



Questions about Day 2 Training?

Approach

- ▶ Long-Term Community Goal
- ▶ Current Community Condition
- ▶ Project Goal
- ▶ TTIP Objectives
- ▶ Outcomes and Indicators
- ▶ Outputs
- ▶ Outcome Tracker and Outcome Tracking Strategy
- ▶ Community Based Strategy Readiness & Implementation Strategy

- ▶ Objective Work Plan

Organizational Capacity (0-12)

Budget & Budget Justification

- ▶ Line-Item Budget (0-5)
- ▶ Budget Narrative (0-10)



Organizational Capacity

Pre-Application Training (2022)

6

Organizational Capacity

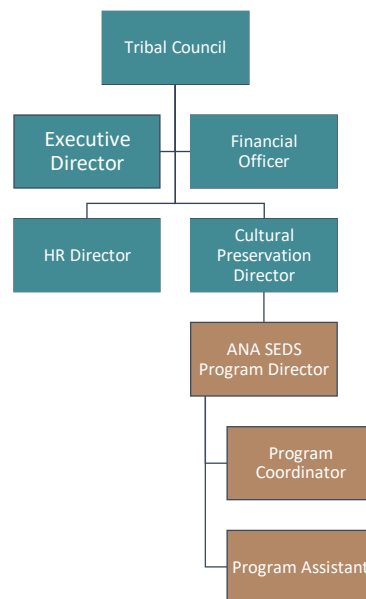
NOFO Section V.1

(0-12 points)

- ▶ 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 timeframe and strategy for filling vacant positions.
- ▶ 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.

SEDS Staffing Structure and Organizational Charts

- ▶ Demonstrate where ANA project staff falls within the organization.
- ▶ Connect to the Tribal Council and/or Board of Directors.



ACTIVITY

Organizational Capacity

Fill in the table below for all Key Staff positions:

Key Staff Position	List Person If Identified for the position	Qualifications	Roles/ Responsibilities	Attachment	Expected Hire Date (if vacant)
PI/PD					

Key Staff & Partnerships

See Page 101 & 102

- ▶ Identify key staff positions, including individuals identified, if applicable.
- ▶ Identify key partners and their roles in the project.

Identify Key Staff

Key Staff Position	List Person if Identified for the position	Qualifications	Roles/ Responsibilities	Attachment	Expected Hire Date (if vacant)
PI/PD					

Identify Key Partners

Key Partners	Qualifications	Roles/ Responsibilities	Attachment

Organizational Capacity

NOFO Section V.1

(0-12 points)

- ▶ 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.
- ▶ 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.

-
- ▶ A detailed project staffing plan must include:
 - ▶ Staff responsibilities
 - ▶ Sufficient qualifications to fulfill those responsibilities (for example, required licensing, professional experience, subject matter expertise, etc.)
 - ▶ Third-party agreements (Contracts, MOUs, Statements of Work, Letters of Commitment, etc.)
 - ▶ How partnerships will be maintained
 - ▶ How frequently partnerships will be monitored

Key Partner Oversight

Key Partners	Qualifications	Roles/ Responsibilities	Attachment	Partner & Responsibility Oversight

To ensure proper oversight of federal funds:

- ▶ Describe financial internal controls, policies and procedures
 - ▶ Should align with 2 CFR Part 200 and 45 CFR Part 75
- ▶ Identify financial staff, contractors and their experience
- ▶ Attach resumes, job descriptions, statements of qualifications.
- ▶ List experience successfully managing [federal] grants
- ▶ Cite recent clean audits, if applicable.



Budget and Budget Justification

The Budget portion of your application should include:

- ▶ A line-item budget
- ▶ A budget narrative

Be sure to reference both your approach narrative and OWP when planning out the project budget. Your budget, project narrative, and OWP must reflect each other and justify project costs.

Budget and Budget Justification

NOFO Section V.1

Line-Item Budget (0-5 points)

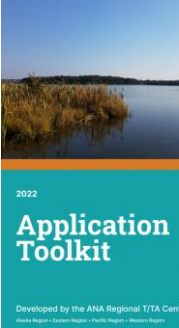
- ▶ The application includes a line-item budget with appropriate object class categories for every year of the project that fully details the costs allocated for federal and non-federal shares. Personnel should be delineated by full-time equivalent or percentage of time to the project.
- ▶ The application 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 budget should only include costs that align with the Approach and the OWP.

