

Application Validation at www.Grants.gov
After an application has been successfully submitted to www.Grants.gov, it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via

email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "What to Expect After Submitting" at www.Grants.gov for more information.

Each time an application is re-submitted to www.Grants.gov, the applicant will receive a new **Submission Receipt Email**. Only applications with on-time date and time stamps in Submission Receipt Email, and that pass validation, will be transmitted to ACF. Applications that are submitted on time that fail the validation check are not be transmitted to ACF and will not be acknowledged.

NOTE: The Grants.gov validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review.

Similarly, if an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date, and the resubmitted application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

Grants.gov Support Center

- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Support Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Support Center is closed on federal holidays.
- Applicants should always retain Grants.gov Support Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Support Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. HHS Awarding Agency Contact(s)* will determine whether the submission issues are due to Grants.gov system errors or user error.**

Issues with Federal Systems

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf.

Request an Exemption from Required Electronic Application Submission
ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF that must state that the applicant qualifies for the exemption for one of the two following reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) at www.Grants.gov.

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to electronicappexemption@acf.hhs.gov, or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. HHS Awarding Agency Contact(s)* in this announcement.

Requests for exemption from required electronic application submission will be acknowledged with an approval or disapproval.

Requests that do not state one of the two listed reasons will not be approved.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants must request a new exemption from required electronic submission for any succeeding FFY.

Please Note: electronicappexemption@acf.hhs.gov **may only be used to request an exemption from required electronic submission.** All other inquiries must be directed to the appropriate agency contact listed in *Section VII*. of this announcement. Queries or requests submitted to this email address for any reason other than a request for an exemption from electronic application submission will not be acknowledged or answered.

All exemption requests must include the following information:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,

- Name and contact information of person to be contacted on matters involving the application (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be *received by* ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or federal holiday, the due date for receipt of an exemption request will move to the next federal business day that follows the weekend or federal holiday.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* of this announcement.

Paper Format Application Submission
An exemption is required for the submission of paper applications. See the preceding section on "*Request an Exemption from Required Electronic Application Submission.*"

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.7*. of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m, ET, on the due date.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* in this announcement.

IV.3. Unique Entity Identifier and System for Award Management (SAM)

All applicants must have a DUNS Number (http://fedgov.dnb.com/webform) and an active registration with the System for Award Management (SAM.gov/SAM, https://www.sam.gov).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM must be active throughout the life of the award.

Plan ahead. Allow at least 10 business days after you submit your registration for it to become active in SAM and at least an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of your efforts to register for, or renew a registration, at SAM. User Guides are available under the "Help" tab at https://www.sam.gov.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

IV.4. Submission Dates and Times

Due Date for Letter of Intent

Due Date for Letter of Intent: **04/15/2016**

Due Date for Applications: **06/01/2016**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Other, Application Disqualification Factors*.

Electronic Applications

The deadline for submission of electronic applications via www.Grants.gov is 11:59

p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission.*

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at: http://www.grants.gov/applicants/apply_for_grants.jsp.

Applications submitted to www.Grants.gov at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

Mailed Paper Format Applications
The deadline for receipt of mailed, paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications
Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.7.Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Emergency Extensions
ACF may extend an application due date when circumstances make it impossible for an applicant to submit their applications on time. Only events such as documented natural disasters (floods, hurricanes, tornados, etc.), or a verifiable widespread disruption of electrical service, or mail service, will be considered. The determination to extend or waive the due date, and/or receipt time, requirements in an emergency situation rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. HHS Awarding Agency Contact(s)*.

Acknowledgement from www.Grants.gov
Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission**.** Receipt of this email does not indicate that the application is accepted or that is has passed the validation check.

Applicants will also receive an email acknowledging that the received application is in the **Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged by ACF.

