

Administration for Children and Families

Administration for Native Americans

Social and Economic Development Strategies for Alaska-SEDS-AK

HHS-2021-ACF-ANA-NK-1902

Application Due Date: 04/15/2022

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Funding Opportunity Title:
Social and Economic Development Strategies for Alaska-SEDS-AK

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Modification

Funding Opportunity Number:
HHS-2021-ACF-ANA-NK-1902

Primary CFDA Number:
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Due Date for Applications:
04/15/2022

Executive Summary

Notice:

- **Applicants are strongly encouraged to read the entire notice of funding opportunity (NOFO) 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/how-apply-grant.

The Administration for Children and Families (ACF), Administration for Native Americans (ANA) announces the availability of fiscal year (FY) 2022 funds for community-based projects for the Social and Economic Development Strategies-Alaska (SEDS-AK) program.

SEDS-AK is designed to provide targeted support for village-specific projects to improve and strengthen the administrative and management capacity of Alaska Native village governments, governments that are central to social and economic self-sufficiency in Alaska. This announcement promotes economic and social self-sufficiency for Alaska Natives and is intended to respond to the unique governmental structures in Alaska. The SEDS-AK supports the principle that social and economic development are interrelated and essential for the development of thriving Native communities. ANA is interested in supporting community-driven projects that build and strengthen core governmental capacity in the areas of administration and project management at the Alaska Native village-level.

I. Program Description

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

Description
The Administration for Native Americans

Within the Department of Health and Human Services (HHS), ANA serves all Native Americans, including federally recognized tribes, American Indian and Alaska Native organizations, Native Hawaiian organizations, and Native populations throughout the Pacific Basin (including American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands). ANA promotes social and economic self-sufficiency for Native 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 and 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 funding is meant for projects that identify direct, measurable outcomes which will be achieved within the proposed project period.

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

ANA provides project-specific funding and not ongoing program funding. ANA may choose not to fund a project that 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. If the applicant is proposing a project that is similar to a previously funded ANA grant, applicants should be explicit and provide a very detailed description of how the new project is different and is not duplicative of the past project.

Potential recipients are encouraged to educate themselves on intellectual property rights and the protection of ownership to language materials, history, music and dance, ceremonies, and other forms of knowledge and cultural practices that originate from Native communities. See 45 CFR 75.322 and Appendix II to Part 75 – Contract Provisions for Non-Federal Entity Contracts under Federal Awards. Moreover, potential recipients are encouraged to learn how such rights may be transferred via contracting with third parties that produce resources, data, and materials developed as a result of ANA funding. ANA is unable to provide legal advice or guidance on this matter; however, grant funds may be used for legal expenses relative to this matter.

Applicant Training and Technical Assistance

ANA provides regional Training and Technical Assistance Centers, as authorized by NAPA, to support recipients as well as potential applicants. Such support includes Pre-Application Workshops as well as a preliminary review of applications that are at least 75 percent completed. Applicants are encouraged to contact their regional TTA center or view the ANA

website about the TTA services at https://www.acf.hhs.gov/ana/assistance/applicant-training-technical-assistance.

SEDS-AK PROGRAM PURPOSE

The purpose of the SEDS-AK program is to promote social and economic self-sufficiency for Alaska Natives. The SEDS-AK program provides funding for projects designed to enhance governance and programmatic management capacity for Alaska Native villages to empower them to promote social and economic self-sufficiency for Alaska Natives. SEDS-AK projects focus on one or more of the following three inter-related concepts, which form a foundation for self-sufficiency. (1) Social Development that supports local access to, control of, and coordination with programs and services that safeguard the health, well-being, and culture of Alaska Native peoples. (2) Economic Development that fosters the development of stable, diversified local economies and economic activities that provide jobs and business opportunities that promote economic well-being and self-sufficiency in Alaska Native communities. (3) Governance that assists Alaska Native tribes, Alaska Native organizations and Alaska Native village governments to increase their ability to enhance their administrative infrastructure and capacity to develop and enforce laws, regulations, codes, and policies that reflect and promote the interests of community members.

ANA recognizes the structure of governance that administers Native lands and communities in Alaska is complex, and that authority over lands, resources, and relevant governmental programs are fragmented and widely dispersed among tribes, corporations, municipalities, local and state governmental agencies, and other bodies. The SEDS-AK program supports the principle that these concepts are inter-related and essential for the development of thriving Native communities.

Legislative Priority Areas for Economic Development

Due to the recent Congressional passage of the Indian Community Economic Enhancement Act of 2020, ANA will prioritize funding for applications seeking assistance for the following: (1) the development of a tribal code or courts system for purposes of economic development, including commercial codes, training for court personnel, and the development of non-profit subsidiaries or other tribal business structures; (2) the development of a native community development financial institution, including training and administrative expenses; and (3) the development of a tribal master plan for community and economic development and infrastructure. The new economic development legislative priorities will be incorporated into new program areas of interest for the SEDS-AK NOFO. Applications that propose a legislative priority project should include the economic priority area(s) in the project goal, all objectives and indicators as reflected in the project's framework, project approach, OWP, and outcome tracker. Ten bonus points will be awarded to applications that address one or more of these priority areas.

Program Areas of Interest

Program areas of interest for this NOFO include, but are not limited to, the following:

Governance: Governance is defined as increasing the ability of tribal, Alaska Native villages, and territorial governments to exercise local control and decision-making, and to develop and

enforce laws, regulations, codes, and policies that reflect and promote the interests of community members. Examples include, but are not limited to, the following:

- *Administrative and Program Management Capacity Building*-Planning and financial management capacity building to strengthen effective and accountable planning and management of village-level government operations and programs such as the creation or enhancement of judicial systems, housing authorities, or other tribal departments. (For Alaska-specific SEDS Projects, ANA will consider funding core administrative capacity building projects at the village government level if the village does not have governing systems in place.)
- *Comprehensive Strategies*-Developing village-level strategies to assess and address the needs of children, youth, and community members.
- *Emergency Preparedness and Response*-Planning, analysis, and mitigation efforts to ensure needed services, increase communications, coordinate preparedness, enhance situational responsiveness, and strengthen recovery efforts at the village level.
- *Governmental Administration*- Improving village-level capacity related to regulatory, judicial, and administrative infrastructure, including developing personnel, financial, and program management policies; clarifying jurisdiction; training and developing employees and elected officials; developing or amending governance codes and procedures; and addressing family and child welfare issues through locally managed programs.
- *Organizational Development*-Increasing organizational capacity at the village level to successfully implement missions and goals and support program management.
- *Technology Infrastructure*-Establishing and implementing village-level systems to address information systems within the organizational structure, internet connectivity and broadband planning, technology upgrades, and related training to use such tools effectively.