Provide line-by-line all costs for all proposed project expenditures, categorized by object class categories

- | | |
|-------------------|-----------------|
| ▶ Personnel | ▶ Contractual |
| ▶ Fringe Benefits | ▶ Other |
| ▶ Travel | ▶ Direct Costs |
| ▶ Equipment | ▶ Indirect Cost |
| ▶ Supplies | ▶ Total Cost |

Line-Item Budget

Application Toolkit



	A	B	C	D
1	Tribe/Organization Name			
2	BUDGET YEAR ONE			
3	CATEGORY/ITEM DESCRIPTION	Federal Share	Non-Federal Share	Total
4	PERSONNEL			
5	Insert title and percentage of time	Full and Part time employees only		
6	Insert title and percentage of time			
7	Insert title and percentage of time			
8	Insert title and percentage of time			
9	TOTAL PERSONNEL	\$ -	\$ -	\$ -
10	FRINGE BENEFITS			
11	FICA @ 7.65%			
12	FUTA @ .00%			
13	SUTA @ .00%			
14	Health Insurance @ .00%			
15	Retirement @ .00%			
16	Workman's Comp. @ .00%			
17	TOTAL FRINGE BENEFITS	\$ -	\$ -	\$ -
18	TRAVEL			
19	Insert name of equipment			
20	ANA Grants Meeting - 3 people			
21	Insert any other project staff travel			
22	TOTAL TRAVEL	\$ -	\$ -	\$ -
23	EQUIPMENT			
24	Insert name of equipment			
25	Insert name of equipment			
26	TOTAL EQUIPMENT	\$ -	\$ -	\$ -
27	SUPPLIES			
28	Insert name of type of supply			
29	Insert name of type of supply			
30	TOTAL SUPPLIES	\$ -	\$ -	\$ -
31	CONTRACTUAL			
32	Insert name of type of contract			
33	Insert name of type of contract			
34	TOTAL CONTRACTUAL	\$ -	\$ -	\$ -
35	OTHER			
36	Insert name of "Other" budget item			
37	Insert name of "Other" budget item			
38	Insert name of "Other" budget item			
39	Insert name of "Other" budget item			

Use the Budget Template!

- ▶ Available in the 2022 Pre-Application Toolkit
- ▶ Recommended in the NOFO
- ▶ Aligns with required format and object class categories
- ▶ Two versions available: one for Language grants, and another for other programs



**Example:
Line-Item
Budget**

Pg 118-120

Category / Item Description	Federal Share	Non-Federal Share (20% Total Project Cost)	Total
Personnel			
PI/PD (1 FTE)	55,000.00		
Agricultural Coordinator (1 FTE)	43,000.00		
Administrative Asst. (1 FTE)	25,000.00		
Personnel Total	\$123,000.00		
Fringe Benefits			
FICA @ 7.65%	9,408.50		
FUTA @ 6%	7,380.00		
SUTA @ 3.17%	3,899.10		
Medicare	1,652.00		
Health Insurance @ 10%	12,300.00		
Fringe Total	\$34,641.00		
Travel			
Post Award Training - PI/PD & Finance Officer	2,886.00		
ANA Grantee Meeting - PI/PD & Agr. Coord	3,308.00		
Travel Total	\$6,194.00		
Equipment			
4 Green Houses	24,000.00		
Equipment Total	\$ 24,000.00		
Supplies			
Office Supplies	1,500.00		
Meeting Supplies	2,000.00		
Supplies Total	\$3,500		
Contractual			
	-		
Contractual Total	\$ -		
Other			



ANA Does Not Fund

- ▶ Organized fundraising
 - ▷ Includes: financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions.
- ▶ Reimbursement of pre-award costs.
- ▶ Construction.
- ▶ Activities that qualify as major renovations and alterations.
- ▶ The purchase of real property; and
- ▶ Activities in support of any foreseeable litigation against the U.S. government that is unallowable under the Cost Principles in 45 CFR Part 75.