See "What to Expect After Submitting" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:
Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of receipt of a paper format application:
ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.5. Intergovernmental Review

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

IV.6. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. (45 CFR §75.442)

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs and allocated currently to all activities of the non-Federal entity. No proposal costs of past accounting periods will be allocable to the current period. (45 CFR §75.460)

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

Costs of prosecution of claims against the Federal Government, including appeals of final HHS agency decisions, are unallowable under 45 CFR 75.435 (g).

Activities that qualify as major renovations and alterations are ineligible for funding.

See *Section III.3. Other, Ineligible Projects* for a list of projects that are ineligible for funding under 45 CFR 1336.33. See *Section V.2. Review and Selection Process* for a list of projects that ANA will not fund.

Legal expenses of a funded project that are directly tied to achieving the project's objectives may be allowable, if such expenses are necessary and reasonable and not otherwise unallowable. For example, if the grantee is establishing a youth program and needs legal advice on organizational matters, the costs of this legal advice may be allowable. Such costs will be reviewed by the same cost principles for all grant costs in 45 CFR part 75 Subpart E.

IV.7. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Submission By Mail

Tim Chappelle
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management - [HHS-2016-ACF-ANA-NS-1168]
330 C Street SW
Washington, DC 20201

Hand Delivery

Tim Chappelle
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management - [HHS-2016-ACF-ANA-NS-1168]
330 C Street SW
Washington, DC 20201

Electronic Submission

See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via http://www.Grants.gov.
For all submissions, see *Section IV.4. Submission Dates and Times*.

V. Application Review Information

V.1. Criteria

Please note: Reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

Applications should be prepared based on the instructions identified in *Section IV.2. Project Description,* however, please note that panel reviewers will score applications using the evaluation criteria outlined in this section.

Funding is awarded based on availability of funds and in part by the rank order of applications based on the scores assigned by panel reviewers. Objective review scores and rankings are not binding; they are one element ANA takes into consideration in the review and selection process (see *Section V.2. Review and Selection Process)*.

Need for Assistance	Maximum Points:10

To evaluate the Need for Assistance, reviewers will consider the extent to which the application provides:

1. A clear and concise problem statement that identifies the specific problem requiring a solution to be addressed by the project objective(s).
2. Supporting information or data detailing the scope and nature of the problem
3. Current challenges standing in the way of addressing the problem
4. The community to be served and the intended beneficiaries

Outcomes Expected	Maximum Points:25

Applicants: please note ANA requires outcome-oriented objectives, so although objectives are also mentioned in other sections of the project description, reviewers will evaluate them under this criterion.

To evaluate the Status of Language, reviewers will consider the extent to which:

- The applicant has detailed the current status of the Native language, including number of fluent participants, number of trained teachers, language learning resources, use within the community, and a full description of language classes and resources currently available at each education level from pre-school through post-secondary education.
- The applicant provides a full description of the end of project goals for the Native language, including number of speakers, teachers trained, language learning resources, and language classes available at each education level
- There is a logical connection demonstrated when comparing the current status of the Native language to the projected status at the end of the project period.

To evaluate project objectives, reviewers will consider the extent to which they are Specific, Measurable, Achievable, Relevant, and Time-bound (SMART), as follows:

- **Specific** – in identifying the outcomes that will be achieved
- **Measurable** – using quantifiable or objective terms in describing how progress and completion will be measured
- **Achievable** – given the proposed time frame, approach, and resources
- **Relevant** – to the problem statement, project goal, and the long term goals of the community to be served
- **Time-bound – with an end date reflecting completion within the project period**

To evaluate Community Specific Outcomes, reviewers will consider the extent to which:

- Identified outcomes describe supports and services that create the opportunity for seamless language learning from pre-school through post-secondary education
- The end of project goals address gaps in coordination and language learning as described in the current status of the Native language and the Need for Assistance

Approach	Maximum Points:35

To score the Approach, reviewers will consider the following components: Planning and Implementation, Community Involvement, and Organizational Capacity and Staffing Plan. These considerations will be made as follows:

To evaluate Planning and Implementation, reviewers will consider the extent to which the applicant:

- Clearly describes resources both tangible and intangible, that are available to implement the project.
- Provides sufficient details explaining how specific tasks and activities will be completed and who is responsible for completing tasks (for example, methods for addressing coordination gaps in Native language instruction, details describing teacher trainings or resource development, how fluency and participation will be monitored/assessed, etc.)
- Identifies contingency plans that describe adequate strategies to address potential obstacles and challenges
- Identifies a feasible plan to preserve any curricula, recordings, or other materials produced by the project for the benefit of future generations, if applicable

To evaluate Educational Partnership Collaboration/ Communication Strategy reviewers will consider the extent to which the application:

- Provides details to fully describe one or more existing potential partnership(s) with a site-based educational institution at each education level (pre-school, elementary school, middle school, high school, and post-secondary education).
- Provides details that fully describe the type and extent of Native language instruction currently, or potentially available via each partnership
- Provides strategies to engage community partners, and to maintain or develop partnerships as applicable
- Provides strategies to address gaps in existing language instruction or resources
- Includes a communication strategy to share information and make any necessary decisions with educational partners.
- Describes how the project will be governed and how decisions will be made that affect multiple entities.

To evaluate Community Involvement, reviewers will consider the extent to which the applicant:

- Describes how community input was used in developing the project (for example from community meetings, surveys, and 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
- Includes specific outreach activities or other methods for building community awareness of the project and how to keep community members informed of progress and outcomes

To evaluate Organizational Capacity and Staffing Plan, reviewers will consider 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

Objective Work Plan (OWP)	Maximum Points:20

To evaluate the OWP, reviewers will consider the extent to which it:

1. 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
2. Includes 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
3. Includes results and benefits that mark milestone achievements in support of accomplishing objectives, and criteria for evaluating results and benefits that explain how these milestones will be measured
4. 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

To evaluate the line-item budget and budget justification, reviewers will consider the extent to which the applicant:

1. Provides a comprehensive line-item budget for each project year, accounting for all expenditures (federal and non-federal) necessary to implement the project
2. Includes 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
3. Sufficiently explains all costs to be programmatically justified in relation to the proposed activities and objectives

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number (www.dbn.com) and an active registration at SAM (www.sam.gov). See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)*.

Initial ACF Screening
Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3.Other, Application Disqualification Factors*.

Disqualified applications are considered to be "non-responsive" and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

Objective Review and Results
Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of federal funds in its award decisions.

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

Federal Awarding Agency Review of Risk Posed by Applicants
As required by 2 CFR 200 of the Uniform Guidance, effective January 1, 2016, ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), https://www.fapiis.gov/, before making any award in excess of the simplified acquisition threshold (currently $150,000) over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about 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 CFR § 200.205 Federal Awarding Agency Review of Risk Posed by Applicants (http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8).

ANA Internal Review of Proposed Projects

Based on the ranked order of applications, ANA staff will perform an internal review and analysis of the applications ranked highest as a result of the panel's review and scoring in order to determine the application's consistency with the purposes of NAPA, all relevant statutory and regulatory requirements, and the requirements of the relevant FOA. ANA's Commissioner has discretion to make all final funding and award decisions.

ANA may use the statistical technique of "normalization" to convert raw scores from review panels to a standardized scale to negate, to the extent possible, any differences in scoring behaviors among different panels and numerous reviewers.

ANA has a preference for funding projects that are community-driven, reflecting a strong relationship between planned activities and intended results; demonstrate a realistic action plan for sustainability; and promote social and economic self-sufficiency in emerging, unserved, or underserved native communities.

