


**Administration for Children and Families**

Administration for Native Americans

Native American Language Preservation and Maintenance
HHS-2018-ACF-ANA-NL-1342
Application Due Date: 07/01/2020
**Due Date for Applications**:
07/01/2020

Native American Language Preservation and Maintenance
HHS-2018-ACF-ANA-NL-1342
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**Department of Health & Human Services**
**Administration for Children and Families**

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| **Funding Opportunity Title:** | Native American Language Preservation and Maintenance |
| **Announcement Type:** | Modification |
| **Funding Opportunity Number:** | HHS-2018-ACF-ANA-NL-1342 |
| **Primary CFDA Number:** | 93.587 |
| **Due Date for Applications:** | **07/01/2020** |

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## Executive Summary

***Notice:***

- **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 & Funding Page at** https://www.acf.hhs.gov/grants/howto.

**This FOA has been modified.** ANA is modifying this FOA in response to the COVID-19 Pandemic in order to allow potential applicants additional time to submit an application for financial assistance and modify the budget period. ANA usually follows notice and comment requirements for changes in policies and interpretive rules through the *Federal Register*. However, ANA is exercising the exception allowed in statute that when ANA has good cause, such as the need to respond to the unanticipated impact of the COVID-19 Pandemic, such a requirement would make the notice and public procedure thereon impracticable, unnecessary or contrary to the public interest (5 U.S.C. 553(b)(B) (cited in 814 of NAPA). In *Section IV.4. Submission Dates and Times*, the application due date has been updated to extend the deadline for an additional 30 days for all applicants. In addition, changes to the budget period have been made in *Section II. Federal Award Information* and *Section IV.2. Objective Work Plan and Project Budget and Budget Justification*, and *V.1. Criteria*.

In *Section IV.4. Submission Dates and Times*, the application due date has been updated for Fiscal Year 2020. In addition, changes have been made in the following sections: *I. Program Description; IV.2 Content and Form of Application Submission, The Project Description; V.1 Criteria; and Appendix B, C, and D.*

The Administration for Children and Families (ACF), Administration for Native Americans (ANA) announces the availability of fiscal year (FY) 2020 funds for the Native American Language Preservation and Maintenance (P&M) program.

The P&M program provides funding for projects designed to ensure continuing vitality of Native American languages. This program allows for a broad array of Native language related projects including establishing a language program, improvements to an existing program, and the development of language immersion instruction and activities.

## I. Program Description

### Statutory Authority

This program is authorized under Section 803C(a) of the Native Americans Programs Act (NAPA) of 1974, 42 U.S.C. 2991b-3.

### Description

**THE ADMINISTRATION FOR NATIVE AMERICANS (ANA)**

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 American communities 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. Second, ANA promotes social and economic self-sufficiency through advocacy and policy development on behalf of Native Americans. ANA's programmatic goals include: (1) fostering the development of stable diversified local economies to 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; (3) increasing the number of projects involving youth and intergenerational activities in Native American communities. ANA supports community-based projects in four major program areas: Social and Economic Development Strategies (SEDS), Native Languages, Environmental Regulatory Enhancement, and Community Research, Demonstration, and Pilot Projects.

ANA funds are not to be used as pass-through funding and must be administered by the applicant's organization.

No project shall be approved for assistance under this title unless the Commissioner is satisfied that the activities to be carried out will be in addition to, and not in substitution for, comparable activities previously carried out without federal assistance.

### Applicant Training and Technical Assistance

ANA provides regional Training and Technical Assistance Centers as authorized by NAPA to support grantees as well as potential applicants. Such support includes Pre-Application Workshops as well as a preliminary review of applications that are 75 percent completed. Applicants are encouraged to contact their regional TTA Center or view the ANA website about the TTA services at this link: https://www.acf.hhs.gov/ana/assistance.

**P&M PROGRAM PURPOSE**

The purpose of the P&M program is to assist Native Americans to ensure the survival and vitality of Native American languages. ANA supports locally determined projects that achieve community goals through specific, measurable outcomes. In an effort to perpetuate language preservation efforts for Native communities, if appropriate, P&M projects should identify opportunities for the replication or modification of such project for use by other Native Americans; and include a plan for the preservation of the products of the Native American language project for the benefit of future generations of Native Americans and other interested persons.

All P&M grants must have a start date of July 1.

Examples of P&M projects include, but are not limited to, the following:

- Native American Language Restoration Programs: 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.
- The establishment and support of a community Native American language project to bring older and younger Native Americans together to facilitate and encourage the transfer of Native American language skills from one generation to another.
- The establishment of a project to train Native Americans to teach a Native American language to others or to enable them to serve as interpreters or translators of such language.
- The development, printing, and dissemination of materials to be used for the teaching and enhancement of a Native American language.
- The establishment or support of a project to train Native Americans to produce or participate in a television or radio program to be broadcast in a Native American language.
- The compilation, transcription, and analysis of oral testimony to record and preserve a Native American language.
- The development of language learning apps and other uses of technology to preserve the language.

## KEY APPLICATION FEATURES

The ANA Project Framework is intended to outline the project in a way that focuses on achievable and measurable project outcomes that lead to a long-term community goal. The ANA Project Framework includes a long-term community goal, current community condition, project goal, objectives, outputs, outcomes, and indicators. Together, these components relate the specific project goal back to the long-term community goal, define targets for project achievement, and provide structure to measure project outcomes. The ANA Project Framework should demonstrate a logical relationship that connects all concepts.

Additional information about the components of the ANA Project Framework can be found in *Section IV.2. Content and Form of Applications Submission, The Project Description.*

**The following are the required application components to include in a complete application for consideration:**

- Table of Contents
- Project Summary/Abstract (limited to one single-spaced page)
- Project Description
    - Approach
    - Long-Term Community Goal
    - Current Community Condition
    - Project Goal
    - Objective(s)
    - Outputs
    - Outcome(s)
    - Indicator(s)
    - Outcome Tracker and Outcome Tracking Strategy
    - Community-Based Strategy
    - Readiness and Implementation Strategy
    - Geographic Location
- Objective Work Plan (OWP)
- Organizational Capacity
    - Resumes
    - Job Descriptions
    - Board of Directors
    - Organizational Chart
- Plan for Oversight of Federal Award Funds and Activities
- Project Budget and Budget Justification
    - Line Item Budget
    - Narrative Budget Justification

**Application Appendices:**

- Additional Information on Eligibility
    - Governing Body Documentation
    - Assurance of Community Representation on Board of Directors (see Disqualification Factor in *Section III.3 Other* and *Appendix D.)*
- Protection of Sensitive and Confidential Information
- Maintenance of Effort Certification (MOE)
- Legal Status of Applicant Entity, if applicable
- Commitment of Non-federal resources
- Indirect Cost Rate Agreement, if applicable
- Letters of Support
- Third Party Agreements, if applicable
- Current Status of Language
- Other attachments, if necessary

Standard Forms (SFs); other forms approved by OMB, including the ANA OWP, and required certifications and assurances must be included in the application package.

## ANA ADMINISTRATIVE POLICIES:

### Prioritized Funding for Community-Based Organizations

ANA reserves the right to prioritize funding to community-based Native American organizations serving their local communities and populations. Applications from non-local, national, and regional organizations that propose projects to serve multiple communities, or to be performed in a different geographic location, must clearly demonstrate that the need for the project was originated by each community being served, and that the community and/or Tribal government supports the proposed project. They must also describe how each community was selected, identify and describe the intended beneficiaries, demonstrate community involvement in the development of the project, and discuss a community-based delivery strategy for the project. The proposed project goals, objectives, and outcomes must address goals of the community being served. National and regional organizations must describe their membership and define how the organization operates. The type of community to be served will determine the type of documentation necessary to support the project.

### Required Grantee Travel and Attendance at Post-Award Meetings

Grantees will be required to have two individuals working directly on the project attend Post Award Training during the first year of their award and attend an annual ANA Grantee Meeting during each year of their ANA award. Please refer to *Section IV.2. Content and Form of Application Submissions, The Project Description,* and *The Project Budget and Budget Justification*, and the *Appendix A. Suggested Travel Costs* for more information on how to include this in the budget.

### Limitation on the Number of Awards Under a Single CFDA Number

Grantees can have only one active grant per Catalog of Federal Domestic Assistance (CFDA) number. (See CFDA definition located in the *Appendix B.*)

### Limitation on the Number of Awards Based on Two Consecutive Funded Projects

ANA will maximize the reach of its limited funding. Therefore, applicants that have implemented at least two consecutive projects within one CFDA number may not be funded for a third consecutive project within the same CFDA number if other applicants who have not received ANA funding in the past 3 years are within the scoring range to be funded. Project implementation periods include newly awarded first year project periods, Non-competing Continuations (NCC) periods, and No Cost Extensions (NCE) periods.

See *Section V.2. Review and Selection Process, ANA Internal Review of Proposed Projects* for additional information.

### Compliance with Background Checks and Applicable Child Safety Laws

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

### Conflict of Interest Standards

Under 45 CFR §75.112, the Department of Health and Human Services (HHS) awarding agencies must establish conflict of interest policies for federal awards. The non-federal entity

must disclose in writing any potential conflict of interest to the respective HHS awarding agency or pass-through entity in accordance with 45 CFR §75.112 (a)(1)-(a)(3) and other subsequent applicable HHS awarding agency's policy.

It is longstanding ANA policy to preclude members of governing body of grantee organizations from paid employment under an ANA-funded project in order to preserve the independence and impartiality of governing body members and avoid conflicts of interest. The regulations provide for an exception under 45 CFR §1336.50 (f), which permits the Chief Executive of the grantee to serve as project staff with the salary and expenses of the Office of Chief Executive allowable costs under the ANA grant provided such costs are directly related to the project and do not include the costs of general government. A grantee must request prior approval from ANA for such an exemption.