- ▶ Personnel
- ▶ Fringe Benefits

Category / Item Description	Federal Share	Non-Federal Share (20% Total Project Cost)	Total
Personnel			
PI/PD (1 FTE)	55,000.00		
Agricultural Coordinator (1 FTE)	43,000.00		
Administrative Asst. (1 FTE)	25,000.00		
Personnel Total	\$123,000.00		
Fringe Benefits			
FICA @ 7.65%	9,409.50		
FUTA @ 6%	7,380.00		
SUTA @ 3.17%	3,899.10		
Medicare	1,652.00		
Health Insurance @ 10%	12,300.00		
Fringe Total	\$34,641.00		

► Travel

Category / Item Description	Federal Share	Non-Federal Share (20% Total Project Cost)	Total
Travel			
Post Award Training - PI/PD & Finance Officer	2,886.00		
ANA Grantee Meeting - PI/PD & Agr. Coord	3,308.00		
Travel Total	\$6,194.00		

- Equipment
- Supplies

Category / Item Description	Federal Share	Non-Federal Share (20% Total Project Cost)	Total
Equipment			
4 Green Houses	24,000.00		
Equipment Total	\$ 24,000.00		
Supplies			
Office Supplies	1,500.00		
Meeting Supplies	2,000.00		
Supplies Total	\$3,500		

- Contractual
- Other

Category / Item Description	Federal Share	Non-Federal Share (20% Total Project Cost)	Total
Contractual			
	-		
Contractual Total	\$ -		
Other			
Stone Slabs – 4 Greenhouse Floors	19,000.00		
4 Irrigation Systems	18,000.00		
4 Hydroponic Systems	15,000.00		
4 Raised Bed Systems	8,000.00		
Heirloom Seeds	4,500.00		
Planting Medium	4,000.00		
Lemon Trees	2,400.00		
Farming Supplies	3,000.00		
Video Conferencing Equip		3,000.00	
Land Lease – 4 Sites		48,000.00	
Green Houses Consultant	2,500.00		
Hydroponic Consultant	4,000.00		
Raised Bed Consultant	1,500.00		
Training Facility		6,000.00	
Utilities @ Farms		2,380.00	
Tractor Rental		2,500.00	
Grader Rental		1,890.00	
Backhoe Rental		1,500.00	
Commercial Refrigerator	5,900.00		
Farmers' Market Materials		9,000.00	
Marketing		4,500.00	
Other Total	\$87,800.00	\$78,770.00	\$190,570.00

- ▶ Indirect Cost
- ▶ Total Project Cost

CATEGORY/ITEM DESCRIPTION	Federal Share	Non-Federal Share	Total
DIRECT COST TOTAL	\$279,134.60	\$78,770.00	\$357,904.60
INDIRECT COST @ 12.86% (if applicable)	\$35,896.71	\$ -	\$35,896.71
TOTAL PROJECT COST YEAR 1	\$ 315,031.31	\$78,770.00	\$393,801.31

80% + 20% = 100%

Calculating ANA Non-Federal Share (20% of Total Project Cost)			
Method 1 (Find Total Cost First)		Method 2 (Find Match First)	
Step 1:		Step 1:	
Federal Request	\$300,000	Federal Request	\$300,000
÷80 %	÷ .80	×25 %	× .25
Total Project Cost	= \$375,000	Non-Federal Share	= \$75,000
Step 2:		Step 2:	
Total Project Cost	\$375,000	Non-Federal Share	\$75,000
-Federal Request	-\$300,000	+Federal Request	+\$300,000
Non-Federal Share =	\$75,000	Total Project Cost =	\$375,000
Check Your Math:		Check Your Math:	
Total Project Cost	\$375,000	Total Project Cost	\$375,000
×20 %	× .20	×20 %	× .20
Non-Federal Share =	\$75,000	Non-Federal Share =	\$75,000