In exercising discretion in award selection, the Commissioner will consider:

- Whether the project, as determined based on ANA's administrative and programmatic expertise, does not further the purpose of the funding opportunity as described in *Section I. Funding Opportunity Description.*
- Whether the project is determined to be unlikely to be successful or cost effective based on the application submitted for evaluation in response to *Section IV.2. Project Description and Budget and Budget Justification*.
- Whether the project allows any one community, or region, to receive a disproportionate share of the funds available for award.
- Whether the project is essentially identical or similar in whole or in part to previously funded projects proposed by the same applicant or activities or projects proposed by a consortium that duplicate activities for which any consortium member also receives or has received funding from ANA.
- Whether the project provides couples or family counseling activities that are medically-based.
- Whether the project originated and was designed by consultants, who have provided a major role for themselves in the performance of the project, and who are not members of the applicant organization, tribe, or village.
- Whether the project contains contingent activities that may impede, or indefinitely delay, the progress of the project.
- Whether the project has the potential to cause unintended harm to participants, or that could negatively impact the safety or privacy of individuals.
- Whether the project may be used for the purpose of providing loan capital. Federal funds awarded under this FOA may not be used for the purpose of providing loan capital. This restriction is not related to loan capital authorized under Sec. 803A of NAPA [42 U.S.C. 2991b-1(a)(1)] for the purpose of the Hawaiian Revolving Loan fund.
- Whether the project includes human subject research as defined at 45 CFR 46.102 (d) and (f).
- Whether the project is duplicative of projects funded by other federal agencies.

Appeals
Pursuant to 45 CFR §1336.35, an applicant for ANA funding that has had its application rejected either because it has been found ineligible or because the activities it proposes are ineligible for funding, may appeal the Commissioner's finding to the Departmental Appeals Board, in writing, within 30 days following receipt of ineligibility notification. See 45 CFR § 1336.35 for procedures for filing such an appeal.

Please refer to *Section IV.2.* of this announcement for information on non-federal reviewers in the review process.

Approved but Unfunded Applications
Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications determined as approved but unfunded, notice will be given of the determination by email.

V.3. Anticipated Announcement and Federal Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date. ACF staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

VI. Federal Award Administration Information

VI.1. Federal Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.6. Funding Restrictions*.

VI.2. Administrative and National Policy Requirements

Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at: http://www.acf.hhs.gov/administrative-and-national-policy-requirements.
ANA manages the discretionary grant program in accordance with 45 CFR 1336 - Native American Programs, which can be found at:
http:// www.ecfr.gov/cgi-bin/ text-idx? c=ecfr&SID= 29e5b9b2adb89d90568dacb2b5fede86&rgn= div5&view= text&node=45:4.1. 2.4.15&idno=45.

Award Term and Condition under Title VI of the Civil Rights Act of 1964
Recipients of federal financial assistance (FFA) from HHS must administer their programs in compliance with federal civil rights law. This includes ensuring your programs are accessible to persons with limited English proficiency. HHS provides guidance to recipients of federal financial assistance (FFA) on meeting their legal obligation to take reasonable steps to provide meaningful access to their programs by persons with limited English proficiency. Please see http://www.hhs.gov/civil-rights/for-individuals/special-topics/limited-english-proficiency /guidance-federal-financial-assistance-recipients-title-VI/index.html.

The HHS Office for Civil Rights also provides guidance on complying with civil rights laws enforced by HHS. Please see http://www.hhs.gov/ocr/civilrights /understanding/ section1557/index.html;
and http://www.hhs.gov/civil-rights/for-providers/laws-regulations-guidance/laws/index.html.
Recipients of FFA also have specific legal obligations for serving qualified individuals with disabilities. Please see http://www.hhs.gov/ocr/civilrights/understanding/disability/index.html.

Please contact the HHS Office for Civil Rights for more information about obligations and prohibitions under federal civil rights laws at http://www.hhs.gov/ocr/office/about/rgn-hqaddresses.html or call 1-800-368-1019 or TDD 1-800-537-7697.

It is an HHS Departmental goal to ensure access to quality, culturally competent care, including long-term services and supports, for vulnerable populations. For further guidance on providing culturally and linguistically appropriate services, recipients should review the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care at http://minorityhealth.hhs.gov/omh/browse.aspx?lvl=2&lvlid=53.