**Federal Evaluation**

Under Section 811 of NAPA, ANA is required to provide an evaluation of funded projects including evaluations that describe and measure the success of such projects, their effectiveness in achieving stated goals, and their structure and mechanism for delivery of services. ANA currently undertakes a federally-sponsored evaluation strategy to assess the effectiveness and success of approved projects. The on-going federal evaluation strategy will include review of grantee-level documentation including, but not limited to Objective Progress Reports (OPR) and the Annual Data Report (ADR). In accepting a grant award, all grantees agree to participate fully in the federal evaluation if selected, and to follow all evaluation protocols established by ANA or its designee contractor(s).

Currently, federal project evaluations culminate in end-of-project site visits from ANA evaluators utilizing structured interview tools. The information covered during such site visits follow up on and utilize information provided through the grantee's initial grant application, and require outcomes to be tracked by project staff through the OPR and ADR throughout the project period.

**Pre-Application Teleconferences or Webinars**

ANA may conduct a pre-application teleconference or webinar about our annual FOAs. If scheduled, the date, time, registration, and call-in information will be available on the ANA website at http://www.acf.hhs.gov/ana/events. Pre-application teleconference or webinar materials may be accessed on the same website.

Joining and participating in the teleconference or webinar is voluntary. Only the information provided in this FOA will be presented. No question and answer period will be offered during the session.

Participants will remain anonymous. Opting not to participate in the webinar will not affect eligibility, application scoring, or the selection process. Applicants unable to attend can access the recording and transcript on the ANA website after the teleconference or webinar has concluded.

**Definitions**

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

## II. Federal Award Information

| | |
|---|---|
| Funding Instrument Type: | Grant |
| Estimated Total Funding: | $2,500,000 |
| Expected Number of Awards: | 15 |
| Award Ceiling: | $300,000 Per Budget Period |
| Award Floor: | $100,000 Per Budget Period |
| Average Projected Award Amount: | $295,000 Per Budget Period |
| Anticipated Project Start Date: | 09/30/2020 |

**Length of Project Periods:**

Length of Project Period: Other

9-month project period with one 9 month budget period

21-month project period with one 9 month budget period and then one 12-month budget period

33-month project period with one 9 month budget period and then two 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-competing Continuation Awards**

An initial grant award will be for a 12-month budget period. NCC awards for projects approved for more than one budget period will be awarded on the basis of submission and approval of annual NCC applications, availability of funds, satisfactory progress, on-time completion of grant reporting requirements, and a determination that the continued funding would be in the best interest of the Federal Government.

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-3 and 45 CFR §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 multipurpose, 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 that serve Native American Pacific Islanders.
- 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, 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. 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.

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 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 $300,000.00 in ACF (federal) funds must provide a non-federal share of the approved total project cost of at least $75,000.00 , which is 20 percent of total approved project cost of $375,000.00 .

**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, 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. These include situations in which contributions are voluntarily proposed by a recipient or subrecipient and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the recipient 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.**

**ANA Commitment of Cash or In-Kind Contribution**

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. Content and Form of Application Submission, The Project Budget and Budget Justification*.

**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) has the effect of making 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 or to non-members of the grantee organization.
- 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.
- Projects that do not further the three interrelated ANA goals of economic development, social development, and cultural preservation.
- 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 ("per project period" refers only to fully funded awards), 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 "ACF Policy for Requesting an Exemption from Electronic Application Submission" at www.acf.hhs.gov/grants/howto#chapter-6.

**Missing the Application Deadline (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.**

**ANA DISQUALIFICATION FACTORS**

**Assurance of Community Representation on Board of Directors**

Applicants other than tribes or Alaska Native Villages applying for funding must show that a majority of board members are representative of a Native American community to be served. **Applicants must submit documentation that identifies each board member by name and indicates each board member's personal affiliation or relationship to at least one of ANA's three categories of community representation, which include:** (1) members of federally or

state-recognized tribes; (2) persons who are recognized by members of the eligible Native American community to be served as having a cultural relationship with that community; or (3) 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. The second category of community representation requires a "cultural" relationship defined as lineage, familial, marriage, or other traditional or social connection to the community and not a business or work relationship (e.g. person that owns a business or is employed by an organization that serves the Native community).

**Applicants that do not include this documentation will be considered non-responsive, and the application will not be considered for competition. See *Appendix D.* for an example.**

See *Section IV.2. Content and Form of Application Submission, The Project Description, Additional Eligibility Documentation*.

Public agencies serving native peoples from Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands must include Assurances of Community Representation from the governing body of the applicant agency. Tribal Colleges governed by a board that is separate from the governing body of a tribe, must include Assurance of Community Representation from the governing body of the Tribal College, and not from the governing body of the Tribe.

**If an American Indian tribe or Native Alaska Village applies for a grant as a non-profit entity, the Assurance of Community Representation on Board of Directors must be provided.**

Applicants that do not include this documentation will be considered non-responsive, and the application will not be considered for competition.

**Only One Active Award Per CFDA**

*This disqualification factor applies to all types of eligible applicants:*

Organizations can have no more than one active award per CFDA number for an ANA program at any given time. Therefore, organizations with a current ANA grant that is eligible for an NCC award that: (1) will go beyond the start date of the possible new award; and (2) was awarded under the same CFDA number as this FOA, will not have their applications considered for the competition. This disqualification factor is based on the administrative policy that prohibits grantees from having more than one active grant per CFDA number. This disqualification factor does not apply to organizations eligible for an NCC award for the continuation of an ANA grant made under a different CFDA number.

**Notification of Application Disqualification**
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 Operations, Administration, and Technical Support Team (OATS)
U.S. Department of Health and Human Services

Administration for Children and Families
Administration for Native Americans
330 C Street, SW.
4th Floor
Washington, DC 20024
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 "Select Grant Opportunity Package" available in the FOA's Grants.gov Synopsis under the Package tab at www.Grants.gov. 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.

**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.

**Point of Contact**
In addition to the AOR, a point of contact on matters involving the application must also be identified on the SF-424. 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 should also be an employee of the applicant organization and not a contractor, such as a grant writer. 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.4. 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.

**English Language**
Applications must be submitted in the English language and must be in the terms of United States (U.S.) dollars. If applications are submitted using another currency, ACF will convert the foreign currency to U.S. currency using the date of receipt of the application to determine the rate of exchange.

**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).

**Corrections/Updates to Submitted Applications**
When applicants make revisions to a previously submitted application, ACF will accept only the last on-time application for pre-review under the Application Disqualification Factors. The Application Disqualification Factors determine the application's acceptance for competitive review. See *Section III.3. Application Disqualification Factors* and *Section IV.2. Application Submission Options*.

**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 limit excludes all OMB-approved forms, including the OWP, assurances, and certifications listed in this section. The one-page Project Summary/Abstract is excluded from the page limit.

**The following are the required application components to include in a complete application for consideration:**

- Table of Contents
- Project Summary (limited to one single-spaced page)
- Project Description
    - Approach
    - Long-Term Community Goal o Current Community Condition o Project Goal
    - Objective(s)
    - Outputs
    - Outcome(s)
    - Indicator(s)
    - Outcome Tracker and Outcome Tracking Strategy
    - Community-Based Strategy
    - Readiness and Implementation Strategy
    - Geographic Location
- Objective Work Plan (OWP)
- Organizational Capacity
    - Resumes
    - Job Descriptions
    - Board of Directors
    - Organizational Chart
- Plan for Oversight of Federal Award Funds and Activities
- Project Budget and Budget Justification
    - Line Item Budget
    - Narrative Budget Justification

**Application Appendices:**

- Additional Information on Eligibility
    - Governing Body Documentation
    - Assurance of Community Representation on Board of Directors (see Disqualification Factor in *Section III.3 Other* and *Appendix D.*)
- Protection of Sensitive and Confidential Information
- Maintenance of Effort Certification (MOE)
- Legal Status of Applicant Entity, if applicable
- Commitment of Non-federal resources
- Indirect Cost Rate Agreement, if applicable
- Letters of Support

- Third Party Agreements, if applicable
- Current Status of Language
- Other attachments, if necessary

Standard Forms (SFs); other forms approved by OMB, including the ANA OWP, and required certifications and assurances must be included in the application package.

The OWP is a required application element. The OWP is an OMB-approved form and is not considered to be an additional file. The OWP form can be found at https://www.acf.hhs.gov/ana/resource/objective-work-plan or on Grants.gov. Only one version of the OWP form is required.
For paper format application submissions, the Standard Forms (SFs), other forms approved by OMB, including the ANA OWP, and required certifications and assurances must be included in the application package.

**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.**

**Application Upload Requirements**
ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs).

Applicants using Adobe Acrobat Reader software will be able to merge documents together, as needed. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

Applicants must ensure that the version of Adobe Acrobat Reader they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on "Applicants" at the top bar menu and select "Adobe Software Compatibility", which is listed under "Applicant Resources." The Adobe verification process allows applicants to test their version of the software by opening a test Workspace PDF form. Grants.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 form.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants on filling out a Workspace PDF form. In addition, it addresses local network and/or computer security settings and the impact this has on use of Adobe software.

**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 Workplan (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 fonts and characters of Native American languages should not be used to name files or other uploaded documents of the application.** 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 www.grants.gov/web/grants/applicants/submitting-utf-8-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. Failure to follow the file naming conventions will cause a validation error when the application is submitted on Grants.gov. If rejected, the file name should be corrected by the applicant and resubmitted to Grants.gov prior to the application submission deadline.