	A	B	C	D
1	Tribe/Organization Name			
2	BUDGET YEAR ONE			
3	CATEGORY/ITEM DESCRIPTION	Federal Share	Non-Federal Share	Total
4	PERSONNEL	Full and Part time employees only		
5	Insert title and percentage of time	-	-	-
6	Insert title and percentage of time	-	-	-
7	Insert title and percentage of time	-	-	-
8	Insert title and percentage of time	-	-	-
9	TOTAL PERSONNEL	\$ -	\$ -	\$ -
10	FRINGE BENEFITS	Benefits for full and part-time employees, individual rates may differ		
11	FICA @ 7.65%	-	-	-
12	FUTA @ .00%	-	-	-
13	SUTA @ .00%	-	-	-
14	Health Insurance @ 00%	-	-	-
15	Retirement @ 00%	-	-	-
16	Workman's Comp. @ 00%	-	-	-
17	TOTAL FRINGE BENEFITS	\$ -	\$ -	\$ -
18	TRAVEL	Employee/ staff overnight travel only, not for local mileage		
19	Post Award Training - 2 people	-	-	-
20	ANA Grants Meeting - 2 people	-	-	-
21	Insert any other project staff travel	-	-	-
22	TOTAL TRAVEL	\$ -	\$ -	\$ -
23	EQUIPMENT	Useful life of a year and unit capital cost in excess of \$5,000		
24	Insert name of equipment	-	-	-
25	Insert name of equipment	-	-	-
26	TOTAL EQUIPMENT	\$ -	\$ -	\$ -
27	SUPPLIES	Less than \$5,000 per unit		
28	Insert name of type of supply	-	-	-
29	Insert name of type of supply	-	-	-
30	TOTAL SUPPLIES	\$ -	\$ -	\$ -
31	CONTRACTUAL	Generally for contracts that require a formal bidding process		
32	Insert name of type of contract	-	-	-
33	Insert name of type of contract	-	-	-
34	TOTAL CONTRACTUAL	\$ -	\$ -	\$ -
35	OTHER	All other costs not list in categories above		
36	Insert name of "Other" budget item	-	-	-
37	Insert name of "Other" budget item	-	-	-
38	Insert name of "Other" budget item	-	-	-
39	Insert name of "Other" budget item	-	-	-

Line-Item Budget

See Budget Handout

- ▶ Look at your OWP. For each activity, what costs will be needed?
- ▶ Which costs can you provide as non- federal share?
- ▶ How are costs categorized within the standard object class categories?

Budget and Budget Justification

NOFO Section V.1

Budget Justification (0-10 points)

- ▶ 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 rationale for estimating costs, vendor quotes for equipment, personnel, and travel. Vendor quotes should be provided for equipment over \$5,000.
- ▶ The budget justification describes how expenditures align with the Approach and the OWP.
- ▶ The application provides information to demonstrate the required commitment of non-federal share (cost sharing or matching) contributions.

For Personnel and Fringe Benefits

Include the following for each position:

- ▶ Job title (and name of person filling position, if known)
- ▶ Time commitment to the project in months & FTE
- ▶ Salary/Hourly Wage
- ▶ Description of responsibilities related to the project
- ▶ Breakdown each Fringe Benefit into percentages

Budget Justification

Page 127–128

Category / Item Description	Federal Share	Non-Federal Share (20% Total Project Cost)	Total
Personnel	\$123,000		
PI/PD (1 FTE)	salary @ \$55K/year, 2080 hrs is 1 FTE \$26.44/hr responsible for oversight of staff, project reporting, compliance, data collection		
Agricultural Coordinator (1 FTE)	salary @ 43K/year, 2080 hrs is 1 FTE \$20.67/hr responsible for coordination of Farmers' Coop, installation of greenhouses, implementation of new farming technologies		
Administrative Asst. (1 FTE)	salary @ \$25K/year, 2080 hrs is 1 FTE \$12.02/hr responsible for administrative tasks, assisting the PI/PD and Agricultural Coordinator		
Fringe Benefits	\$34,641		
FICA @ 7.65%			
FUTA @ 6%			
SUTA @ 3.17%			
Medicare			
Health Insurance @ 10%			

For Travel

- ▶ Purpose of travel/travel destination
- ▶ Total number of travelers
- ▶ In compliance with internal travel policies
- ▶ Totals for the following (x number of travelers):
 - ▷ Airfare
 - ▷ Lodging
 - ▷ Per Diem
 - ▷ Transportation

Category / Item Description	Federal Share	Non-Federal Share (20% Total Project Cost)	Total
Travel	\$6,194		
Post Award Training - PI/PD & Finance Officer	Required travel for PI/PD & Finance Officer for training in Phoenix: airfare (\$546 X 2=\$1,092); lodging (\$146/night X 4 nights X 2 people= \$1,168); Federal GSA MNIE rate (\$196 for 4 days X 2 people=\$392); airport parking (\$15/day X 5 days=\$75); taxi/uber, airport/hotel (\$45 X 2= \$90); mileage to airport (\$.575/mile X 120 miles= \$69)		
ANA Grantee Meeting - PI/PD & Agr. Coord	Required travel for PI/PD & Agricultural Coord for training in DC: airfare (\$580 X 2=\$1,160); lodging (\$184/ night X 4 nights X 2 people= \$1,472); Federal GSA MNIE rate (\$266 for 4 days X 2 people=\$532); airport parking (\$15/day X 5 days=\$75); mileage to airport (\$.575/mile X 120 miles= \$69)		