Economic Development: Projects that support the creation of sustainable local economies and promote self-sufficiency. Examples of Alaska-specific program areas of interest include, but are not limited to, the following:

- *Agriculture*-Creating, developing, or enhancing agricultural enterprise and sustainable farming projects with a focus on distribution at local and commercial markets.
- *Asset Building*-Increasing availability of effective financial education and other asset-building strategies for individuals and families.
- *Career Pathways*-Using multi-sector partnerships with entities such as Alaska Native colleges, workforce development agencies, social service providers, and employers to develop workforce training programs that respond to local employers' hiring needs.
- *Commercial Trade*-Strengthening local economies by increasing the availability of, or demand for, locally produced goods and services.
- *Economic Competitiveness*-Creating, expanding, and retaining businesses to reflect distinct economies operating in rural and urban areas, in both mature and emergent sectors.
- *Economic Infrastructure*-Addressing economic infrastructure needs that will strengthen business development and job creation in Native communities. Development of tribal code or court systems for purposes of economic development, including commercial

codes, training for court personnel, and the development of non-profit subsidiaries or other tribal business structures.

- *Energy-related activities*-Projects that promote traditional energy activities and practices that support conservation and help to mitigate the high costs of the purchase, transportation, and storage of fuel in Alaskan villages, especially strategic energy plans that have been identified in tribally approved strategic energy plans. Examples include projects to implement renewable energy resources at the village-level, such as bio-energy, geothermal, hydropower, solar, wind, or other methods appropriate to the geographical location.
- *Entrepreneurship and Microbusiness*-Promoting entrepreneurial development through business incubators and other activities that support businesses and market the availability of local products or services.
- *Master Plans for Community and Economic Development*-Conducting the necessary planning and/or research to support achievement of long-range economic development goals. Examples may include establishing a separate division to administer economic development programs or performing gap or value-added analyses to identify strengths and weaknesses in the local economy. Strengthening an organization's capacity to deliver programs that promote economic development and security.
- *Native Community Financial Development Institutions*-the development of Native community development financial institutions including training and administrative expenses.
- *Place-based Economic Development*-Using a village's or community's local or regional assets and resources while collaborating with multiple stakeholders to address economic development barriers.
- *Subsistence*-Enhancing subsistence and agricultural activities to retain or revitalize traditional food sources and practices at the village level.
- *Tourism*-Planning or developing resources, services, and businesses that promote travel, recreation, tourism, or branding to tell the story of Alaska Natives. Projects may utilize the arts or other cultural resources to help revitalize Native communities, promote economic development, increase livability, and present the uniqueness of the Native communities to visitors in a way that celebrates the diversity of the United States.
- *Workforce Development*-Developing activities that promote short- and long-term job creation by supporting targeted training of individuals to develop new technical skills, secure new credentials, and gain experience that will lead to jobs created and increased earned income.

Social Development: Projects that develop and implement culturally appropriate strategies to meet the social service needs of Alaska Natives. Examples of Alaska-specific program areas of interest include, but are not limited to, the following:

- *Arts and Culture*-Developing or enhancing activities at the village-level that promote, preserve, or restore Native village culture and arts.
- *Community Health*-Promoting improved access to health care and quality of care through coordinated village and regional approaches, expanding access to healthy foods available in Native villages, and supporting environmental health.

- *Community Living*-Developing and coordinating of services to assist people with disabilities by helping them reach their maximum potential through increased independence, productivity, and integration within the village community.
- *Early Childhood Education and Development*-Supporting stable and high-quality, culturally responsive early childhood programs; creating early childhood education and development jobs; and improving village-level planning and coordination of early childhood education and development programs.
- *Anti-Human Trafficking*-Developing of village-level assessments and strategies to address human trafficking, including efforts to bring awareness of human trafficking to the public; developing prevention strategies to address the needs of victims; and establishing collaborative partnerships, including those that train public safety officials to recognize traffickers and their victims.
- *Missing and Murdered Indigenous Persons (MMIP)*-Supporting safety, resilience, data improvement, and protective factors that reduce incidences of MMIP, including in rural, urban, and Pacific Island communities.
- *Nutrition and Fitness*-Promoting increased knowledge and participation in activities that promote healthy foods and active lifestyles, reduce obesity, and other healthy-living habits.
- *Responsible Fatherhood*-Supporting responsible fatherhood through counseling, mentoring, marriage education, enhancing relationship and parenting skills, and activities to foster economic stability.
- *Strengthening Families*-Incorporating culturally relevant strategies to strengthen families and promote family preservation, responsible parenting, and healthy relationship skills; and to foster the well-being of children residing in villages.
- *Substance Abuse, Smoking, and Vaping*-Community outreach, education programs, and coordination that support the prevention of substance abuse, including opioid addiction, smoking, and vaping.
- *Suicide Prevention*-Promoting safety, resilience, and protective factors necessary to foster mental health and reduce incidences of suicide and suicidal ideation.
- *Two-Spirit/LGBTQ+* -
  Planning, developing, and coordinating culturally relevant programs and services designed to serve Two-Spirit, lesbian, gay, bi-sexual, transgender, and queer individuals and families.
- *Youth Development*-Improving the well-being of youth through life skills training at the village-level, workforce development, mentoring programs, substance abuse programs, and suicide and juvenile crime prevention programs.

KEY APPLICATION FEATURES

The ANA Project Framework is intended to outline the project in a way that focuses longer-term community goals toward achievable and measurable project outcomes. ANA Project Framework includes a long-term community goal, current community condition, project goal, objectives, outcomes, indicators, and outputs. Together, these components relate a 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 Application Submission, The Project Description.*

ANA ADMINISTRATIVE POLICIES:

Prioritized Funding for Community-Based Native Americans 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 Recipient Travel and Attendance at Post-Award Meetings

Recipients 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 Recipients Meeting during each year of their ANA award. Please refer to *Section IV.2. Content and Form of Application Submission, The Project Description* and *The Project Budget and Budget Justification* for more information on how to include this in the budget.

Limitation on the Number of Awards Under a Single CFDA Number

Recipients can have only one active grant per Catalog of Federal Domestic Assistance (CFDA) number. (Please see CFDA definition located in *Appendix A. Definitions* and *Section III.3. Other, ANA Disqualification Factors*).

Limitation on the Number of Awards Based on Two Consecutively 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 must comply with applicable federal, tribal, and state law with respect to criminal history record checks and clearances through child abuse and neglect and sex offender registries.

Conflict of Interest Standards

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 the governing body of recipient organizations from paid employment under an ANA-funded project in order to preserve the independence and impartiality of the 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 recipient to serve as project staff with the salary and expenses of the Office of Chief Executive as 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 recipient 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 federal evaluation strategy will include review of recipient level documentation including, but not limited to, the On-going Progress Reports (OPR) which is approved under Office of Management and Budget (OMB) control number 0970-0452, (expiration date 9/30/2023). In accepting a grant award, all recipients 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 during which evaluators utilize a structured information collection approved under OMB control number 0970-0379, (expiration date 6/30/2022). The information covered during such site visits follows up on, and utilizes information provided through the recipients's initial grant application, and OPRs that evaluates the tracked outcomes performed by project staff throughout the project period.