**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)

**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. All pages must be numbered sequentially.**

**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.

| Forms / Assurances / Certifications | Submission Requirement | Notes / Description |
|---|---|---|
| SF-424 - Application for Federal Assistance | Submission is required for all applicants by the application due date. | Required for all applications. |

| | | |
|---|---|---|
| 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. |
| Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration. | Required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/webform.<br>Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.<br>SAM registration is available at http://www.sam.gov. | 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 must 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.<br>By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. | Required for all applications when applying for a non-construction project. |
| Certification Regarding Lobbying (Grants.gov | Submission required of all applicants with the application package. If it is | Submission of the certification is required for all applicants. |

| | | |
|---|---|---|
| Lobbying Form) | not submitted with the application package, it must be submitted prior to the award of a grant. | |
| 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. |
| 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. |

**Mandatory Grant Disclosure**
All applicants and recipients are required to submit, 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. (Mandatory Disclosures, 45 CFR § 75.113)

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 to:**

U.S. Department of Health and Human Services, Office of Inspector General, ATTN: Mandatory Grant Disclosures, Intake Coordinator, 330 Independence Avenue, SW., Cohen Building, Room 5527, Washington, DC 20201

**Fax:** (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or
**Email:** MandatoryGranteeDisclosures@oig.hhs.gov

## The Project Description

### The Project Description Overview

**General Expectations and Instructions**
The Project Description provides the majority of information by which an application is evaluated and ranked in competition with other applications for financial assistance. It must address all activities for which federal funds are being requested and all application requirements as stated in this section. The Project Description must explain how the project will meet the purpose of the FOA, as described in *Section I. Program Description*. As a reminder, reviewers will be evaluating this section in accordance with *Section V.1. Criteria*.

The Project Description must be clear, concise, and complete. ACF is particularly interested in Project Descriptions that convey strategies for achieving intended performance. Project Descriptions are evaluated on the basis of substance and measurable outcomes, not length. Cross-referencing should be used rather than repetition. Supporting documents designated as required must be included in the Appendix of the FOA.

**Table of Contents**

List the contents of the application including corresponding page numbers. The table of contents may be single spaced.

**Project Summary**

Provide a summary of the application project description. It must be clear, accurate, concise, and without cross-references to other parts of the application. The summary 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 Project Summary:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax, Cell)
- Email Address
- Website Address, if applicable

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

**Geographic Location**

Describe the precise physical 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 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**

All applicants must submit documentation demonstrating 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. Pursuant to 45 CFR §1336.33, 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. Tribal colleges must include governing body documentation from the governing body of the college and not from the governing body of the Tribe. All documentation submitted must be signed and dated by an official of the governing body. In signing the application, the governing body agrees that the applicant organization will assume the obligation imposed by applicable federal regulations and other terms and conditions of the award, including any assurances, if the grant is awarded.

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 Alaska Native villages).*

Organizations applying for funding must show that a majority of board members are representative of the community to be served. **Non-profit organizations are required to submit documentation that identifies each board member by name and indicates each board member's affiliation or relationship to at least one of ANA's three categories of community representation, which include:** (1) members of federally or state-recognized tribes; (2) persons who are recognized by the eligible community to be served as having a cultural relationship with that community; or (3) 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. The second category of community representation requires a "cultural" relationship defined as lineage, familial, marriage, or other traditional or social connection to the community and not a business or work relationship (e.g. person that owns a business or is employed by an organization that serves the Native community).

**Applicants that do not include this documentation at the time of application submission will be considered non-responsive, and the application will not be considered for competition. See *Appendix D.* for an example.**

Public agencies serving native peoples from Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands, must include Assurance of Community Representation from the governing body of the applicant agency, and Tribal Colleges governed by a board that is separate from the governing body of a tribe, must include Assurance of Community Representation from the governing body of the Tribal College, and not from the governing body of the Tribe.

**If an American Indian tribe or Alaska Native village applies for a grant as a non-profit, the Assurance of Community Representation on Board of Directors must be provided.**

**The following is suggested guidance for the documentation:**

- Ensure that the full name of the board member is listed with title.

- Please list the board members qualification to be representative of the community to be served (e.g. Member of XYZ Tribe, Pacific Islander or Alaska Native).
- List the members of the board of directors that have legal authority for the organization, including oversight of program and fiscal operations, and not members of an advisory committee or sub-organization within a main organization. Recommend (not required) documenting on organization letterhead.

**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.

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

**ANA Project Framework**

The ANA Project Framework elements include a long-term community goal, current community condition, project goal, objectives, outputs, outcomes, and indicators.

**Long-Term Community Goal:**

ANA requires that project outcomes relate to a long-term community goal that has been identified through community input such as surveys, meetings, or a strategic plan. Achievement of the long-term community goal should be the basis for the proposed project planning.

Identify a long-term community goal to frame the relevance of the project within the community. Describe how the proposed project was selected to address the identified long-term community goal.

*Example of Long-Term Community Goal:* The Tribal school has a thriving Native Language Department serving all students K-8th grade.

**Current Community Condition:**

Describe a specific and current community condition preventing the community from realizing its long-term community goal and how it will be addressed by the project. The current community condition should be presented as a statement with one specific community condition that is limited to the scope of the proposed project. The achievement of the project goal and outcomes can be used to show a change in the condition described. Use data to describe the status of the condition to be addressed.

Include baseline information to support the status of the current condition and describe community involvement in identifying and defining the current community condition to be addressed by the project. Supporting details include data or specific circumstances related to the condition to be addressed by the project (i.e. unemployment rates, language proficiency levels, health disparity rates, water/soil contamination levels).

Fully describe the current status of the Native language, including the current number of fluent and emerging speakers with details to indicate fluency levels; current language learning resources available for use within the community; a description of the existing language

program(s); and participation in language preservation by current and emerging language speakers.

*Example of focus for Current Community Condition:* Our Kindergarten through 8th grade Tribal Elementary School has three Native Language Instructors teaching language to 30 children in grades Kindergarten to 3rd. A survey of the schools' parents revealed 100% have a strong interest for continued language instruction for grades 4th-8th. In order to build on the success of the school's beginner language instruction it must train more teachers and develop instruction resources to continue language instruction for grades 4 through 8.

**Project Goal:**

The project goal is a statement describing what is to be achieved by the project's implementation and/or what role the project will play in addressing the current community condition. It can describe a reduction or resolution of a negative condition, or it can describe an expanded capacity to successfully address the current community condition.

Identify a project goal that states what will be achieved by the project and describe how the project goal will address the community condition. The application demonstrates that the project goal specifically relates to the purpose of the P&M program FOA.

*Example of Project Goal:* The Tribal School will build its capacity to provide quality Native language instruction to all students grades Kindergarten through 8th.

**Objectives:**

ANA permits a maximum of three project objectives for the entire project period. The project objectives are required to include measurable achievements. Each project objective must relate to one primary outcome and lead to the achievement of the project goal. The project objectives describe a change that brings the community closer to addressing the current community condition. Each objective must include an indicator, as well as a targeted achievement for the indicator.

To fully quantify the deliverable, each objective must include the following four components, also known as TTIP:

- Timeline: a time by which the objective will be achieved
- Target: a measurement for the intended amount of change
- Indicator: a measurable sign that something has been done or achieved
- Population: a specific group on which the program is intending to focus

Provide up to three objectives for the proposed project. The order of these components in each objective is not important as long as each is included.

*Example Objective:* By the end of the 36th month (timeline), 5 (target) Native Language Instructors will receive their state certification (indicator) to teach our Native language to 4th-8th grades (population).

**Outputs:**

Outputs are tangible products or services that result from actions taken to achieve project objectives. Outputs also can be used to monitor progress toward achieving project objectives.

Milestone activities included in the OWP are the steps that must be taken to achieve outputs.

Identify outputs that will result from carrying out the project objectives. Explain the significance of the outputs to the project. Demonstrate that the outputs are achievable within the established timeframe.

*Example Outputs:* 5 Prospective language instructors enrolled in intensive language instruction, 5 prospective language instructors enrolled in the state's teacher certification program, Quarterly language assessments conducted by faculty.

**Outcome(s):**

Outcome(s) are the expected change that result from the achievement of the objectives. Outcomes can include the change in the intended knowledge, awareness, attitudes, skills, behaviors, etc. **ANA requires one primary outcome per objective.** Outcomes are measured through the indicator(s). Outcomes are further defined within the ANA Project Framework by the indicator and means of measurement.

Describe one primary outcome for each objective and the most significant change that will occur. Information within the application should demonstrate a clear connection between each outcome and the current community condition, project goal, and objectives.

Each objective funded under the P&M FOA must include a primary outcome that aligns to one of the following categories:

1. Increased language fluency
2. Increased community member use of language learning resources
3. Language teachers certified
4. Increased capacity to implement a language program

*Example Outcome:* Increased access to quality, certified language teachers for all grades at the Tribal Elementary School.

**Indicator:**

An indicator is an observable and measurable characteristic that can be used to show the progress a project is making towards achieving a specific outcome. Indicators are included in the project objective and must describe what will be changed by the objective's outcome.

Each project should have a specific indicator for each objective's outcome. The means of measurement (included in the outcome tracking strategy) identifies the method that will be used to identify changes to the indicator, and the target identifies a specific level of achievement.

Clearly identify the indicator that was stated in the objective, which is to be used for monitoring progress toward each objective's outcome.

*Example Indicator:* State Certified Native Language Instructors.