For Equipment

- ▶ Describe the type of equipment being requested
- ▶ Number of units
- ▶ Cost per unit (>\$5,000)
- ▶ Description of how equipment will be used for the project
- ▶ Provide quotes as attachments

For Supplies

- ▶ Group Supplies when possible:
 - ▷ Office Supplies
 - ▷ Workshop/Meeting Supplies
 - ▷ Farming Supplies
- ▶ Breakdown of estimated cost(s)
- ▶ Description of how supplies will be used for the project

Budget Justification

Page 127–128

Category / Item Description	Federal Share	Non-Federal Share (20% Total Project Cost)	Total
Equipment	\$ 24,000		
Green Houses	4 Greenhouses @ \$6,000/each (see quote in attachments) needed for each farm site.		
Supplies	\$3,500		
Office Supplies	General office supplies at \$200/month x 12 months for 3 project staff		
Meeting Supplies	Manuals and general workshop supplies at \$110/month x 10 months		

For Contractual:

- ▶ Provide name of the Contractor
- ▶ Description of anticipated service(s)
- ▶ Breakdown of estimated cost(s)
- ▶ Special parameters for Sub-awards

For Other:

- ▶ Description of item
- ▶ Breakdown/computation of cost
- ▶ Describe why each item is needed for the project

For Indirect Costs:

- ▶ For those who already have a negotiated indirect cost rate agreement with the Federal government.
 - ▷ Indicate the indirect cost rate
 - ▷ Include a copy of the agreement as an attachment
- ▶ Applicants who have never had a negotiated rate may claim the standard 10% de minimis rate
 - ▷ Indicate that you are using 10% of the “modified total direct cost” basis.

INDIRECT COST @ 12.86% (if applicable)	\$35,896.71	\$ -	\$35,896.71
----------------------------------------	-------------	------	-------------

Tips on putting together your Budget

- ▶ Follow Federal object class categories
- ▶ Identify 20% Non-Federal Share for every year of project
- ▶ Work with your Finance person for pay scales, fringe rates, and indirect cost rates
- ▶ Clean up and scale budget templates



2022 Bonus Points

Legislative Economic Development Bonus Points (10 points)

35. The proposed project addresses one or more of the following legislative economic priority areas:
- (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/or;
 - (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. 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.

Pre-Application Training (2022)

For SEDS Projects- Bonus Points

NOFO Section V.1

Native American Community Priority Area Bonus Points (5 points)

36. The proposed project addresses one or more priority areas, as referenced in Section I. Program Description, which include:
- Native Veterans
 - Emergency Preparedness and Response, and
 - Missing and Murdered Indigenous Persons(MMIP).

Reviewers should provide 5 points if the application demonstrates a strategic approach to address one or more of these priority areas, **as evidenced in the project goal, all objectives, and indicator(s)**. In addition, to receive bonus points for the Native Veterans priority area, Native Veterans must be included as the target population, either as participants or beneficiaries.

Pre-Application Training (2022)



Project Summary/Abstract

Pre-Application Training (2022)

51

Your Project Abstract/Summary should

- ▶ Be no more than one page, single-spaced
- ▶ Serve as a concise summary of your project plan, including needs to be addressed, proposed services, and population(s) to be served.
- ▶ Include, at the top:
 - ▷ Project Title
 - ▷ Applicant Name
 - ▷ Address
 - ▷ Contact Phone Numbers (Voice, Fax, Cell)
 - ▷ Email Address
 - ▷ Website Address, if applicable

Project Abstract/Summary

See Pages 132 & 133

- ▶ Include the required information at the top.
- ▶ Summarize your framework and approach to achieving your objectives
- ▶ Format as one page, single space, 12pt Times New Roman font, 1" margins.



Preparing and Submitting the Application

Don't wait until the last minute!