NOTE: *Consistent with the Paperwork Reduction Act (PRA) of 1995, (44 U.S.C. §§ 3501-3521), under this NOFO, ANA will not conduct or sponsor – and a person is not required to respond to - a collection of information covered by such Act, unless it displays a currently valid OMB control number. ANA has obtained OMB approval for the referenced information collections under OMB #0970-0452 (expiration date 9/30/2023). ACF will obtain OMB approval under the PRA prior to collecting or requesting the collection of any additional information from more than nine individuals or entities.*

Pre-Application Teleconferences or Webinars

ANA may conduct a pre-application teleconference or webinar about the annual NOFOs. If scheduled, the date, time, registration, and call-in information will be available on ACF's ANA website at https://www.acf.hhs.gov/ana/news-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 NOFO 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.

COVID-19 Response
If during the project period, ANA and/or recipients are required to adjust program and/or recipient requirements due to COVID-19 or other nationally declared emergency, ANA will exercise maximum flexibilities, as needed. Requirements may be conducted virtually and/or timelines modified in consultation with ANA.

Subawards

Recipients under this grant program may opt to transfer a portion of substantive programmatic work to other organizations through subaward(s). The prime recipient must maintain a substantive role in the project. ACF defines a substantive role as conducting activities and/or providing services funded under the award that are necessary and integral to the completion of the project. Subrecipient monitoring activities alone, as specified in 45 CFR § 75.352, do not constitute a substantive role. Furthermore, ACF does not fund awards where the role of the applicant is primarily to serve as a conduit for passing funds to other organizations unless that arrangement is authorized by statute.

Subrecipient(s) must meet the eligibility requirements identified in the NOFO, *Section III.1. Eligible Applicants*. Additionally, all subrecipient(s) must obtain a Data Universal Numbering System (DUNS) number, or after government-wide implementation, a Unique Entity Identifier assigned by the System for Award Management (SAM), if they do not already have one. Prime recipients are required to check the SAM to verify that the subrecipient(s) is/are not debarred, suspended, or ineligible.

Please reference the Award Term and Condition on Subawards on the ACF Administrative and National Policy Requirements website for further requirements involving subawards.

Definitions

Program-specific terms and concepts described in this NOFO are found in *Appendix A. Definitions*.

II. Federal Award Information

Funding Instrument Type:
G (Grant)

Estimated Total Funding:
$1,200,000

Expected Number of Awards:
4

Award Ceiling:

$300,000
Per Budget Period

Award Floor:
$50,000
Per Budget Period

Average Projected Award Amount:
$125,000
Per Budget Period

Anticipated Project Start Date:
09/30/2022

Length of Project Periods:
12-month project period and budget period

24-month project period with two 12-month budget periods

36-month project period with three 12-month budget periods

Additional Information on Project Periods and Explanation of 'Other'
Applicants may propose projects with project periods consisting of either 12, 24 or 36 months.

Additional Information on Awards:
Awards made under this funding opportunity 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 funding opportunity. 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.** For more information on these requirements, see *Section III.2. Cost Sharing or Matching.*

Non-competing Continuation Awards

An initial grant award will be for a 12-month budget period. The NCC award for projects approved for more than one 12-month project period will be subject to the availability of funds, satisfactory progress on the part of the recipient, and a determination that the continued funding would be in the best interest of the federal government. Grants will be awarded for 12-month budget periods throughout the project.

III. Eligibility Information

III.1. Eligible Applicants

Pursuant to 42 U.S.C. §2991b and 45 CFR §1336.33, eligible applicants under the SEDS-AK opportunity include the following:

- Federally-recognized Indian tribes in Alaska, as recognized by the Bureau of Indian Affairs (BIA);
- Alaska Native villages as defined in the Alaska Native Claims Settlement Act (ANCSA) and/or non-profit village consortia;
- Non-profit Native organizations in Alaska with village-specific projects;
- Incorporated non-profit multi-purpose community-based Indian organizations (including Urban Indian Organizations as defined by 25 U.S.C. § 1603)(29));
- Urban Indian Centers;
- Native Community Development Financial Institutions (Native CDFIs);
- Incorporated non-profit Alaska Native multipurpose, community-based organizations;
- Non-profit Alaska Native Regional Corporations/Associations in Alaska with village-specific projects; or
- Non-profit Alaska Native community entities or tribal governing bodies (Indian Reorganization Act or Traditional Councils) as recognized by the BIA.

Please refer to *Section III.3., Other, ANA Disqualification Factors*, for additional eligibility requirements.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this funding opportunity. 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. Faith-based organizations may apply for this award on the same basis as any other organization, as set forth at and, subject to the protections and requirements of 45 CFR Part 87 and 42 U.S.C. § 2000bb *et seq.*, ACF will not, in the selection of recipients, discriminate against an organization on the basis of the organization's religious character, affiliation, or exercise.

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

Funding Restrictions Reference
Please see *Section IV.6. Funding Restrictions* for any limitations on the use of federal funds that could affect the eligibility of an applicant or project.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:
Yes
Recipients are required to meet a non-federal share of the project cost, in accordance with 42 U.S.C. 2991b(b).

Recipients 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 in ACF (federal) funds must provide a non-federal share of the approved total project cost of at least $ 75,000 , which is 20 percent of total approved project cost of $ 375,000 .

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 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*.

ANA MATCH WAIVER

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

45 CFR §1336.50(b)(3) states the following:

"(3) Criteria. Both of the following criteria [1] must be met for an applicant to be eligible for a waiver of the non-Federal matching requirement:

(i) Applicant lacks the available resources to meet part or all of the non-Federal matching requirement. This must be documented by an institutional audit if available, or a full disclosure of applicant's total assets and liabilities.

(ii) Applicant can document that reasonable efforts to obtain cash or in-kind contributions for the purposes of the project from third parties have been unsuccessful. Evidence of such efforts can include letters from possible sources of funding indicating that the requested resources are not available for that project. The requests must be appropriate to the source in terms of project purpose, applicant eligibility, and reasonableness of the request."

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

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 NOFO:

- Projects for which a recipient will provide third-party training and technical assistance to other tribes or Native American organizations or to non-members of the recipient 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; however, for Alaska-specific SEDS projects, ANA will consider funding core administrative, capacity-building projects at the village-government level, if the village does not have governing systems in place.
- Projects that support ongoing social service delivery programs, 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 funding

opportunity.

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 funding opportunity. 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.

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 funding opportunity.**

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."

Missing the Application Deadline (Late Applications)

The deadline for electronic application submission is 11:59 pm 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 pm 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 funding opportunity. That is, applications submitted to www.Grants.gov, on or after 12:00 am ET on the day after the due date will be disqualified from competitive review and from funding under this funding opportunity.

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 pm ET on the due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*. Paper applications received

after 4:30 pm ET on the due date will be disqualified from competitive review and from funding under this funding opportunity. **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 funding opportunity.**

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 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 the 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. See *Appendix C* 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 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.

Applicants that do not include this documentation will be considered non-responsive, and the application will not be considered for competition. See *Section IV.2. The Project Description, Additional Eligibility Documentation*.

Only one Active Award Per CFDA

The following disqualification factors apply 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 NOFO, will not have their applications considered for the competition. This disqualification factor is based on the administrative policy that prohibits recipients 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 NOFO.