**Outcome Tracker:**

An outcome tracker must be developed for each project objective. The outcome tracker aligns information from the project framework with a means for measurement and annual targets for achievement. The outcome tracker is designed to support project staff in monitoring progress during project implementation. The outcome tracker should include information that is

consistent with components of the ANA Project Framework that are logically connected.

Provide an outcome tracker for each project objective that includes the long-term community goal, current community condition, project goal, objective, primary outcome, indicator, the means for measuring the indicator, and outputs. Each indicator must be measured using the same method throughout project implementation. The outcome tracker must also identify benchmarks for the indicator at the following points in time: baseline (beginning of project), end of each project year, and 3-year post project. (For example, a 3-year project would include baseline, end of project year 1, end of project year 2, end of project period, and 3-year post project benchmarks), and list project outputs associated with each objective. The 3-year post project target is the anticipated data point for three years after the grant funding has ended. This will measure the intended growth or sustainability of the desired change.

See *Appendix C, Outcome Tracker* for an example on how to format the Outcome Tracker.

**Outcome Tracking Strategy:**

The outcome tracking strategy is designed to be used during project implementation to collect data and support project staff in monitoring their own progress towards achieving anticipated outcomes. The outcome tracking strategy consists of a narrative that explains elements within the outcome tracker and provides a plan to manage data collection, systems, and staffing. The narrative must describe a relevant and accurate means for measuring each project objective and indicator. The narrative should include details to describe who, when, and how the project will collect, manage, and assess data. The narrative must also identify data management systems, and/or the development or improvement of a data management system to collect and assess project data.

Describe the outcome tracking strategy for the proposed project. Include information to identify data collection tools and processes, staffing, how data will be assessed, and any system that will be used and/or developed to manage data.

**Community-Based Strategy:**

ANA emphasizes projects that are designed around community-based priorities for self-sufficiency. Therefore, successful applications must address a community-based strategy for implementation. The community-based strategy should describe the applicant organization's connection to the community and project beneficiaries being served, identify why the project objectives and outcomes are important to the community being served, and describe how the community members, including project beneficiaries, were involved in identifying the project as a priority for the community. Community member involvement could be documented by stakeholder meeting agendas or sign-in sheets, surveys, focus groups, etc. Include the documentation as part of the application.

Provide information to demonstrate a community-based strategy for project implementation. Information must also be provided to detail the time and dedication needed on behalf of staff and project participants in order to successfully implement project activities. For the project participants, recruitment and retention strategies must be described.

The community-based strategy should demonstrate how the project will continuously update the community on project progress and activities. Examples of outreach methods may include, but are not limited to: community meetings, news media, social media, events, and publications.

**Readiness and Implementation Strategy:**

Applications must demonstrate planning and readiness to implement the proposed project, and provide details to describe the strategy for project implementation. Information should identify all resources needed to implement project activities and indicate existing resources versus resources that must be secured. Where resources must be secured, the application should include the plan to secure them. Resource can include, but are not limited to: meeting space, equipment, supplies, curriculum, licenses, permits, and contracted services. State whether or not a license or permit is needed. If so, describe how or when the license or permit will be obtained.

Applications must include a detailed implementation strategy. The implementation strategy should expand on and provide more information on "milestone activities" presented in the OWP, including all necessary steps and realistic timeframes to achieve these milestones. Recruitment, selection, and retention strategies must be provided for all project participants.

Discuss and identify what measures will be taken to ensure that the positive outcomes achieved by the project will be sustained. These can include resources, staff, and/or partners that are needed to sustain positive outcomes from the project.

Discuss potential obstacles and challenges to project implementation including staffing, partnerships, participant recruitment, or other issues that could impede progress.

In an effort to perpetuate language preservation effort for Native communities, if appropriate, P&M projects should identify opportunities for the replication or modification of such projects for use by other Native Americans; and include a plan for the preservation of the products of the Native American language project for the benefit of future generations of Native Americans and other interested persons.

**Objective Work Plan:**

The OWP is a standalone document that mirrors the project's implementation plan and identifies all the key elements of the project description including the project goal, objectives, milestone activities, outputs and outcomes, staff responsible, and time-frame for the completion of each activity. Key project elements in the OWP should mirror those stated in the project narrative and support consistency throughout the application. The OWP identifies how (through key activities), when (by established timeframes for key activities), and by whom (staff responsible for activity completion) the project will be implemented.

The OWP should reflect a maximum of three objectives for the entire project period that are described in the application narrative. The application should include one OWP document separated by budget period and objective(s).

Each objective can have a maximum of 25 milestone activities for each budget period. The budget period for this FOA begins begins 9/30 and ends 6/30 for the first budget period. Subsequent, budget period activities should begin 7/1 and end 6/30 for each budget period thereafter. Milestone activities are key activities needed to successfully achieve each objective.

ANA also requires Administrative Activities which should be included under one objective for each year of project implementation. They should be placed after all milestone activities, and do not count towards the 25 milestone activities. The ANA Administrative Activities are as follows:

- Reporting (OPR, ADR, SF-425, DPM)
- Post Award Training (1st year of project only)
- Grantee Meeting
- Project staff orientation
- Data collection and evaluation
- Establish federal system account access and official grant file

The OWP should include an output for each milestone activity. Outputs in the OWP should logically result from the successful completion of milestone activities.

The OWP form and its instructions are available in the FOA's Grant Application Package at http://www.grants.gov and on the Grants.gov Forms/SF-424 Family page at https://www.grants.gov/web/grants/forms/sf-424-family.html. The OWP and its instructions are also available at https://www.acf.hhs.gov/ana/resource/objective-work-plan. Applicants may use the OWP form found on the Grants.gov Workspace or from the ANA website.

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

- Organizational charts;
- Resumes;
- 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, contractors and/or subrecipients, possess the organizational capability to fulfill their role(s) and function(s) effectively.
- Job descriptions for each vacant key position.

Applications must identify key personnel who will be the Principal Investigator/Project Director (PI/PD) and Authorized Organizational Representative (AOR) for the project. Responsibilities for monitoring progress and maintaining oversight of program reporting, staff, and partners must be assigned to one of these two positions, and the separation of these duties must be identified. In addition, the AOR will have official signing responsibility for the grant. (See *Definitions in Appendix B* for PI/PD, and AOR). The AOR and PI/PD cannot be the same person.

If a permanent PI/PD, or AOR, is unknown, the applicant must identify who will take on these roles until the position is filled, and demonstrate that the temporary candidate(s) are available to commit the time necessary for project implementation. The applicant also must provide a timeline and plan for filling both roles with permanent personnel.

If, during the course of the project, there is a change of personnel for the PI/PD and/or AOR, the applicant shall notify ANA of the change as soon as possible.

A detailed project staffing plan should be included that identifies staff responsibilities and project personnel, with sufficient qualifications to fulfill those responsibilities (for example, required licensing, professional experience, subject matter expertise, etc.). Organizations that are selected for funding are required to comply with applicable tribal, state, and federal financial policies and procedures that include proper checks and balances when authorizing expenditures and drawing down grant funds. The staffing plan should address these requirements and plan for financial management and the staff's time and qualifications for implementing activities described in the outcome tracking strategy.

If new staff members are to be hired, applicants should describe the recruitment and hiring process. Common challenges include identification and retention of qualified staff, policies and procedures that delays hiring, etc. Applicants must describe accessibility of potential candidates, and include contingency plans to describe how the project will progress until vacant positions are filled.

Applicants must also demonstrate qualifications for key partnerships and consultants that are critical to the implementation of project activities. Through impact evaluations, ANA has identified that the most successful projects either maintain firm commitments and involvement from key partnerships or include contingency plans for a lack of commitment and involvement. Therefore, if partnerships are proposed, applicants must describe the role of the partner organization and staff, including relevant expertise and experience, as well as clear roles for and responsibilities for project implementation. If formal agreements have not been established at the time of application, the applicant must describe plans to finalize partnership agreements, including firm commitments and contingency plans for these partners.

Describe how financial management and compliance have been accounted for. For partnerships, describe how communication and responsibilities will be maintained, what qualifications are needed and how partnerships will be maintained.

**Plan for Oversight of Federal Award Funds and Activities**

Grantees are required to ensure proper oversight in accordance with 45 CFR Part 75 Subpart D. These regulations set forth the following standards for effective oversight:

- Financial and Program Management
- Property (if applicable by program legislation)
- Procurement
- Performance and Financial Monitoring and Reporting
- Subrecipient Monitoring and Management
- Record Retention and Access
- Remedies for Noncompliance

Describe the framework (e.g. governance, policies and procedures, risk management, systems) in place to ensure proper oversight of federal funds and activities in accordance with 45 CFR Part 75 Subpart D. The description must include: system(s) for record-keeping and financial management; procedures to identify and mitigate risks and issues (e.g., audit findings, continuous program performance assessment findings, program monitoring); and those key staff that will be responsible for maintaining oversight of program activities staff, and, if applicable,

partner(s) and/or subrecipient(s).

**Protection of Sensitive and/or Confidential Information**

Provide a description of how protected personally identifiable information and other information that is considered sensitive, consistent with applicable federal, state, local and tribal laws regarding privacy and obligations of confidentiality, will be collected and safeguarded. The applicant must provide the methods and/or systems that will be used to ensure that confidential and/or sensitive information is properly handled and if applicable, address the process for subrecipient(s) and/or contractors. 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. Letters of Commitment and MOUs must both clearly describe the roles and responsibilities for project activities and the support and/or resources that the third-party (i.e., subrecipient, contractor, or other cooperating entity) is committing. The Letters of Commitment and MOUs must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization. General letters of support are **not** considered to be third-party agreements.

