

American Rescue Plan (ARP) Frequently Asked Questions (FAQs)

Question: The Authorized Official or Project Director listed in my application is not correctly listed on my Notice of Grant Award and/or in Grant Solutions. How do I change my Authorized Official or Project Director?

Answer: If your application included the names of the correct Authorized Official (AO) or Principal Investigator/Project Director (PI/PD) but those assignments were not made upon award, then send the following information to your assigned Grants Management Specialist.

To update the (list position here) for your award, please provide the following information:

1. Full Name of PI/PD or AO (depends on the request):
2. Email address:
3. Grant Recipient User Account Request Form

Q: How do I change my Authorized Official or Project Director from the individuals listed in my original grant application?

A: You will need to submit a Change in PD or AO amendment. For a change in the Project Director you will need to prepare the following documents: SF-424, Cover Letter, Resume(s), Completed GrantSolutions User Form. For a Change in AOR you will need to submit the following documents: Tribal Council resolution or minutes, SF-424, Cover Letter, Resume(s), Completed GrantSolutions User Form.

Q: How do I locate the GrantSolutions User Form?

A: The form can be located here: [Getting Started – Request a User Account - GrantSolutions](#)

Q: Who is my Program Specialist?

A: ANA is still making assignments to Program Specialist. Once your Program Specialist has been assigned, they will send you an introductory email.

Q: Are there limitations to how much money I can draw down at one time?

A. You should limit the draw down for use within 3 business days.

Q: When will my reports be due?

Answer: Your reporting periods are as follows:

For grants with a start date of 9/1:

1st year Semi-Annual Report Period

September 1 – March 31

Report Due Date

April 30th

2nd Semi-Annual Report Period

April 1 – September 30

Report Due Date

October 30th

2nd year + Semi-Annual Report Period

October 1 – March 31

Report Due Date

April 30th

2nd Semi-Annual Report Period

April 1 – September 30

Report Due Date

October 30th

Post Project Report (PPR) Period

Duration of entire project period

PPR Due Date

90 days after end of project