IV. Application and Submission Information

IV.1. Address to Request Application Package

ANA Operations
Administrative and Technical Support Team (OATS)
U.S. Department of Health and Human Services
Administration for Children and Families
HHS-2021-ACF-ANA-NK-1902
Mary E. Switzer Memorial Building
330 C Street, SW., 4th Floor
Washington
DC
20201
(877) 922-9262
(202) 690-7441
anacomments@acf.hhs.gov
https://www.acf.hhs.gov/ana/programs

Application Packages

Electronic Application Submission:

The electronic application submission package is available in the NOFO'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 NOFO'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 Organization 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 funding opportunity.

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 those 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, 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 NOFO 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.Other, 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 SUBMISSION FORMATS:

ANA has implemented a **page limit of 150 total pages** for applications submitted in response to this NOFO. The page limitation excludes the required forms, the Objective Work Plan (OWP), assurances, and certifications listed in this section. The one-page Project Summary is also excluded m the page limitation. The business plan is no longer exempt 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
        - Current Community Condition
        - Project Goal
        - Objective(s)
        - Outcome(s)
        - Indicator(s)
        - Outputs
        - Outcome Tracker and Outcome Tracking Strategy
        - Community-Based Strategy
        - Readiness, and Implementation Strategy
    - Geographic Location
    - Objective Work Plan
    - Organizational Capacity
        - Resumes
        - Job Descriptions
        - List of 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 Eligibility Documentation
  - Governing Body Documentation
  - Assurance of Community Representation on Board of Directors (see Disqualification Factor in *Section III.3 Other and Appendix C)*
- 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
- Business Plan, if applicable
- Other attachments, if necessary

The following must be included in the application package: Standard Forms (SFs); other forms approved by OMB, including the ANA OWP (OMB No. 0970-0452, expiration date 9/30/2023); and required certifications and assurances.

The OWP is a required application form. The OWP form can be found at https:/www.acf.hhs.gov/ana/training-technical-assistance/objective-work-plan or on Grants.gov. Applicants may submit either version of the OWP form with their application.

For paper format application submissions, the following must be included with the application package: the SFs; other forms approved by OMB, including the ANA OWP;, and required certifications and assurances.

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. Please 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)
- 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 NOFO, or multiple applications under separate NOFOs, each application submission must be packaged separately. The package(s) must be clearly labeled with the NOFO title and 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.

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 funding opportunity 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 NOFO at www.Grants.gov.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
Maintenance of Effort (MOE) Certification	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 NOFO. See *Section IV.2. Formatting Application Submissions* for instructions on its placement in the application submission.	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 NOFO's Grant Application Package at www.grants.gov.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
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. Active registration at the Systems Award Management (SAM) website must be maintained throughout	See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* for more information.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	the application and project award period. SAM registration is available at http://www.sam.gov.	
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-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. 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.
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-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of	If any funds have been paid or will be paid to any person for influencing or attempting to

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	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.

Additional Required Assurances and Certifications

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

Non-Federal Reviewers

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

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 NOFO, 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 application.

Letter of Intent
Applicants are strongly encouraged to notify ACF of their intention to submit an application under this funding opportunity. Please submit a letter of intent by the deadline date listed in *Section IV.4. Submission Dates and Times*. The letter of intent should include the following information: number and title of this funding opportunity; the name and address of the applicant organization; and the name, phone number, fax number and email address of a contact person.

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

Applicants that submit a letter of intent may be contacted by ANA's regional Training and Technical Assistance Center so that they can receive pre-application support. This is a free service available to all ANA applicants. Failure to submit a letter of intent does not preclude the applicant from receiving regional technical assistance for application support.

ANA technical assistance information can be found at https://www.acf.hhs.gov/ana/assistance.

Applicants should submit the letter of intent via email to anacomments@acf.hhs.gov within 30 days of the announcement's publication.

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

Proof of Non-Profit Status Options:

Option 1: 501(c)(3) and non-501(c)(3) non-profit organizations are eligible
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 funding opportunity.

Required Governing Body Documentation

All applicants must submit documentation demonstrating that the governing body of the organization, on whose behalf the application is submitted, approves the application's submission to ANA for the current grant competition period. 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. 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*).

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 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 the 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 at the time of application submission will be considered non-responsive, and the application will not be considered for competition. See *Appendix C* 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. 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.

Applicants that do not include this documentation will be considered non-responsive, and the application will not be considered for competition. **See *Section IV.2. The Project Description, Additional Eligibility Documentation***.

The following is suggested guidance for the documentation:

- List the full names and titles of the board members.
- 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. ANA recommends, but does not require, documenting this on organizational 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.

Past ANA Project Performance

ANA provides project-specific funding and not ongoing program funding. If an applicant is proposing a project that is similar, in whole or in part, to previously funded activities, please provide a detailed description of what was achieved by the earlier project. In addition, provide explicit details and explanation of how the proposed project is different from and not a duplicate of the previously funded project.

Bonus Points

Applicants that propose a legislative priority project should include the economic priority area(s) in the project goal, all objectives and indicators as reflected in the project's framework, project approach, OWP, and outcome tracker.

Applicants that have never received funding from an ANA grant award as the primary recipient should include documentation or other information that states that the applicant organization has never received an ANA-funded grant award.

ANA Project Framework

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

Long-Term Community Goal:

A long-term community goal is a statement that describes what the applicant organization wants to achieve in the future. ANA requires that the project relates 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 and describe how the proposed project is relevant to achieving the identified long-term community goal.

Example of Long-Term Community Goal: Have an effective and efficient tribal government that is able to apply for, and utilize, the resources available to federally recognized tribes to meet community needs.

Current Community Condition:

A current community condition is a challenge or issue preventing the community from achieving its long-term community goal.

While there may be many current community conditions, ANA requires applicants to identify a single current community condition statement 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.

Include recent data, either qualitative or quantitative, 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).

Example of focus for Current Community Condition: Currently, the Tribe does not have the capacity required to apply for funding to manage programs available to federally recognized tribes to meet the community's needs in regards to public health and housing due to a lack of governing documents and needed knowledge, skills, and abilities.

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 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 must demonstrate that the project goal specifically relates to the purpose of the SEDS-AK program.

Example Project Goal: Increase the capacity of Tribal Council members and staff through developing governing documents and training tribal government members so they can apply for funding and implement programs to address community public health and housing needs.

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. The target must be connected to the indicator.

To fully quantify the deliverable, each objective must include the following four components, also known as Timeline, Target, Indicator and Population (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 been 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: At the end of 36 months (timeline), 10 Tribal Council and staff members (population), will increase their knowledge, skills, and abilities (KSAs) in tribal governance (indicator) to a score of 4 out of 5 (target).

Outcome(s):

Outcomes are the expected change that will result from the achievement of the objectives. Outcomes can include an increase in capacity, a change in intended knowledge, awareness, attitudes, skills, behaviors; etc. Outcomes are measured through the indicator(s). Outcomes can be the same or different for each project objectives.

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

Example Outcome: Due to training in governance, the tribal government will have the capability to manage the programs the community needs.