VI.3. Reporting

Recipients under this FOA will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is available on the ACF website at http://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2.
ANA grantees are required to report project progress using the Objective Progress Report (OPR) (OMB No. 0970-0452, expiration date 06/30/2018) on a semi-annual basis. In

addition, grantees will be required to submit an Annual Data Report (ADR) [OMB No. Pending] to report project data once a year and at the end of the project period. For additional information on reporting requirements and due dates, please refer to the following website: http://www.acf.hhs.gov/programs/ana/resource/reporting-requirements.

ANA reviews grantee semiannual and annual reports to determine whether the grantee is meeting its goal and objectives and completing activities identified in the OWP. ANA also performs ongoing monitoring of grantee progress throughout the project period by Program Specialists through phone interviews and site visits. The grantee will submit a non-competing continuation application to receive additional funding. Prior to funding the next budget period of a multi-year grant, ANA requires verification from the grantee that objectives and outcomes proposed in the preceding year were accomplished.

For planning purposes, the frequency of required reporting for awards made under this announcement are as follows:

Performance Progress Reports:	Semi-Annually
Financial Reports:	Semi-Annually

VII. HHS Awarding Agency Contact(s)

Program Office Contact

Carmelia Strickland
U.S. Department of Health and Human Services
Administration for Children and Families
Administration for Native Americans
330 C Steet SW
4th Floor
Washington, DC 20201
Phone: (877) 922-9262
Email: anacomments@acf.hhs.gov
URL: http://www.acf.hhs.gov/programs/ana/

Office of Grants Management Contact

Tim Chappelle
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management

330 C Steet SW
Washington, DC 20201
Phone: (202) 401-4855
Email: tim.chappelle@acf.hhs.gov

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) at www.gsa.gov/fedrelay.

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) http://www.hhs.gov/.

HHS Grants Forecast http://www.acf.hhs.gov/ hhsgrantsforecast/index.cfm.

Administration for Children and Families (ACF) http://www.acf.hhs.gov/.

ACF Grants Homepage https://www.acf.hhs.gov/ grants.

ACF Funding Opportunities http://www.acf.hhs.gov/grants/open/foa/.

ACF "How to Apply for a Grant" https://www.acf. hhs.gov/ grants/ how-to-apply-for-grants.

Catalog of Federal Domestic Assistance (CFDA) https://www.cfda.gov/.

For submission of a paper format application, all required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page through https://www. acf.hhs.gov/grants-forms.

Standard grant forms are available at the Grants.gov Forms Repository webpage at http:// www.grants.gov/web/ grants/forms/sf-424- family.html.
For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/ web/ grants/ support/ technical-support/ accessibility-compliance.html.

Code of Federal Regulations (CFR) http://www.ecfr.gov/.
The *Federal Register* https://www.federalregister.gov/.
United States Code (U.S.C.) http://uscode.house.gov/.

Administration for Native Americans (ANA) on the Internet: http://www.acf.hhs.gov/programs/ana.

ANA technical assistance providers offer project development training and pre-application training for potential applicants free of charge. Technical assistance providers may also be contacted within an applicant's region to answer questions:

http://www.acf.hhs.gov/programs/ana/assistance

Project development training materials can be found at:

http://www.acf.hhs.gov/programs/ana/resource/ project-planning-and-development-participant-manual

Pre-application training materials can be found at:

http://www.acf.hhs.gov/programs/ana/resource/pre-application-training-manual

Application Checklist

Applicants may use the checklist below as a guide when preparing the application package. All forms, certifications, and OMB-approved forms are required and uploaded directly to the Grants.gov application package **or included in paper submission when a waiver is approved**. These required application elements are identified at the beginning of the checklist.