Applicants must provide Letters of Commitment or MOUs between recipients and third-parties (i.e., subrecipients, contractors, or other cooperating entities). In addition to clearly describing the roles and responsibilities for project activities and support and/or resources that the third-party is committing, these agreements must detail work schedules and estimated remuneration with an understanding that a finalized agreement will be negotiated once the successful applicant is awarded the grant.

Collaboration/consortia applicants must provide letters of commitment or MOUs identifying the primary applicant and all collaborators that are responsible for project activities.

**Letters of Support**

Provide statements from community, public, and/or commercial leaders that support the project proposed for funding. All submissions must be included in the application package. At minimum, each letter of support must identify the individual writing the letter, the organization they represent, the date, and reason(s) for supporting the project.

## 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. Applicants are encouraged to review the form instructions in addition to the guidance in this section. 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 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 Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2020 and Further Consolidated Appropriations Act, 2020, (Division A, Title II, Sec. 202), 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 of 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 $197,300. 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 SF-424A and/or SF-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.

For the first budget period, provide a 9-month budget for the dates of 9/30/2020 – 6/30/2020. Subsequent budget periods will be for a 12-month budget for the dates of 7/1 – 6/30.

Provide information about the source and amount of the non-federal share contribution for each year and include any supporting documentation such as letters of commitment, a board resolution, etc.

Applicants are encouraged to use the ANA Application Toolkit for the templates for the Budget and Budget Justification sections of their application. (See *Section VIII. Other Information, Reference Websites*)

**Post Award Training**

Applicants must include costs in the budget to attend post-award training during the first year of project implementation. 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. ANA will conduct a national language post award training and networking opportunity for all new Native Language grantees. This meeting will be held in a centralized location within the contiguous 48 states. 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 total amount is $4,000, depending on your location.

**Annual ANA Grantee Meeting**

Applicants must include costs in the budget for two individuals that work directly on the project to attend an annual ANA-sponsored grantee meeting, typically held in the Washington, DC

area. This Annual Grantee Meeting/conference provides essential workshops and support for grantees. Attendance at the annual grantee meeting is a requirement of the grant and should be included in each year of the proposed projects budget. Applicants should follow their own travel policies to budget for this 3-day meeting that is held nationally.

See *Appendix A. Suggested Travel Costs* for additional information.

Use the following guidelines for preparing the project budget and budget justification. The budget justification includes a budget narrative and a line-item detail. Applications should only include allowable costs in accordance with 45 CFR Part 75 Subpart E.

**Personnel**
**Description:** Costs of employee salaries and wages. See 45 CFR § 75.430 for more information on allowable personnel costs. Do not include the personnel costs of consultants, contractors and subrecipients under this category.

**Justification:** For each position, provide: the name of the individual (if known), their 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. Identify the project director or principal investigator, if known at the time of application.

**Fringe Benefits**
**Description:** Costs of employee fringe benefits are allowances and services provided by employers to their employees in addition to regular salaries and wages. For more information on Fringe Benefits please refer to 45 CFR § 75.431. Do not include the fringe benefits of consultants, contractors, and subrecipients.

Typically, fringe benefit amounts are determined by applying a calculated rate for a particular class of employee (full-time or part-time) to the salary and wages requested. Fringe rates are often specified in the approved indirect cost rate agreement. Fringe benefits may be treated as a direct cost or indirect cost in accordance with the applicant's accounting practices. Only fringe benefits as a direct cost should be entered under this category.

**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, taxes, etc.

**Travel**
**Description:** Costs of project-related travel (i.e., transportation, lodging, subsistence) by employees of the applicant organization who are in travel status on official business. Travel by non-employees such as consultants, contractors or subrecipients should be included under the Contractual line item. Local travel for employees in non-travel status should be listed on the Other line. Travel costs should be developed in accordance with the applicant's travel policies and 45 CFR § 75.474.

**Justification:** For each trip show: the total number of travelers; 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 justification.

**Equipment**
**Description:** "Equipment" means an article of nonexpendable, tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit 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 organization's regular written accounting practices.) See 45 CFR § 75.439 for more information.

**Justification:** For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposition of the equipment after the project ends.

**Supplies**
**Description:** Costs of all tangible personal property, other than included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than $5,000. See 45 CFR § 75.453 for more information.

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

**Contractual**
**Description:** Cost of all contracts and subawards except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contract or subawards with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. Costs related to individual consultants should be listed on the Other line. Recipients are required to use 45 CFR §§ 75.326-.340 procurement procedures, and subawards are subject to the requirements at 45 CFR §§ 75.351-.353.

**Justification:** Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Applicants must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold stated in Office of Management and Budget (OMB) Memorandum M-18-18: Implementing Statutory Change to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance and 48 CFR Subpart 2.1 (when amended accordingly). 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.

Indicate whether the proposed agreement qualified as a subaward or contract in accordance with 45 CFR § 75.351. Provide the name of the contractor/subrecipient (if known), a description of anticipated services, a justification for why they are necessary, a breakdown of estimated costs, and an explanation of the selection process. In addition, for subawards, the applicant must provide a detailed budget and budget narrative for each subaward, by entity name, along with the same justifications referred to in these budget and budget justification instructions.

**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 (non-personnel), professional service costs (including audit charges), space and equipment rentals, printing and publications, computer use, training costs (such as tuition and stipends), staff development costs, and administrative costs. Please note costs must be allowable per 45 CFR Part 75 Subpart E.

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

**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. This line should be used to indicate required and/or voluntary committed cost sharing or matching, if applicable.

**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 or cost sharing by statute**, recipients will be held accountable for projected commitments of non-federal resources (at or above the statutory requirement) in their application budgets and budget justifications by budget period, or by project period for fully funded awards. **A recipient's failure to provide the statutorily required matching or cost sharing amount (and any voluntary committed amount in excess) 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**, recipients are not expected to provide cost sharing or matching. However, recipients are allowed to voluntarily propose a commitment of non-federal resources. If an applicant decides to voluntarily contribute non-federal resources towards project costs and the costs are accepted by ACF, the non-federal resources will be included in the approved project budget. The applicant will be held accountable for all proposed non-federal resources as shown in the Notice of Award (NOA). **A recipient's failure to meet the voluntary amount of non-federal resources that was accepted by ACF as part of the approved project costs and that was identified in the approved 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 cost share or 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 Item 18. "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).

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. Criteria* of this announcement.

**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.

   **Justification:** 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. Choosing to charge a lower rate will not be considered during the objective review or award selection process.

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 cost 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 Section 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 the 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* rate. 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 gross income, if any, expected to be directly generated by or earned 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. See 45 CFR § 75.307 for more information.

**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.

**Paperwork Reduction Act Disclaimer**
As required by the Paperwork Reduction Act, 44 U.S.C §§ 3501-3521, the public reporting burden for the Project Description is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 02/28/2022. 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**
This section provides the application submission and receipt instructions for ACF program applications. Please read the following instructions carefully and completely.

**Electronic Delivery**
ACF is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. ACF applicants are required to submit their applications online through Grants.gov.

**How to Register and Apply through Grants.gov**
Read the following instructions about registering to apply for ACF funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

Organization applicants can find complete instructions here:
https://www.grants.gov/web/grants/applicants/organization-registration.html

***Obtain a DUNS Number*:** All entities applying for funding, including renewal funding, must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizations DUNS" on the SF-424 form.

For more detailed instructions for obtaining a DUNS number, refer to: https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html

***Register with SAM*:** In addition to having a DUNS number, organizations applying online through Grants.gov must register with the System for Award Management (SAM). All organizations must register with SAM in order to apply online. Failure to register with SAM will prevent your organization from applying through Grants.gov.

For more detailed instructions for registering with SAM, refer to: https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html

***Create a Grants.gov Account*:** The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process. Completing this process automatically triggers an email request for applicant roles to the organization's E-Business Point of Contact (EBiz POC) for review. The EBiz POC is a representative from your organization who is the contact listed for SAM. To apply for grants on behalf of your organization, you will need the AOR role.

For more detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/registration.html

***Authorize Grants.gov Roles*:** After creating an account on Grants.gov, the EBiz POC receives an email notifying them of your registration and request for roles. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of your organization. You will be able to submit your application online any time after you have been approved as an AOR.

For more detailed instructions about creating a profile on Grants.gov. refer to: https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html

***Track Role Status*:** To track your role request, refer to: https://www.grants.gov/web/grants/applicants/registration/track-role-status.html

When applications are submitted through Grants.gov, the name of the organization's AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC must authorize individuals who are able to make legally binding commitment on behalf of the organization as an AOR; this step is often missed and it is crucial for valid and timely submissions.

**How to Submit an Application to ACF via Grants.gov**
Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each FOA, you can create individual instances of a workspace.

The following is an overview of applying via Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: https://www.grants.gov/web/grants/applicants/apply-for-grants.html

***Create a Workspace*:** Creating a workspace allows you to complete an application online and route it through your organization for review before submitting.

***Complete a Workspace*:** Add participants to the workspace, complete all the required forms, and check for errors before submission.

***Adobe Reader*:** If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or ACF forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drive(s), then accessed through Adobe Reader.

**NOTE**: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at:
https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html

***Mandatory Fields in Forms*:** In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

***Complete SF-424 Fields First*:** The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

***Submit a Workspace*:** An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application **at least 24-48 hours prior to the close date** to provide you with time to correct any potential technical issues that may disrupt the application submission.

***Track a Workspace*:** After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the package. The number will be listed on the Confirmation page that is generated after submission.

For additional training resources, including video tutorials, refer to:
https://www.grants.gov/web/grants/applicants/applicant-training.html

Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist ACF with tracking your issue and understanding background information on the issue.