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 and is to be used for monitoring progress toward each objective's outcome.

Example Indicator: Increase in knowledge skills, and abilities (KSAs) in tribal governance.

Outputs:

Outputs are tangible products or services that result from the completion of milestone activities and should be included in the OWP. Outputs also can be used to monitor progress toward achieving project objectives but are not the same as outcomes.

Explain the relevance of the outputs to the project. Demonstrate that the outputs are achievable within the established timeframe.

Example Outputs: Ten Tribal Council members and staff receive training and certificates in a course on Tribal Government Administration, Ten Tribal Council members and staff receive training and certificates in a course on managing a Tribal health clinic; and Ten Tribal Council members and staff are assessed at month 6 and month 12 each year of the project with KSA assessment tool.

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). The 3-year post project target is the anticipated data point for 3 years after the grant funding has ended. This will measure the intended growth or sustainability of the desired change. Lastly, list project outputs associated with objectives from the OWP.

See *Appendix B, 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 a plan that details 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. The applicant should 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. The outcome tracking strategy should include a description of how the resulting information will be used to inform improvement of funded activities. Describe any expected challenges to tracking outcomes and how they will be addressed.

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, the following: 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. Applicants must 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. Resources can include, but are not limited to, the following: meeting space, equipment, supplies, curriculum, licenses, permits, and contracted services. State whether or not a license or permit is needed. If needed, 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, and include 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

Objective Work Plan (OWP):

The OWP is a stand-alone 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 complement those stated in the project narrative and support consistency throughout the application. The OWP identifies how (through key activities), when (by established time frames 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 NOFO begins September 30, and ends September 29, for each year of the project. 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, SF-425)
- Post-Award Training (First year of project only)
- Annual Recipients Meeting
- Project staff orientation (first year of project only or as needed)
- Data collection and evaluation
- Establishment of federal system account access and official grant file (first year of project only)

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 NOFO's Grant Application Package on the Grants.gov Forms/SF-424 Family page at https://www.grants.gov/web/grants/forms/sf-424-family.html. The OWP form and its instructions are also available at http://www.acf.hhs.gov/ana/training-technical-assistance/objective-work-plan. Applicants may use the OWP form found on the Grants.gov Workspace OWP form, 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 funding opportunity;
- 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 A* 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 must notify ANA of the change as soon as possible.

A detailed project staffing plan must be included that identifies staff responsibilities and project personnel, with sufficient qualifications to fulfill those responsibilities, such as 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 must describe the recruitment and hiring process. Common challenges include such things as identification and retention of qualified staff, policies and procedures that delay 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 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.

The applicant must describe how financial management and compliance accountability will be managed. For partnerships, the applicant should describe how communication and responsibilities will be implemented, what qualifications are needed, and how partnerships will be maintained.

If applicable, provide information, such as a statement or documentation, that demonstrates that the applicant organization has never received ANA funding.

If known at the time of application submission, the applicant must disclose their intent to enter into subaward arrangements. For each proposed subaward, the applicant must include a description of the work to be performed by the subrecipient(s).

Plan for Oversight of Federal Award Funds and Activities
Recipients 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).

Business Plan
When federal grant funds will be used to support a business operation, provide a business plan.

This business plan shall include:

- Executive summary
- Description of the industry
- Description of the products or services to be produced, sold, or marketed
- Market research
- Marketing plan
- Operational plan
- Assessment of risks and assumptions
- Financial statements (if already in operation)
- Forecasted balance sheet, operational statements (including project operational costs), and cash flow projections

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 cost sharing or matching 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, 2021 and Consolidated Appropriations Act, 2021, (Division H, 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 funding opportunity may not be used to pay the salary of an individual at a rate in excess of Executive Level II. For the Executive Level II salary, please see "Executive & Senior Level Employee Pay Tables" under https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/. The Executive Level II salary 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.

Line-Item Budget and Budget Justification

Detailed line-item budgets and budget justifications are separate documents required for each year of the project. The detailed line-item budget contains a line-item for each cost, the annual total for both the federal and non-federal share, and is broken into the same cost categories on the SF- 424A. Federal share refers only to the ANA grant funds for which the applicant organization is applying, which is 80 percent of the total project costs. Applicants must provide 20 percent of the total project cost in order to meet the cost-sharing or matching requirements. Non-federal share, also known as cost sharing or matching, means the portion of the project costs not paid by federal funds (unless otherwise authorized by federal statute). This may include the value of allowable third-party in-kind contributions, such as, donations, volunteers, equipment, as well as expenditures or cash provided by the recipient to meet the non-federal share for the project costs. See also 45 CFR 75.306. The application should include information or documentation, such as letters from partners, vendors, or board resolution, to demonstrate the required commitment of non-federal share contributions.

It is suggested that budget amounts and computations be presented in a columnar format as follows: first column, object class categories; second column, federal budget; next column(s), non-federal budget(s); and last column, total budget.

The budget justification provides the cost calculations and breakdown for each line item. For example, personnel wage rate per hour multiplied by the number of hours to equal the annual salary listed for personnel, or vendor quotes for equipment of $5,000.

The budget justification also provides brief explanation of the need for this line-item expenditure relating to the accomplishment of the project. See below for more explanation on each object class category.

For applicants proposing to use subaward(s), if the total amount budgeted for subawards exceeds 50 percent of total direct costs for the budget period, the applicant must provide a justification for subawarding the portion of the project and must explain how the prime recipient plans to maintain a substantive role in the project. Applicants must explain why the participation of the subrecipient is necessary, and why the applicant cannot achieve the objectives without the subrecipient(s)' participation.

Applicants are strongly encouraged to use the ANA Application Toolkit for the templates for the Line Item 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, which is held in each region. The Alaska Regional meeting is usually held in Anchorage. Post-award training is designed to provide newly awarded ANA recipients with information on how to effectively administer, manage, track, and report their ANA-funded projects. This is a mandatory training for the project director and financial administrator to attend

in the first budget period. Applicants should follow their own travel policies to budget for this 3-day meeting.

Annual ANA Recipients Meeting

Applicants must include costs in the budget for two individuals who work directly on the project to attend an annual ANA-sponsored recipient meeting, typically held in the Washington, DC area. The annual recipients meeting provides essential workshops and support for recipients. Attendance at the annual recipients 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.

General

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/recipient 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 48 CFR § 2.101(b). 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 qualifies 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.

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.

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 funding opportunity.

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 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-obtainduns-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 NOFO, 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 pm 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 acknowledgment 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.

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.

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. Other Submission Requirements* of this funding opportunity for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 pm 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 funding opportunity.

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 Letter of Intent

Due Date for Letter Of Intent 02/23/2022

02/23/2022
Applicants that submit a letter of intent may be contacted by ANA's regional Training and Technical Assistance Center so that they can receive pre-application support. This is a free service available to all ANA applicants. Failure to submit a letter of intent does not preclude the applicant from receiving regional technical assistance for application support.

ANA technical assistance information can be found at https://www.acf.hhs.gov/ana/assistance.

Applicants should submit a letter of intent via email to anacomments@acf.hhs.gov within 30 days of the announcement publication.