	Language/ERE	SEDS/SEDS-AK
Application Due Date	March 31 11:59 PM EST	April 15 11:59 PM EST
Aim for an early Due Date	March 22, 2022 10:00am EST	April 8, 2022 10:00 AM EST

If you would like TA review, plan to request a review, about 3 weeks in advance.

Putting the Application Together

NOFO Section V.2

- ▶ 8 ½" x 11" white paper with 1-inch margins all around
- ▶ Times New Roman, 12-point font
- ▶ Use Criteria As Your Headings
- ▶ You are not limited to just 2 file attachments – *but it is highly suggested*

Recommended Headings for Your ANA Application

- ▶ Long-Term Community Goal
- ▶ Current Community Condition
- ▶ Project Goal
- ▶ T.T.I.P. Objective(s)
- ▶ Outputs
- ▶ Outcomes
- ▶ Outcome Tracker
- ▶ Outcome Tracking Strategy
- ▶ Community-Based Strategy
- ▶ OWP
- ▶ Readiness & Implementation
- ▶ Organizational Capacity
- ▶ Project Staff
- ▶ Project Partners
- ▶ Financial Management of Award
- ▶ Line-Item Budget
- ▶ Budget Justification

Formatting the Body of the Application:

Headings for each section bolded:

"Statements in quotes and italicized"

Heading for narrative:

Narrative for this section

Example:

Long-Term Community Goal:

"All Native Communities are Thriving"

How our project will bring our community closer to reaching the Long-term Community Goal:

(Include Narrative Here)

Putting the Application Together

NOFO Section V.2

Double Spaced – *excluding:*

- ▶ Project Summary/Abstract
- ▶ Required SFs
- ▶ Logic models
- ▶ Third-party agreements
- ▶ Line-item budget
- ▶ Required Assurances and Certifications
- ▶ Required OMB-approved forms
- ▶ Proof of legal status/non-profit status
- ▶ Letters of support
- ▶ Budget justification
- ▶ Footnotes
- ▶ Tables
- ▶ Resumes

150 total page limit – *excludes:*

- ▶ OMB approved forms
- ▶ Project Summary
- ▶ OWP
- ▶ Required Assurances and Certification

(Business plans no longer exempt)

Putting the Application Together

Applications must be submitted electronically through [Grants.gov Workspace](#)

- ▶ Exemption requests for paper submission must be received by ACF no later than 2 weeks before the application due date. This is 14 calendar days prior to the application due date.

Note: If you absolutely must request a paper submission waiver, do not wait!

Paper submissions will take additional time to submit when compared to electronic submission.

Although the deadline is 2 weeks in advance, it will take ANA time to review and respond which may not give you enough time to put your application in the mail.

Registering can take up to five weeks

Pages 143-146

1. Unique Entity ID (UEI)SAM

SAM.GOV

Home Search Data Bank Data Services Help

DUNS to Unique Entity ID (SAM) Transition

This page contains resources to help you through the transition from DUNS Number to Unique Entity ID (SAM). Sometimes you may see UEI used as an abbreviation of Unique Entity ID. On this page, you can:

- Learn about how this transition affects you, based on the work you do in SAM.gov
- Explore general information about the UEI and this change
- Get started with requesting a UEI, if you don't have one yet

NEW

Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government

2. Grants.gov

GRANTS.GOV

SEARCH Grant Opportunities Enter Keyword GO

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM TO SYSTEM FORMS CONNECT SUPPORT

ORGANIZATION REGISTRATION

GRANT APPLICATIONS

- How to Apply for Grants
- Track My Application

APPLICANT RESOURCES

- Workspace Overview
- Applicant Eligibility
- Organization Registration
 - Step 1: Obtain a DUNS Number
 - Step 2: Register with SAM
 - Step 3: Register with Grants.gov
- Applicant Registration
- Applicant Training
- Applicant FAQs
- Address Software Compatibility
- Submitting UTF-8 Special Characters
- Encountering Error Messages

Registering an Organization

The instructions below are for new organizations or organizations that have never applied for a federal grant before. Most applicants want for organizations that already completed these steps to do business with the federal government.