The additional application elements identified in the checklist are ordered based on the preferred order of application assembly as stated below and also referenced in *Section IV.2. Formatting ACF Applications.*

- Table of Contents
- Project Narrative (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)
- ANA OWP
- Budget and Budget Justification, including travel to required ANA trainings and meetings
- Project Summary/Abstract
- Required Governing Body Documentation
- Assurance of Community Representation on Board of Directors, if applicable
- Proof of Non-profit Status, if applicable
- Commitment of non-federal resources
- Job Descriptions
- Resumes
- Indirect Cost Rate Agreement, if applicable
- Letters of Support
- Third-Party Agreements, if applicable
- Current Status of Language
- Other attachments if necessary

What to Submit	Where Found	When to Submit
Letter of Intent	Referenced in *Section IV.2. Project Description*.	Submission is due by the Letter of Intent due date found in the *Overview* and in *Section IV.4.*
Commitment of Non-Federal Resources	Referenced in *Section IV.2. The Project Budget and Budget Justification*.	Submission is due by the application due date found in the *Overview* and *Section IV.4. Submission Dates and Times*.
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" entry in the table in *Section IV.2. Required Forms, Assurances and Certifications*.	Concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.
The Project Description	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
The Project Budget and Budget Justification	Referenced in *Section IV.2. The Project Budget and Budget Justification* of the announcement.	Submission is required in addition to submission of SF-424A or SF-424C. It must be submitted with the application package by the

		due date in the *Overview* and in *Section IV.4. Submission Dates and Times*.
SF-424 - Application for Federal Assistance	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory." Also available at http://www.grants.gov/web/ grants/ forms.html by using the link to "SF-424 Family."	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	Referenced in *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* in the announcement. To obtain a DUNS number, go to http://fedgov.dnb.com/webform. To register at SAM, go to http://www.sam.gov.	A DUNS number and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*

	Also available at http://www.grants.gov /web/ grants/ forms.html by using the link to "SF-424 Family."	
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory." Also available at http://www.grants.gov/ web/ grants/ forms.html by using the link to "SF-424 Family." These forms are ***required*** for applications under this FOA: • Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
Maintenance of Effort (MOE) Certification	Referenced in *Section IV.2. Forms, Assurances, and Certifications* . A sample of a standard MOE is available in the application instructions for this FOA at www.grants.gov. Submission is due with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.	Submission is due by the application due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times.*
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* For electronic application submission, these forms are available on the FOA's Grants.gov page under the	Submission is due with the application package or prior to the award of a grant

	"Application Package" tab in the section entitled, "Mandatory." Available at http://www. grants.gov/ web / grants/ forms. html by using the link to "SF-424 Family."	grant.
Certification of Filing and payment of Federal Taxes	Referenced in *Section IV.2 Forms, Assurances, and Certifications* of the announcement. The Certification may be found in the Application instructions that are available with the electronic application package at Grants.gov	If applicable to the applicant, it must be submitted prior to the award of the grant.
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional." The form is available in the electronic application kit at Grants.gov and at http://www.grants.gov/ web/ grants/ forms.html by using the link to "SF-424 Family." If applicable, submission of this form is required 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	If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.

	loan.	
Project Summary/Abstract	Referenced in *Section IV.2. The Project Description.* The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
ANA Objective Work Plan (OWP)	Referenced in *Section IV.2.* of this announcement. The OWP form and its instructions are available in the FOA's Grant Application Package at www.grants.gov and on the "SF-424 Family" Forms page at Grants.gov http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1.	Submit the completed form with the application by the due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Table of Contents	Referenced in *Section IV.2. The Project Description*.	Submit with the application by the due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Geographic Location	Referenced in *Section IV.2. The Project Description*.	Submission due by the application due date found in *Overview* and *Section IV.4*.
Organizational Capacity	Referenced in *Section IV.2. The Project Description*.	Submission due by the application due date found in *Overview* and *Section IV.4*.