Due Dates for Applications
Due Date for Applications 04/15/2022

04/15/2022
FY2022: 04/15/2022
FY2023: 04/17/2023

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 pm ET on the due date. Electronic applications submitted at 12:00 am ET on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this funding opportunity.

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 pm 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 funding opportunity.

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
Hand-delivered applications 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 am ET and 4:30 pm 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 funding opportunity.

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 pm ET on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 pm 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 of Received Application

Acknowledgement from Grants.gov

Applicants will receive an initial email upon submission of their application to 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 the application's submission**.** Receipt of this email does not indicate that the application is accepted or that it 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.

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 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 funding opportunity 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)

Pre-award costs are not allowable.

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

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

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

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

See *Section III.3. Other, 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-2021-ACF-ANA-NK-1902]
Mary E. Switzer Memorial Building
330 C Street, SW.,4th Floor
Washington
DC
20201

Hand Delivery

Tim
Chappelle
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management - [HHS-2021-ACF-ANA-NK-1902]
Mary E. Switzer Memorial Building
330 C Street, SW.,3rd Floor
Washington
DC
20201

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

The Review Criteria

Please note: With the exception of the notice of funding opportunity and relevant statutes and regulations, reviewers must 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 must 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 must evaluate and score an application based on the documents that are presented in the application and must 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-ANA Project Framework **Maximum Points:** 73

This section of the review criteria includes all components of the Approach to implement the project. Reviewers will evaluate if the proposed Approach is feasible, effective, and 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 identifies a long-term community goal and demonstrates the proposed project is relevant to the achievement of the long-term community goal.

Current Community Condition (0 - 3 points)

2.The application clearly provides one current community condition that is addressed by the scope of the proposed project.

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

Project Goal (0 - 2 points)

4.The application must demonstrate that the project goal specifically relates to the purpose of the NOFO as described in *Section I. Program Description, SEDS-AK Program Purpose.*

Objectives (0 - 6 points)

5.The application sufficiently identifies one to three objectives that effectively describe a measurable achievement with all components of TTIP (Target, Timeline, Indicator, and Population). No more than three objectives are included in the application.

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

Outcomes and Indicators (0 - 5 points)

7.The application describes one primary outcome per objective in a way that aligns and demonstrates what will be changed as a result of achieving the objective

8.The application clearly provides one indicator per primary outcome that illustrates how the project will track progress towards the primary outcome.

Outputs (0 - 3 points)

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

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

10.The application sufficiently includes an outcome tracker that shows logical connections between the long-term community goal, current community condition, project goal, objectives, outcomes, indicators, and outputs.

11.The application fully identifies an accurate and viable means for measuring each indicator, which can be effectively and consistently used to assess progress.

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

13.The proposal identifies an appropriate outcome tracking strategy plan that includes staffing, effective data management systems, and an organizational process that will successfully utilize data to inform and improve program quality.

Community-Based Strategy (0 - 10 points)

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

15.The application clearly 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.

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

Readiness and Implementation Strategy (0 - 20 points)

17.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.

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

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

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

21.The application addresses project sustainability, that 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.

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

Objective Work Plan (0 - 15 points)

23.The OWP serves as a stand-alone document for project implementation, consistently states elements from the project narrative, and provides details about the how, when, and by whom activities will be completed.

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

25.Outputs in the OWP demonstrate progression and are logical results of the successful completion of milestone activities within the proposed timeframe.

Organizational Capacity **Maximum Points:** 12

To evaluate Organizational Capacity, reviewers will consider if the application demonstrates that 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 delivery of project objectives. In reaching their conclusions, reviewers will consider the degree to which the following narrative elements are well thought out, well designed, and well described.

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

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

28.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.

29. As requested in *Section IV.2, The Project Description, Plan for Oversight of Federal Award Funds and Activities*, 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:** 15

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 based on the geographical location of the applicant. In reaching their conclusion, reviewers will deliberate the following elements:

Line-Item Budget (0-5 points)

30.The application includes a line-item budget with appropriate object class categories for every year of the project that 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.

31.The application includes funds for all required items to successfully implement the project budget, as described in *Section IV.2. Content and Form of Application Submission,*

The Project Budget and Budget Justification. The line-item should only include costs that align with the Approach and the OWP.

Budget Justification (0-10 points)

32.The application includes a budget justification for every year of the project that provides a narrative that describes the breakdown of how all costs are calculated for each entry in the line-item budget. The budget justification includes a basis for estimated costs, such as equipment, personnel, and travel. Vendor quotes should be provided for equipment over $5,000.

33.The budget justification describes how expenditures align with the Approach and the OWP.

34.The application provides information or documentation to demonstrate the required commitment of non-federal share (cost sharing or matching) contributions.

Legislative Economic Development Bonus Points **Maximum Points:** 10

35. Reviewers should provide 10 points if all elements are included in the application to address one or more of the legislative economic development priority areas. The proposed project addresses one or more of the following legislative economic priority areas such: (1) the development of a tribal code or courts system for purposes of economic development, including commercial codes, training for court personnel, and the development of non-profit subsidiaries or other tribal business structures; (2) the development of a native community development financial institution, including training and administrative expenses; and (3) the development of a tribal master plan for community and economic development and infrastructure. Applications that propose a legislative priority project should include the economic priority area(s) in the project goal, all objectives and indicators as reflected in the project's framework, project approach, OWP, and Outcome Tracker.

First Time Award Bonus Points **Maximum Points:** 5

36. Reviewers should provide all 5 points if the application includes documentation or information that states the applicant organization has never received a past award from ANA. ANA staff will confirm during the objective review process whether or not an applicant organization for SEDS-AK has received a past award.

V.2. Review and Selection Process

No grant award will be made under this funding opportunity on the basis of an incomplete application. No grant award will be made to an applicant 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 NOFO.

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 funding opportunity. 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. If identified in *Section I. Program Description*, ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. In addition, 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. In addition, ACF may elect to not allow a prime recipient to subaward if there is any indication that they are unable to properly monitor and manage subrecipients.

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 NOFO.

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.*
- Is by a national or 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 The Project 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. (Please see *Section I. Program Description* and *Section IV.2. The Project Description, Approach*.)
- 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 NOFO 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 NOFO'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

Federal Awarding Agency Review of Risk Posed by Applicants

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 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 45 CFR § 75.205(a)(2) Federal Awarding Agency Review of Risk Posed by Applicants.

Non-Federal Reviewers Reference
Please refer to *Section IV.2. Required Forms, Assurances, and Certifications* of this announcement for information on non-federal reviewers in the review process.

Approved but Unfunded Applications
Applications recommended for approval in the objectives review process, but not selected for award may receive funding if additional funds become available in the current Fiscal Year. 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 email or by GrantSolutions, 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.

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

Recipients 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 recipient's employees who are working on the Federal award are not fluent in English, the recipient 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 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 https://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.