**Timely Receipt Requirements and Proof of Timely Submission**
All applications must be received by 11:59 p.m., ET, on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ACF successfully retrieves the application from Grants.gov, and acknowledges the download of submission, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by ACF.

Applicants with slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

**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 www.acf.hhs.gov /sites/default/files/assets/systems_issue_policy_final.pdf.

**Request an Exemption from Required Electronic Application Submission**
To request an exemption from required electronic submission please refer to ACF's "Policy for Requesting an Exemption from Required Electronic Application Submission" document for complete guidance at:
https://www.acf.hhs.gov/sites/default/files/assets/acf_policy_for_requesting_an_exemption_from_required_electronic.pdf.

**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 their 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 Applications**:
07/01/2020

### 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: www.grants.gov/web/grants/applicants/apply-for-grants.html.

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.

Activities that qualify as major alterations and renovations are not allowable under this FOA.

See *Section III.3. Projects Ineligible for Funding* 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.

## IV.7. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *ACF Policy on Requesting an Exemption from Required Electronic Application Submission at www.acf.hhs.gov/grants/howto#chapter-6*.

**Submission By Mail**

Tim Chappelle
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management - [HHS-2018-ACF-ANA-NL-1342]
330 C Street, SW.
3rd Floor
Washington, DC 20024

**Hand Delivery**

Tim Chappelle
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management - [HHS-2018-ACF-ANA-NL-1342]
330 C Street, SW.
3rd Floor
Washington, DC 20024

**Electronic Submission**

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

# V. Application Review Information

## V.1. Criteria

**Please note:** With the exception of the funding opportunity announcement and relevant statutes and regulations, 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 application requirements identified in *Section IV.2. Content and Form of Application Submission, The Project Description*, however, panel reviewers will score applications using the evaluation criteria outlined in this section.

When assessing this section, reviewers should consider the degree to which the application has fully addressed the information as described in *Section IV.2. Content and Form of Application Submission, The Project Description,* in addition to the specific information that follows.

Approach Maximum Points:76

**This section of the review criterion includes all components of the Approach to implement the project. Reviewers will evaluate if the proposed approach is feasible, effective, community-based, and will successfully achieve intended outcomes. In reaching their conclusions, reviewers will consider the degree to which the following narrative elements are well thought out, well designed, and well described.**

**Long-Term Community Goal (0 - 2 points)**

1. The application clearly justifies why the proposed project was selected to address the identified long-term community goal.

**Current Community Condition (0 - 3 points)**

2. The application clearly provides a statement with one specific current community condition that is limited to the scope of the proposed project.

3. The application effectively provides baseline information about the project's current community condition.

4. The current status of the Native language is fully described, including the current number of fluent and emerging speakers with details to indicate fluency levels; current language learning resources available for use within the community; a description of the existing language program(s); and participation in language preservation by current and emerging language speakers.

**Project Goal (0 - 3 points)**

5. The project goal for the proposed project clearly addresses the current community condition.

6. The application demonstrates that the project goal specifically relates to the purpose of the FOA.

**Objectives (0 - 6 points)**

7. The application identifies one to three clear objectives, each of which include all components of TTIP (target, timeline, indicator, and population). No more than three objectives are included in the application.

8. The objectives effectively describe a measurable achievement.

9. The application describes how the objectives clearly address the current community

condition.

10. All objectives lead to the achievement of the project goal.

**Outputs (0 - 4 points)**

11. The application describes each objective's resulting outputs (products and/or services) and their significance to the project.

12. The application demonstrates that outputs are achievable within the established timeframe.

**Outcomes and Indicators (0 - 6 points)**

13. The application states one primary outcome for each objective that clearly describes the expected change as a result of the project.

14. The application explains how each primary outcome aligns with the corresponding objective.

15. The application proposes viable indicator(s) that quantify what will be changed by each outcome in a way that can be effectively observed and measured.

16. Each outcome proposed aligns to one of the following categories: 1. Increased language fluency, 2. Increased community member use of language learning resources, 3. Language teachers certified, 4. Increased capacity to implement a language program.

**Outcome Tracker and Outcome Tracking Strategy (0 - 7 points)**

17. The application includes an outcome tracker for each objective that is consistent with the previously-identified long-term community goal, current community condition, project goal, objectives, outcomes, indicators, and outputs.

18. The application fully identifies an accurate and viable means for measuring each indicator, which can be effectively and consistently used by the project team to show the progress a project is making toward achieving primary outcome(s).

19. The outcome tracker includes rational targets for the required points in time (baseline, end of each project year, end of project period, 3 years post project period) which are supported by the means for measurement.

20. The application provides clear and detailed information describing the plan and staffing to collect, manage, and analyze the outcome tracking data.

**Community-Based Strategy (0 - 10 points)**

21. The application documents how the community to be served and/or the target population were involved in developing the project (e.g. stakeholder meeting agenda, sign-in sheets, surveys, focus group notes, etc.).

22. The application demonstrates that the applicant organization has a connection to the community to be served, including the ability to directly work with the project participants/beneficiaries.

23. The application clearly documents on-going outreach activities to maintain community awareness throughout the project's implementation.

**Readiness and Implementation Strategy (0 - 20 points)**

24. The application fully describes existing, available, and tangible resources and services that are committed to the project such as meeting space, equipment, supplies, curriculum, licenses, permits, etc.

25. The application details a plan to obtain resources such as supplies, equipment, curriculum, licenses, permits and contracted services needed to support successful project implementation.

26. The application narrative describes how milestone activities, and the resulting outputs will be achieved to demonstrate a fully developed project implementation plan.

27. The application provides a detailed recruitment, selection, and retention process for project participants.

28. The application addresses project sustainability, which should include identification of resources, staff, and/or partners that are necessary to ensure that the positive outcomes achieved by the project will be sustained.

29. The application appropriately cites potential obstacles and challenges to project implementation including staffing, partnerships, participant recruitment, or other issues that will impede progress. The application includes specific strategies that will be used to address these challenges.

30. If appropriate, the application identifies opportunities for the replication or modification of such projects for use by other Native Americans; and includes a plan for the preservation of the products of the Native American language project for the benefit of future generations of Native Americans and other interested persons.

**Objective Work Plan (OWP) (0 - 15 points)**

31. The project goal, objectives, outcomes, outputs, and activities in the project narrative are consistently stated in the OWP.

32. The OWP serves as a standalone document for project implementation and provides details about the how, when, and by whom, activities will be completed.

33. The OWP includes a maximum of 25 milestone activities, per objective, per year for project implementation, not including the required administrative activities.

34. The milestone activities in the OWP are relevant and lead to the achievement of each objective.

35. Outputs included in the OWP are logical results of the successful completion of milestone activities.

36. The administrative activities are accounted for in the OWP including programmatic and financial reports, post-award training for year one, annual grantee meeting, project staff orientation, data collection and evaluation, establish federal system account access and official grant file.

Organizational Capacity Maximum Points:12

**To evaluate Organizational Capacity, reviewers will consider if the application**

**demonstrates that the key staff and management have the expertise, knowledge, and credentials relative to assigned roles. The applicant organization should have a connection to the community with the ability to implement the project with an efficient structure to oversee federal funds, partners, and the delivery of project objectives. In reaching their conclusion, reviewers will consider the degree to which the following narrative elements are well thought out, well designed, and well described.**

**Organizational Capacity (0-12 points)**

37. The application clearly documents a staffing/organizational structure that will support full implementation upon receipt of award, including identification of a PI/PD, project staff, and timeframe and strategy for filling vacant positions.

38. Through resumes, curricula vitae, or other evidence, the application documents that the combined experience of the proposed PI/PD, key project staff, and key partners have sufficient knowledge, experience, and capabilities to carry out and manage the proposed project.

39. The application details a plan to ensure the effective management over and coordination of activities by any partners, contractors and subcontractors, and consultants, including third-party agreements or contracts where applicable.

40. The application describes a plan for proper oversight of federal award funds, including the identification of staff and internal controls for financial management, demonstrated knowledge or experience in following federal cost principles, proper and timely disbursement of funds, and accurate accounting practices.

Budget and Budget Justification Maximum Points:12

**To evaluate the Project Budget and Budget Justification, reviewers will consider the degree to which the application designates adequate resources to carry out the expected and proposed activities while ensuring that the proposed costs are reasonable. In reaching their conclusion, reviewers will deliberate the following elements:**

**Line Item Budget (0-4 points)**

41. The application includes a line item budget with appropriate object class categories for each budget period of the project, which fully details the costs allocated for federal and non-federal shares. Personnel should be delineated by full-time equivalent or percentage of time to the project.

42. The application includes funds for all required items for the project budget, including travel to one post-award training and annual grantee meetings, as described in *Section IV.2. Content and Form of Application Submission, The Project Budget and Budget Justification*.

**Budget Justification (0-8 points)**

43. The application includes budget justification for each year of the project which provides a narrative description of a breakdown of how all costs are calculated for each entry in the line item budget. The budget justification includes a rationale for estimating costs, vendor quotes for equipment, and supporting documentation to detail federal and non-federal share costs.

44. The budget justification only includes expenditures that align with the Approach and the OWP.

45. The application provides information to demonstrate the required commitment of non-federal share contributions.

## 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 (http://fedgov.dnb.com/webform) 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 reserves the right to evaluate applications in the larger context of the overall portfolio by considering geographic distribution of federal funds (e.g., ensuring coverage of states, counties, or service areas) in its pre-award decisions.

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 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.

**ANA Internal Review of Proposed Projects**
ANA staff will perform an internal review and analysis of the applications ranked highest as a result of the panel's review and scoring. This internal review is used 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 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.