Protection of Sensitive and/or Confidential Information	Referenced in *Section IV.2. The Project Description*.	Submission due by the application due date found in *Overview* and *Section IV.4*.
Plan for Oversight of Federal Award Funds	Referenced in *Section IV.2. The Project Description*.	Submission due by the application due date found in *Overview* and *Section IV.4*.
Required Governing Body Documentation	Referenced in *Section I* of the announcement.	If available, submission is due by the application due date found in the *Overview* and in *Section IV.4*. If not available at the time of application submission, due by the time of award.
Assurance of Community Representation on Board of Directors	Referenced in *Section III.3* of the announcement.	If applicable, submission due by the application due date found in *Overview* and *Section IV.4*.
Proof of Non-Profit Status	Referenced in *Section IV.2. The Project Description,* *Legal Status of Applicant Entity*.	Proof of non-profit status should be submitted with the application package by the due date listed in the *Overview* and *Section IV.4. Submission Dates and Times*. If it is not available at

		the time of application submission, it must be submitted prior to the award of a grant.
Job Descriptions	Referenced in *Section IV.2. The Project Description*.	Submission due by the application due date found in *Overview* and *Section IV.4*.
Resumes	Referenced in *Section IV.2. The Project Description*.	Submission due by the application due date found in *Overview* and *Section IV.4*.
Indirect Cost Rate Agreement (IDR)	Referenced in *Section IV.2. The Project Budget and Budget Justification*. The IDR must be submitted with the application package.	If the IDR is available by the application due date, it must be submitted with the application package. If it is not available by the application due date, listed in the *Overview* and *Section IV.4. Submission Dates and Times*, it may be submitted prior to the award of a grant.
Letters of Support	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date listed in the *Overview* and in *Section IV.4.*

		Submission Dates and Times.
Third-Party Agreements (also, MOUs and Consortia Agreements)	Referenced in *Section IV.2. Project Description*.	If available, submission is due by the application due date found in the *Overview* and in *Section IV.4*. If not available at the time of application submission, due by the time of award.
Current Status of Language	Referenced in *Section IV.2. Additional Eligibility Documentation*	Submission is due by the application due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Other Attachments	Referenced in *Section IV.2. The Project Description*.	Submission due by the application due date found in *Overview* and *Section IV.4*.

Appendix

Definitions

Program specific terms and concepts in this FOA are based on the following definitions:

Alteration and Renovation: Generally defined as work required to change the interior arrangements or installed equipment in an existing facility so that it may be more effectively used for its designated purpose or adapted for an alternative use to meet a programmatic requirement.

Board Resolution: A current, signed and dated document reflecting a formal decision voted on by the applicants official governing body in support of the project for the entire project period. The Resolution must indicate who is authorized to sign documents and negotiate on behalf of the tribe or organization. The Resolution should indicate that the community was

involved in the project planning process and indicated the specific dollar amount of any eligible matching funds (if applicable). A board resolution is an acceptable form of governing body documentation of approval for the project.

Budget Period: The interval of time (usually 12 months) into which a project period is divided for budgetary and funding purposes. Funding of individual budget periods sometimes is referred to as 'incremental funding.

Catalog of Federal Domestic Assistance (CFDA): The CFDA is a government-wide compendium available to the public that can be used to obtain general information about federal programs. A listing of current entries in the CFDA is available at www.cfda.gov. Each program listed has a unique identifier code known as the CFDA Number. HHS programs are found under the prefix 93.XXX.

Construction: Construction of a new building, or major alteration and renovation, including the installation of fixed equipment, but excluding the purchase of land and ancillary improvements (e.g., parking lots or roads). Please note construction costs are not allowable under this funding opportunity.

Contingency Plan: A set of specific actions to reduce anticipated negative impacts on a project in the event challenges arise.

Core Administration: Salaries and other expenses for those functions that support the ongoing operations of an applicant organization as a whole or for purposes that are not related to the actual management or implementation of the ANA-funded project.