Equal Treatment of Faith-Based Organizations

A faith-based organization that participates in this program will retain its independence from the federal government and may continue to carry out its mission consistent with religious freedom, nondiscrimination, and conscience protections in federal law, including the Free Speech and Free Exercise Clauses of the First Amendment of the U.S. Constitution, the Religious Freedom Restoration Act (42 U.S.C. § 2000bb *et seq.*), the Coats-Snowe Amendment (42 U.S.C. § 238n), Title VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000e–1(a) and 2000e–2(e)), Americans with Disabilities Act, 42 U.S.C. § 12113(d)(2), section 1553 of the Patient Protection and Affordable Care Act (42 U.S.C. § 18113), the Weldon Amendment (e.g., Further Consolidated Appropriations Act, 2020, Public Law 116–94, 133 Stat. 2534, 2607, div. A, sec. 507(d) (Dec. 20, 2019)), or any related or similar federal laws or regulations. Religious accommodations may also be sought under many of these religious freedom and conscience protection laws.

Consistent with 45 CFR § 87.3(b), a faith-based organization that receives direct financial assistance from HHS may not engage in any explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization) as part of the programs or services funded with direct financial assistance from the HHS awarding agency. Such an organization, whether faith-based or not, also shall not, in providing services funded by HHS, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice, as provided in 45 CFR § 87.3(d).

Post-Award Requests Involving Real Property

All real property costs, including supporting documentation, are subject to ACF administrative review. Recipients, and if applicable, subrecipient(s), will be required to provide detailed listings of all real property addresses and their associated costs (45 C.F.R §75.436, §75.439, §75.462, and §75.465) used and claimed under this federal award. This includes all real property owned or leased by the recipient, and if applicable, subrecipients. Information on facilities, administrative buildings and offices must be provided. Information for any and all real property costs claimed under the award must be provided. For more information, see ACF Property Guidance pages, including, Rent/Lease Arrangement Guidance, Real Property Documentation, and Unallowable

Property Costs.
After the initial award, if there are any modifications, budget revisions, and/or additional requests for funding, and they impact any of the original approved real property or real property-related costs, the real property listing and related costs documentation requested must be updated.

VI.3. Reporting

Performance Progress Reports:
Semi-Annually

Reporting Requirements

Recipients under this NOFO 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 recipients are required to report project progress using the Ongoing Progress Report (OPR) (OMB control number 0970-0452, expiration date 9/30/2023) on a semi-annual basis. 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 recipient semi-annual and annual reports to determine whether the recipient is meeting its goals and objectives and completing activities identified in the OWP. ANA also performs ongoing monitoring of recipient progress throughout the project period by Program Specialists through emails, phone or videoconference calls, and site visits. A recipient with a multi-year project period must 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 recipient that objectives and outcomes proposed in the preceding year were accomplished.

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

Financial Reports:
Semi-Annually

VII. HHS Award 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
HHS-2021-ACF-ANA-NK-1902
330 C Street, SW., 4th Floor
Washington
DC

20201
(877) 922-9262
(202) 690-7441
carmelia.strickland@acf.hhs.gov
https://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
HHS-2021-ACF-ANA-NK-1902
330 C Street, SW., 3rd Floor
Washington
DC
20201
(202) 401-4855
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 Forecasts and NOFOs www.grants.gov/.

ACF "How To Apply For A Grant" https://www.acf.hhs.gov/grants/how-apply-grant.

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) webpage at https://www.acf.hhs.gov/ana/programs

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 at https://www.acf.hhs.gov/programs/ana/assistance

Project development training materials can be found at https://www.acf.hhs.gov/programs/ana/resource/_project-planning-and-development-participant-manual

Pre-application training materials can be found at https://www.acf.hhs.gov/programs/ana/resource/pre-application-training-manual

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

The Center for Linguistic and Cultural Competency in Health Care and National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care help organizations provide culturally and linguistically appropriate services to better serve our nation's increasingly diverse communities. The Center helps fill fulfill the requirements of Pub. L. 101-527.

The Office of Minority Health Resource Center (OMHRC), created in 1987, is a one-stop source for minority health literature, research, and referrals for consumers, community organizations and health professionals. OMHRC also offers capacity building and technical assistance services designed to increase the strength and competence of health care agencies and programs. OMHRC is authorized by section1707 of the Public Health Service Act.

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
Maintenance of Effort (MOE) Certification	Referenced in *Section IV.2. Forms, Assurances, and Certifications*.	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.
ANA Objective Work Plan (OWP)	Referenced in *Section IV.2.* of this funding opportunity. The OWP form and its instructions are available in the	Submit the completed form with the application by the due date found in the *Overview* and in *Section*

What to Submit	Where Found	When to Submit
	NOFO's application forms package at www.grants.gov.	*IV.4. Submission Dates and Times*.
SF-424 - Application for Federal Assistance	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* This form is available in the NOFO'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.*
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 funding opportunity. To obtain a DUNS number (Unique Entity Identifier), go to http://fedgov.dnb.com/webform. 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. Active registration at SAM must be maintained throughout the application and project award period.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the NOFO's forms package at www.Grants.gov.	Submission is due with the application package or prior to the award of a grant.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* These forms are available in the NOFO's forms package at www.Grants.gov in the Mandatory section. They are required for applications that include only non-construction activities.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.*	Submission is due by the application due date found in the

What to Submit	Where Found	When to Submit
	This form is available in the NOFO's forms package at www.Grants.gov.	*Overview* and in *Section IV.4. Submission Dates and Times.*
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the NOFO's forms package at www.Grants.gov.	If submission of this form is applicable, it is due at the time of application. If not available at the time of application, it may also be submitted prior to the award of a grant.
Letter of Intent	Referenced in *Section IV.2. Project Description*.	Submission is due by the Letter of Intent due date found in the *Overview* and in *Section IV.4.*
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*.
Project Summary	Referenced in *Section IV.2. The Project Description.* The Project Summary 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*.
Proof of Non-Profit Status	Referenced in *Section IV.2. The Project Description, Legal Status of Applicant Entity*.	Proof of non-profit status should be submitted with the application package by the application due date and time listed in the *Overview* and *Section IV.4.* of the NOFO. If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
Required Governing Body Documentation	Referenced in *Section I* of the funding opportunity.	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

What to Submit	Where Found	When to Submit
		application submission, due by the time of award.
Assurance of Community Representation on Board of Directors	Referenced in *Section III.3* of the funding opportunity.	If applicable, submission due by the application due date found in *Overview* and *Section IV.4*.
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.
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. Submission is required with the application package by the due date 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*. The IDR must be submitted with the application package.	If the IDR is available by the application due date, it must be submitted with the application package. If it is not available by the application due date, listed in the *Overview* and *Section IV.4. Submission Dates and Times*, it may be submitted prior to the award of a grant.
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*.