Before your organization can apply for a federal grant, there are several steps an organization must complete outside of Grants.gov prior to submitting an application through Grants.gov. An organization is an entity that submits grant applications on behalf of the group, such as a state government, nonprofit organization, or a private business. Once you form a legal entity with a Employer Identification Number (EIN), you are ready to complete the

Help: Online User Guide

Find application, account, and application information for all users in the Grants.gov Online User Guide

For detailed applicant information, review the Applicants section of the online user guide

<https://www.grants.gov/web/grants/applicants/organization-registration.html>

Search for the NOFO on Grants.gov

Select Account Type:

APPLICANT GRANTOR ED&P DOC

Applicant Login

Login below for additional Applicant features. To track your application without logging in, visit the Track My Application page. If you do not have a Username and Password, please Register as a New User.

USERNAME:

PASSWORD:

(Case Sensitive)

Change My Password
 I Forgot My Username
 I Forgot My Password/Unlock My Account

 **GRANTS.GOV™**
 FIND. APPLY. SUCCEED.™

HOME LEARN GRANTS™ SEARCH GRANTS

GRANTS.GOV > Search Grants

SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword(s):

Funding Opportunity Number:

CFDA Number:

Use the CFDA number located in the Notice Of Funding Opportunity (NOFO) to search for the application package.

File Naming

Observe electronic file naming conventions.

- ▶ Improperly named files will not pass validation at Grants.gov.
- ▶ Limit filenames to 50 or fewer characters.
- ▶ Do not attach any documents with the same name. All attachments should have a unique name.
- ▶ Attachments that do not satisfy the following rules regarding the use of special characters may cause the entire application to be rejected or cause issues during processing.

Documents to Submit

Include in Package	Form Name (Click to Edit)
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V2.1]
<input checked="" type="checkbox"/>	Grants.gov Lobbying Form [V1.1] READ-ONLY
<input checked="" type="checkbox"/>	Budget Information for Non-Construction Programs (SF-424A) [V1.0]
<input checked="" type="checkbox"/>	Assurances for Non-Construction Programs (SF-424B) [V1.1] READ-ONLY
<input checked="" type="checkbox"/>	Project/Performance Site Location(s) [V2.0]
<input checked="" type="checkbox"/>	Project Narrative Attachment Form [V1.2]
<input checked="" type="checkbox"/>	Other Attachments Form [V1.2]
<input type="checkbox"/>	Disclosure of Lobbying Activities (SF-LLL) [V1.2]
<input type="checkbox"/>	Objective Work Plan [V1.2]

SF 424 - #18

18. Estimated Funding (\$):

* a. Federal	
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	

Only use budget
numbers from
Year 1

Application for Federal Assistance SF-424

1. Type of Submission: ☐ New ☒ Continuation ☐ Revision ☐ Other (Specify):

2. Date Received: 3. Applicant Identifier:

4a. Federal Entity Identifier: 4b. Federal Award Identifier:

5. Date Received by State: 5. State Application Identifier:

6. APPLICANT INFORMATION

* a. Legal Name: * b. Employer/Responsible Identification Number (EIN/FRN): * c. Organizational DUNS:

7. Address:

* Street: * Street2:

* City: * State: * Zip:

* Country: * Zip / Postal Code:

8. Organizational Unit:

Department Name: Division Name:

9. Name and contact information of person to be contacted on matters involving this application:

First Name: Last Name: Title:

* Telephone Number: * Fax Number: * Email:

SF 424A

Section A

Use Year 1
budget numbers

View Burden Statement		BUDGET INFORMATION - Non-Construction Programs					OMB Number: 4040-0006 Expiration Date: 06/30/2014
SECTION A - BUDGET SUMMARY							
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget			Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)		
1. SEDS - Fed Share	93.612	\$	\$	\$39X,XXX	\$		
2. SEDS - NFS	93.612				\$9X,XXX		

SF 424A

Section B

Column headings may be pre-populated.
Enter Object Class Category subtotals under each column using Year 1
Budget numbers

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	SEDS- Fed Share	SEDS - NFS			
a. Personnel	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
b. Fringe Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c. Travel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
d. Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Use Year 1
budget numbers

Non-Federal Resources

Section C

Your Match

Match you are receiving from Others

SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8.	\$	\$	\$	\$
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)	\$	\$	\$	\$

Forecasted Cash Needs

Section D

Year 1 budget numbers

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal	\$				
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$

Be Realistic! Don't just divide by 4.