Federal Share: Financial assistance provided by ANA in the amount of 80 percent of the approved costs of the project. The Commissioner of ANA may approve assistance in excess of such percentage if such action is in furtherance of the purposes of the Native American Programs Act of 1974 (NAPA), 42 U.S.C. 2991 et seq. See *Section III.2. Cost Sharing or Matching* for additional information on approvals of federal share in excess of 80 percent.

Governing Body: A body: (1) consisting of duly elected or designated representatives, (2) appointed by duly elected officials, or (3) selected in accordance with traditional tribal means. The body must have authority to enter into contracts, agreements, and grants on behalf of the organization or individuals who elected, designated, appointed, or selected them.

Key Activities: Milestones, benchmarks, and/or events throughout project implementation to achieve project goals and objectives.

Immersion: Language immersion is a method of language teaching that immerses students in another language, in which that language is the dominant medium of instruction

In-kind: The value of non-cash contributions that directly benefit a grant-supported project or program and are provided by non-federal third parties without charge to the recipient, the subrecipient, or a cost-type contractor under a grant or subaward. In-kind contributions may be in the form of real property, equipment, supplies or other expendable property, or goods and services directly benefiting and specifically identifiable to the project or program.

Interoperability: Collaborative administration or information sharing that integrates the efforts of individual programs, projects, and/or departments with one another in order to strengthen programs and provide coordinated, comprehensive services.

Leveraged Resources: Any resource not including the federal share, non-federal contribution, and program income, expressed as a dollar figure, acquired or utilized during the project period that supports the project. Leveraged resources may include natural, financial, personnel, and physical resources provided to assist in the successful completion of the project. Please note leveraged resources should not be identified in the budget or budget justification. Please refer to *Section IV.2. Project Description, Approach* for additional information

Loan Capital: Refers to monies derived from grant funds that are used to make loans to individuals or business entities or to establish revolving or other loan accounts or funds.

Minor Alteration and Renovation: Costs may not exceed $250,000 or 25 percent of the total approved budget for a budget period. May include changes to physical characteristics that would not involve expansion, new construction, development or repair of parking lots, or activities that would change the footprint of the facility.

Non-Competing Continuation Award: An award made for additional funding/budget period within a previously approved project period, through a non-competing process.

Objective: A statement of the specific outcomes or results to be achieved within the project period that directly contribute to the achievement of the project goal(s) and support the community's long-range goals.

Objective Work Plan (OWP): The plan for achieving the project objectives and producing the results and benefits expected for each objective. The OWP is the blueprint for the project and includes the project goal, objectives, and activities.

Problem Statement: A clear and concise sentence that identifies the specific problem requiring a solution to be addressed by the project objective(s).

Program Income: Gross income earned by a recipient and/or subrecipient that was directly generated by the grant-supported activity or earned as a result of the award. Program income includes (but is not limited to) income from fees for services performed, the use or rental of real or personal property acquired with federal funds, the sale of commodities or items fabricated under an award, and license fees and royalties on patents and copyrights.

Project Goal: The purpose or specific result expected to be achieved through completion of the project objectives and activities.

Project Period: The total time for which federal support has been programmatically approved as shown in the Notice of Award; however, it does not constitute a commitment by the federal government to fund the entire period.

Real Property: Land, including land improvements, structures, and appurtenances thereto, but excluding movable machinery and equipment.

Restoration Program: Native American Language Restoration Programs are educational programs that provide instruction in at least one Native American language for the community served, provide teacher training programs for the teachers of Native American languages, develop instructional materials for such language restoration programs, and work toward the goal of increasing fluency and proficiency in at least one Native American language.

SMART Criteria: This acronym describes five essential characteristics of an effective project

objective:

- **Specific** in identifying the outcome(s) that will be achieved
- **Measurable** using quantifiable or objective terms to describe how progress and completion will be measured
- **Achievable** given the proposed time frame, approach, and resources
- **Relevant** to the problem statement, project goal, and the long term goals of the community to be served
- **Time-bound** with an end date reflecting completion within the project period