ANA's Commissioner has discretion to make all final funding and award decisions. In exercising discretion in award selection, the Commissioner may choose not to fund any proposed project that:

- As determined based on ANA's administrative and programmatic expertise, does not further the purpose of the funding opportunity as described in *Section I. Program Description.*
- Has not demonstrated a community-based strategy as described in *Section I. Program Description, Key Project Features*.
- Is by a national and regional organization that has not justified their position as the best applicant organization to address the long-term community goal and current community condition described for a local community.
- Appears to have originated or was designed by consultants outside of the community, 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.
- Has a flawed implementation plan and is not likely to be successful or cost-effective based on the application submitted for evaluation in response to *Section IV.2. The Project Description and Budget and Budget Justification*.
- Allows only one community, or region, to receive a disproportionate share of the funds available for award.
- 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.
- Contains contingent activities that may impede, or indefinitely delay, the progress of the project.
- Has the potential to cause unintended harm to participants, or that could negatively impact the safety of individuals.
- Provides 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.
- Includes human subject research as defined at 45 CFR 46.102 (d) and (f).

- Is duplicative of projects funded by other federal agencies.
- Was submitted by an organization that has received funding for two consecutive projects under this FOA's CFDA number. Please see *Section I. Program Description, ANA Administrative Policies, Limitation on the Number of Awards Based on Two Consecutive Funding Cycles*.
- Includes activities that were previously implemented without federal assistance.

**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. The decision rendered by ACF regarding ineligibility shall be considered the final decision of the Department unless the Departmental Appeals Board approves the appeal. Within 30 days after receiving an ACF decision of ineligibility, unsuccessful applicants may deliver or mail using registered or certified mail a written notice of appeal. Unsuccessful applicants shall attach to the notice a copy of the decision and note that they intend to appeal. The appeal must clearly identify the issue(s) in dispute and contain a statement of the applicant's position on such issue(s) along with pertinent facts and reasons in support of the position. See 45 CFR § 1336.35 for procedures for filing such an appeal.

A notice of appeal in writing must be sent to: The HHS Departmental Appeals Board, 200 Independence Avenue, SW., Washington, D.C. 20201

To file an appeal online, you may visit: https://www.hhs.gov/about/agencies/dab/filing-an-appeal-online/index.html

**Limitation on the Number of Awards Based on Two Consecutive Funding Cycles**

ANA will maximize the reach of its limited funding. Therefore, applicants that have implemented at least two consecutive projects within one CFDA number may not be funded for a third consecutive project within the same CFDA number if other applicants who have not received ANA funding in the past 3 years are within the scoring range to be funded. Project implementation periods include newly awarded first year project periods, NCC periods, and NCE periods.

**Federal Awarding Agency Review of Risk Posed by Applicants**

As required by 2 CFR Part 200, 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), www.fapiis.gov/, before making any award in excess of the simplified acquisition threshold (currently $250,000) 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).

**Approved but Unfunded Applications**
Applications recommended for approval in the objective review process, but not selected for award, may receive funding if additional funds become available or may compete for funding during the next review cycle (if one occurs in the next fiscal year). Applications designated as "approved but unfunded" typically cannot be kept in an active status for more than 12 months. 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*.

Grantees may translate the Federal award and other documents into another language. In the event of inconsistency between any terms and conditions of the Federal award and any translation into another language, the English language meaning will control. Where a significant portion of the grantee's employees who are working on the Federal award are not fluent in English, the grantee must provide the Federal award in English and in the language(s) with which employees are more familiar.

## 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/retrieveECFR?gp=1&SID=
46843cfa0cbdd53e439af59c85fa3381&ty=HTML&h=L&mc=true&n= pt45.4.1336&r=PART.

**HHS Grants Policy Statement**

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NOA). The HHS GPS is available at
https://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-1

**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 https://www.hhs.gov/ocr/about-us/contact-us/index.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 https://www.thinkculturalhealth.hhs.gov/assets/pdfs/EnhancedNationalCLASStandards.pdf.

## VI.3. Reporting

Performance Progress Reports: Semi-Annually

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 12/31/2020) on a semi-annual basis. In addition, grantees will be required to submit an Annual Data Report (ADR) [OMB No. 0970-0475, expiration date 02/28/2022] 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:

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 Street, SW.

4th Floor
Washington, DC 20024
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 Street, SW.
3rd Floor
Washington, DC 20024
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) www.hhs.gov/.

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

ACF Funding Opportunities Forecast www.grants.gov/.

ACF Funding Opportunity Announcements ami.grantsolutions.gov/.

ACF "How To Apply For A Grant" https://www.acf.hhs.gov/grants/howto.

ACF Property Guidance https://www.acf.hhs.gov/grants/real-property-and-tangible-personal-property

Grants.gov Accessibility Information www.grants.gov/ web/grants/accessibility-compliance.html.

Code of Federal Regulations (CFR) http://www.ecfr.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. Applicants may also contact their regional technical assistance providers with any questions: http://www.acf.hhs.gov/programs/ana/assistance

Project development training materials can be found at:

http://www.acf.hhs.gov/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

The ANA Application Toolkit provides examples and templates that may be useful to applicants and can be found at: https://www.acf.hhs.gov/ana/application-toolkit

## Application Checklist

Applicants may use this checklist as a guide when preparing an 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. Content and Form of Application Submission, Formatting Application Submissions.*

| What to Submit | Where Found | When to Submit |
|---|---|---|
| SF-424 - Application for Federal Assistance | Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.*<br><br>This form is available in the FOA's forms package at www.Grants.gov in the Mandatory section. | Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.* |
| SF-424A - Budget Information - Non-Construction | Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* | Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and* |

| | | |
|---|---|---|
| Programs and SF-424B - Assurances - Non- Construction Programs | These forms are available in the FOA's forms package at www.Grants.gov in the Mandatory section.<br>They are required for applications that include only non-construction activities. | *Times.* |
| Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration. | Referenced in *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* in the announcement.<br>To obtain a DUNS number (Unique Entity Identifier), go to http://fedgov.dnb.com/webform .<br>To register at SAM, go to http://www.sam.gov. | A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants.<br>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.*<br>This form is available in the FOA's forms package at www.Grants.gov. | 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 by the application due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times.* If it is not submitted with the application package, it may also be submitted prior to the award of a grant. |
| Certification Regarding Lobbying (Grants.gov Lobbying Form) | Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.*<br>This form is available in the FOA's forms package at www.Grants.gov. | Submission is due with the application package or prior to the award of a grant. |

| | | |
|---|---|---|
| SF-LLL - Disclosure of Lobbying Activities | "Disclosure Form to Report Lobbying" is referenced in *Section IV.2. Required Forms, Assurances, and Certifications.*<br><br>This form is available in the FOA's forms package at www.Grants.gov. | If submission of this form is applicable, it is due at the time of application.<br><br>If it not available at the time of application, it may also be submitted prior to the award of a grant. |
| Mandatory Grant Disclosure | Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in *Section IV.2. Required Forms, Assurances and Certifications*. | If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required. |
| Project Summary/Abstract | Referenced in *Section IV.2. The Project Description.*<br><br>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*. |
| 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*. |
| 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 Outcome Tracker | Referenced in *Section IV.2. The Project Description* and in the *Appendix C.* | Submission is required with the application package by the due date 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 in the *Overview* and in *Section IV.4. Submission Dates and Times.* |
| Protection of | Referenced in *Section IV.2. The* | Submission due by the application |

| | | |
|---|---|---|
| Sensitive and/or Confidential Information | *Project Description.* | 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.<br><br>The OWP form and its instructions are available in the FOA's application form's package at www.grants.gov. | Submit the completed form with the application by the due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*. |
| Organizational Capacity | Referenced in *Section IV.2. The Project Description.* Includes job descriptions and resumes. | Submission due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.* |
| Plan for Oversight of Federal Award Funds and Activities | Referenced in *Section IV.2. The Project Description.* | Submission 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*. | Submission is required in addition to submission of SF-424A and / or SF-424C.<br><br>Submission is required with the application package by the due date in the *Overview* and in *Section IV.4. Submission Dates and Times*. |
| 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 | Referenced in *Section IV.2. The* | Proof of non-profit status should be |

| | | |
|---|---|---|
| Status | *Project Description, Legal Status of Applicant Entity*. | submitted with the application package by the application due date and time listed in the *Overview* and *Section IV.4.* of the FOA.<br><br>If it is not available at the time of application submission, it must be submitted prior to the award of a grant. |
| Commitment of Non Federal Share Resources | Referenced in *Section IV.2 The Project Budget and Budget Justification.* | Submission is due by the application due date<br>found in the *Overview and in Section IV.4. Submission Dates and Times.* |
| Indirect Cost Rate Agreement (IDR) | Referenced in *Section IV.2. The Project Budget and Budget Justification*.<br><br>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.<br><br>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. Project Description.* | Submission due by the application due date found in the *Overview* and *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. Submission Dates and Times.* If not available at the time of application submission, due by the time of award. |
| Current Status of Language | Referenced in *Section IV.2. Project Description.* | Submission is due by the application due date<br>found in the *Overview* and in *Section IV.4. Submission Dates and Times.* |

## Appendix

**APPENDIX A**

## SUGGESTED TRAVEL COSTS FOR POST AWARD TRAINING

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 for National Post Award |
|---|---|
| Eastern Region | $3,000 |
| Western Region | $3,500 |
| Alaska | $4,500 |
| Hawaii | $5,000 |
| American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands | $7,500 |

## SUGGESTED TRAVEL COSTS FOR ANNUAL ANA GRANTEE MEETING

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 for 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: https://www.acf.hhs.gov/ana/t-ta-regions-map**

## APPENDIX B

## 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.

*ANA Project Framework*: The ANA Project Framework is intended to outline the project in a way that narrows long-term community goals down to achievable and measurable project outcomes. The ANA Project Framework includes the long-term community goal, current community condition, project goal, objectives, outcomes, indicators, and outputs. Together these components

relate a long term goal for the community to a project goal, define target achievement for the project, and provide a structure to measure project achievement.