What to Submit	Where Found	When to Submit
Geographic Location	Referenced in *Section IV.2. The Project Description.*	Submission due by the application due date found in *Overview and Section IV.4 Submission Dates* and *Times*.
Protection of Sensitive and/or Confidential Information	Referenced in *Section IV.2. The Project Description.*	Submission due by the application due date found in *Overview and Section IV.4 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 *Appendix C*.	Submission is required with the application package by the due date in the O*verview and Section IV.4 Submission Dates* and *Times*.
Organizational Capacity	Referenced in *Section IV.2. The Project Description*. Includes job descriptions, resumes, and other documentation.	Submission due by the application due date found in *Overview and 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 *Section IV.4 Submission Date and Times.*
Commitment of Non Federal Share Resources	Referenced in *Section IV.2. The Project Budget and Budget Justification.*	Submission due by the application due date found in *Overview* and *Section IV.4 Submission Dates and Times.*
Letters of Support	Referenced in *Section IV.2. Project Description*.	Submission due by the application due date found in *Overview and Section IV.4 Submission Dates* and *Times.*
Third-Party Agreements (also,	Referenced in *Section IV.2. Project Description*.	If available, submission is due by the application due date

What to Submit	Where Found	When to Submit
MOUs and Consortia Agreements)		found in the *Overview and Section IV.4 Submission Dates* and *Times.*If not available at the time of application submission, due by the time of award.
Business Plan	Referenced in *Section IV.2. The Project Description.*	If applicable, submission due by the application due date found in *Overview and Section IV.4 Submission Dates* and *Times.*

Appendix

APPENDIX A

DEFINITIONS

Program-specific terms and concepts in this NOFO 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 currently 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 (AOR): The individual, 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 includes 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 non-financial assistance programs administered by departments and establishments of the federal government. A listing of current programs in the CFDA is available at https://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 of an existing building, 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.

Cost sharing or matching: The portion of project costs not paid by Federal funds (unless otherwise authorized by Federal statute). This may include the value of allowable third party in-kind contributions, as well as expenditures by the recipient. See also 45 CFR § 75.306. Also know as non-federal share.

Current Community Condition: A challenge or issue preventing the community from achieving its long-term community goal. A specific and current community condition should be related to the purpose of the SEDS-AK 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.

Emergency Preparedness and Response: Projects that create plans for disaster preparedness, or response and recovery operations. These would include educating community members and providing resources in the event of major natural disasters, man-made disasters, acts of terrorism, and other disasters such as public health emergencies.

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

Governing Body: A body that meets one of the following criterion: (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.

Human Trafficking: A crime that involves exploiting a person for labor, services, or commercial sex.

Indicator: 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 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 45CFR §75.306, Cost Sharing or matching.

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

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 work 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.

*Long-Term Community Goal**:*** A statement that describes what the applicant organization wants to achieve in the future and is the 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.

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

Minor Alterations and Renovations: 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. Costs are allowed up to the lesser of an amount below $250,000 or 25 percent of the total approved budget for a budget period.

Missing and Murdered Indigenous Persons (MMIP): The disappearance or murder of Indigenous people in rural, urban, village, and Pacific Island communities. Projects that address community-identified needs should focus on the causes of violence or contribute to resiliency factors that may prevent victimization, human trafficking, or other local manifestations of MMIP.

Non-Competing Continuation Award: An award made for additional funding for the next budget period of a previously approved project period through a non-competitive process.

Objectives: Brief statements that describe in a measurable way what will be expected to be achieved by the end of a project period and will lead to the achievement of the project goal. 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. The target must be connected to the indicator.

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 expected outcomes for each objective. The OWP is a stand-alone 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 timeframe for the completion of each activity.

Outcome(s): The expected change that will result from the achievement of the objectives. Outcomes can include an overall increase in capacity, a change in intended knowledge, awareness, attitudes, skills, behaviors; etc. Outcome are measured through the indicator(s). **ANA requires at least one outcome per objective**. Outcomes can be the same or different for each of the project objectives.

Outcome Tracker: Consists of a model or an outline that shows how all the elements of the ANA Project Framework connect to each other. The outcome tracker must state the project goal, project objectives, outcome, indicator, and outputs for each objective, 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, and 3-year post project.

*Outcome Tracking Strategy***:** Consists of a narrative that demonstrates how the project will monitor progress by utilizing the 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.

Output: Tangible products or services that result from the completion of milestone activities. Outputs also can be used to monitor progress toward achieving project objectives but are not the same as outcomes.

Principal Investigator/Program Director (PI/PD): The individual 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 45 CFR §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. See 45 CFR §75.2.

Project Goal: A tangible statement of what a project should achieve.

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 45 CFR §§ 75.210(a)(5) and 75.352(a)(1)(v).

Real Property: Land, including land improvements, structures and appurtenances thereto, but not movable machinery and equipment. See 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 B

OUTCOME TRACKER

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

Project Name Outcome Tracker

Long-Term Community Goal: Have an effective and efficient tribal government that is able to apply for, and utilize, the resources available to federally recognized tribes to meet community needs.

Current Community Condition: Currently, the Tribe does not have the capacity required to apply for funding and to manage programs available to federally recognized tribes to meet the community's needs in regards to public health and housing, due to a lack of governing documents and needed knowledge, skills, and abilities.

Project Goal: Increase the capacity of the Tribal Council members and staff through developing governing documents and training tribal government members so they can apply for funding and implement programs to address community public health and housing needs.

Objective: At the end of 36 months (timeline), ten Tribal Council and staff members (population) will increase their knowledge, skills, and abilities (KSAs) in tribal governance (indicator) to a score of 4 out of 5 (target).

Outcome	Indicator	Means of Measurement	Baseline	Project Year 1	Project Year 2	End of Project	3 Year Post Project
Due to training in governance, the tribal government will have the capability to manage the programs the community needs.	Increase in knowledge skills and abilities (KSAs) in tribal governance.	Project developed KSA assessment tool given every 6 months during the project with a scale of 1 to 5.	Average KSA score of 10 Tribal Council members and staff was 1.5 out of 5	Ten Tribal Council members and staff increase average KSA score to 2.5 out of 5.	Ten Tribal Council members and staff increase average KSA score to 3 out of 5.	Ten Tribal Council members and staff increase average KSA score to 4 out of 5.	Ten Tribal Council members and staff increase average KSA score to 4.5 out of 5.

Outputs: Ten Tribal Council members and staff receive training and certificates in a course on Tribal Government Administration; ten Tribal Council members and staff receive training and certificates in a course on managing a Tribal health clinic; and ten Tribal Council members and staff assessed at month 6 and month 12 each year of the project with KSA assessment tool.

APPENDIX C

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.

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.

Applicants that do not include this documentation will be considered non-responsive, and the application will not be considered for competition. See *Section IV.2. The Project Description, Additional Eligibility Documentation*.

The following is suggested guidance for how to format 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	Alaska Native, Alaska Native Village Corporation

Johnathan Thunder	Secretary	Athabascan-XYZ Village
Dina Redhorse	Board Member	Native-Chamorro
Jay Thompson	Board Member	Enrolled Member, (State Recognized Tribe) ABC Tribe
Dorothy Jones	Board Member	Non-Native

The following is suggested guidance for the documentation:

- List the full names and titles of the board members.
- List the board members' qualification to be representative of the community to be served (e.g. member of XYZ Tribe, Pacific Islander, or Alaskan Native). See highlighted above for qualifications.
- 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. ANA recommends, but does not require, documenting this on organizational letterhead.