*Authorized Organization Representative*: the individual(s), named by the applicant/recipient organization, who is authorized to act for the applicant/recipient and to assume the obligations imposed by the federal laws, regulations, requirements, and conditions that apply to grant applications or awards.

*Beneficiaries:* Individuals within the community that benefit from the project.

*Board Resolution*: A current, signed and dated document reflecting a formal decision voted on by the applicant's 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 indicate 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 of Federal programs, projects, services, and activities that provide assistance or benefits to the American public. It contains financial and nonfinancial assistance programs administered by departments and establishments of the Federal government. A listing of current programs in the CFDA is available at https://beta.sam.gov under *Assistance Listings.* Each program listed has a unique identifier code known as the CFDA Number. HHS programs are found under the prefix 93.XXX.

*Community to be served*: Geographical/organizational community that benefits from the project.

*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, but these actions may not result in major project scope changes, unforeseen risks, or extraordinary events.

*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.

*Current Community Condition*: A specific and current community condition that is related to the purpose of the P&M Program. The current community condition should be specific enough to provide general baseline information for the project, so that the achievement of project goals and outcomes can be used to show an enhancement in the condition described.

*Federal Share*: The portion of total project costs that are paid by federal funds, 45 CFR §75.2. Financial assistance is provided by ANA in the amount of 80 percent of the approved costs of the

project.

*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. It should not be the sub-entity of a larger organization.

*Indicator*: An indicator is a specific, observable, and measurable characteristic that can be used to show the progress a project is making toward achieving a specific outcome. Indicators are included in the project objective and must describe what will be changed by the objective's outcome.

*In-kind Contributions*: 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 sub-recipient, or a cost-type contractor under a grant or sub-award. In-kind contributions, also known as the non-federal share, 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. See 45 CFR §75.306, Cost Sharing or matching.

*Long-Term Community Goal*: A desired result or potential outcome that the community envisions, plans for, and commits to achieve over an extended period of time in order to create an ideal condition for community members.

*Long-Range Development Plan:* A document that acts like a map or a guide, clearly establishing where the organization aims to go and when they will get there. It allows for accurate prioritization of works, and monitoring of progress towards an end-goal. ANA applications must demonstrate that projects that require funding for feasibility studies, business plans, marketing plans, or written materials such as manuals are an essential part of the Long-Range Development Plan.

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

*Minor Alterations and Renovations*: Costs may not exceed the lesser of $150,000 or 25 percent of the total approved budget for a budget period. This 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.

*Objectives*: ANA permits a maximum of three project objectives. Objectives must relate to a primary outcome that addresses the current community condition. To fully quantify the deliverable, each objective should include the following four components (in no particular order):

- Timeline: a time by which the objective will be achieved
- Target: a measurement for the intended amount of change
- Indicator: a measurable sign that something has been done or been achieved
- Population: a specific group on which the program is intending to focus

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

*Outcome*: The expected change that will result from the achievement of the objectives. **ANA requires at least one outcome per objective.** Outcomes can be the same or different for each of the project objectives.

*Outcome Tracking Strategy*: Consists of a narrative and an outcome tracker. The narrative must describe the means for measuring each project objective/indicator, when and how the project will collect and manage data, and if the applicant organization will use, develop, and/or improve a data management system to collect and assess project data. The outcome tracker must state the long-term community goal, current community condition, project goal, project objective, outcome and indicator for the objective, outputs, and the means for measuring the indicator. The outcome tracker must also identify benchmarks for the indicator at the following points in time: baseline (beginning of project), end of each project year, end of project, and 3-year post project benchmarks.

*Output*: Outputs are tangible products or services that result from actions taken to achieve project objectives.

*Principal Investigator/Program Director*: The individual(s) designated by the recipient to direct the project or program being supported by the grant. The PI/PD is responsible and accountable to officials of the recipient organization for the proper conduct of the project, program, or activity (See 45 CFR §75.2).

*Program Income*: Gross income earned by the non-federal entity that is directly generated by a supported activity or earned as a result of the federal award during the period of performance except as provided in §75.307(f). 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 federal awards, the sale of commodities or items fabricated under a federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with federal award funds. Interest earned on advances of federal funds is not program income. Except as otherwise provided in federal statutes, regulations, or the terms and conditions of the federal award, program income does not include rebates, credits, discounts, and interest earned on any of them. 45 CFR §75.2.

*Project Goal*: The project goal is a statement describing what role the project will play in addressing the current community condition. It can describe a reduction or resolution of a negative condition, or it can describe an expanded capacity to successfully address the condition.

*Project Participants:* Those individuals directly taking part in project activities (i.e. unemployed single parents that are taking financial literacy classes, youth interns, fluent elders selected to be the master in the master-apprentice, teacher candidates, newly elected council members to be trained, etc.).

*Project Period*: The time during which the non-federal entity may incur new obligations to carry out the work authorized under the federal award. The federal awarding agency or pass-through entity must include start dates and end dates of performance in the federal award. *(See §§ 75.210(a)(5) and 75.352(a)(1)(v).)*

*Real Property*: Land, including land improvements, structures and appurtenances thereto, but excludes moveable machinery and equipment. 45 CFR §75.2.

*Target Population:* A group that shares similar characteristics within the community that will be identified for recruitment as project participants (i.e. unemployed single parents, youth leaders ages 14-18, fluent elders, newly elected council members, etc.).

## Appendix C

## Outcome Tracker

The following in suggested guidance for how to format the Outcome Tracker

| **(Project Name) Outcome Tracker** | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Long-Term Community Goal:** The Tribal school has a thriving Native Language Department serving all students K-8th grade. | | | | | | | |
| **Current Community Condition:** Our Kindergarten through 8th grade Tribal Elementary School has three Native Language Instructors teaching language to 30 children in grades Kindergarten to 3rd. A survey of the schools? parents revealed 100% have a strong interest for continued language instruction for grades 4th-8th. In order to build on the success of the school's beginner language instruction it must train more teachers and develop instruction resources to continue language instruction for grades 4 through 8. | | | | | | | |
| **Project Goal:** The Tribal School will build its capacity to provide quality Native language instruction to all students grades Kindergarten through 8th. | | | | | | | |
| **Objective:** By the end of the 36th month (timeline), 5 (target) Native Language Instructors will receive their state certification (indicator) to teach our Native language to 4th-8th grades (population). | | | | | | | |
| **Outcome** | **Indicator** | **Means of Measurement** | **Baseline** | **Project Year 1** | **Project Year 2** | **End of Project** | **3-Year Post Project** |
| Increased access to quality, certified language teachers for all grades at the Tribal Elementary School. | State Certified Native Language Instructors. | State teacher certifications awarded | 3 existing certified teachers | 0 new teachers certified | 2 new teachers certified as a result of project | 5 total teachers certified as a result of project | 10 certified teachers |
| **Outputs:** 5 Prospective language instructors enrolled in intensive language instruction, 5 prospective language instructors enrolled in the state's teacher certification program, Quarterly language assessments conducted by faculty. | | | | | | | |

## Appendix D

## ASSURANCE OF COMMUNITY REPRESENTATION ON BOARD OF DIRECTORS EXAMPLE

*This disqualification factor applies only to applicants (as listed as the ?Legal Name? of the Applicant on the SF-424) that are **not** tribes or Alaska Native villages:*

Applicants applying for funding must show that a majority of board members are representative of a Native American community to be served. **Applicants must submit documentation that**

**identifies each board member by name and indicates their personal affiliation or relationship to at least one of ANA?s three categories of community representation, which includes:** (1) members of federally or state-recognized tribes; (2) persons who are recognized by members of the eligible Native American community to be served as having a cultural relationship with that community; or (3) persons considered to be Native American as defined in 45 CFR § 1336.10 and Native American Pacific Islanders as defined in Section 815 of NAPA. The second category of community representation requires a ?cultural? relationship defined as lineage, familial, marriage, or other traditional or social connection to the community and not a business or work relationship (e.g. person that owns a business or is employed by an organization that serves the Native community).

**Applicants that do not include this documentation will be considered non-responsive, and the application will not be considered for competition.**

The following is suggested guidance for how to format the Assurance of Community Representation:

| **Membership List of XYZ Board of Directors** | | |
|---|---|---|
| **Board Member Full Name** | **Title on Board of Directors** | **Affiliation or Relationship to a Category of Community Representation** |
| John Clay | President | Enrolled Member, XYZ Tribe |
| Darlene White Eagle | Vice President | Married to Earl White Eagle, Enrolled Member, XYZ Tribe (Cultural Relationship) |
| David Long | Treasurer | Native Hawaiian |
| Johnathan Thunder | Secretary | Athabascan-XYZ Village |
| Dina Redhorse | Board Member | Enrolled Member (State Recognized Tribe), ABC Tribe |
| Dorothy Jones | Board Member | Non-Native |

The following is suggested guidance for the documentation:

- Ensure that the full name of the board member is listed with title.
- Please list the board members qualification to be representative of the community to be served (e.g. Member of XYZ Tribe, Pacific Islander or Alaska Native).
- List the members of the board of directors that have legal authority for the organization,

including oversight of program and fiscal operations, and not members of an advisory committee or sub-organization within a main organization. Recommend (not required) documenting on organization letterhead.