Funding Periods For Multiple Year Projects

Section E

(For Multiple Year Projects)

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$

File 1

Include in Package	Form Name (Click to Edit)
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V2.1]
<input checked="" type="checkbox"/>	Grants.gov Lobbying Form [V1.1] READ-ONLY
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	Project Narrative Attachment Form [V1.2]
<input checked="" type="checkbox"/>	Other Attachments Form [V1.2]
<input type="checkbox"/>	Disclosure of Lobbying Activities (SF-LLL) [V1.2]
<input type="checkbox"/>	Objective Work Plan [V1.2]

Number ALL Pages

File #1 – Attach Single PDF

- **Project Summary/Abstract**
- **Table of Contents**
- **Approach**
 - Long-Term Community Goal
 - Current Community Condition
 - Project Goal
 - Objective(s)
 - Outputs
 - Outcome(s)
 - Indicator(s)
 - Outcome Tracker and Outcome Tracking Strategy
 - Community-Based Strategy
 - Readiness & Implementation Strategy
 - Geographic Location
- **Organizational Capacity**
- **Budget**
 - Line-item
 - Budget Justification

Upload File 1

PROJECT NARRATIVE FILE(S)

MANDATORY PROJECT NARRATIVE FILE:

Mandatory Project Narrative
Filename:

ADD ATTACHMENT


DELETE ATTACHMENT

VIEW ATTACHMENT

OPTIONAL PROJECT NARRATIVE FILE(S):

To add more Project Narrative file attachments, please use the Add Attachments button below.

File 2

Include in Package	Form Name (Click to Edit)
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V2.1]
<input checked="" type="checkbox"/>	Grants.gov Lobbying Form [V1.1] READ-ONLY
<input checked="" type="checkbox"/>	Budget Information for Non-Construction Programs (SF-424A) [V1.0]
<input checked="" type="checkbox"/>	Assurances for Non-Construction Programs (SF-424B) [V1.1] READ-ONLY
<input checked="" type="checkbox"/>	Project/Performance Site Location(s) [V2.0]
<input checked="" type="checkbox"/>	Project Narrative Attachment Form [V1.2]
	Other Attachments Form [V1.2]
<input type="checkbox"/>	Disclosure of Lobbying Activities (SF-LLL) [V1.1]
<input type="checkbox"/>	Objective Work Plan [V1.2]

Continue page numbering from where File 1 left off. Final page = <150.

File #2 – Attach Single PDF

Appendices

- Additional Information on Eligibility
 - Governing Body Documentation
 - Assurance of Community Representation on Board of Directors
- Resumes
- Job Descriptions
- Protection of Sensitive & Confidential Information
- Maintenance of Effort
- Commitment of Non-Federal Share
- Indirect Cost Agreement, if applicable
- Letters of Commitment
- Third Party Agreements, if applicable
- Business Plan, if applicable
- Other attachments

Upload File 2

OTHER ATTACHMENT FILE(S)

MANDATORY OTHER ATTACHMENT:

Mandatory Other Attachment
Filename:

ADD ATTACHMENT

DELETE ATTACHMENT

VIEW ATTACHMENT

OPTIONAL OTHER ATTACHMENT(S):

To add more Other Attachment attachments, please use the Add Attachments button below.

ADD ATTACHMENT

Upload Objective Work Plan (OWP)

For the OMB-Approved
MS Word or PDF Version

OTHER ATTACHMENT FILE(S)

MANDATORY OTHER ATTACHMENT:

Mandatory Other Attachment
Filename:

ADD ATTACHMENT

DELETE ATTACHMENT

VIEW ATTACHMENT

OPTIONAL OTHER ATTACHMENT(S):

To add more Other Attachment attachments, please use the Add Attachments button below:

ADD ATTACHMENTS

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Complete and Submit

Unlock all forms – Check Application – Complete and Notify AOR

Mandatory	Passed [Locked]	Nov 16, 2017 04:10:26 PM EST		Unlock Webform	Download Upload Reuse
-----------	--------------------	---------------------------------	--	-------------------	---------------------------

The AOR must sign and submit:

Workspace Actions:

Preview Application Forms Check Application **Sign and Submit** Delete

Application Package Forms - Users are encouraged to follow [arbitrarius best practices when Downloading Instructions and Forms](#): Download Instructions > 7

Include in Package	Form Name (Click to Preview)	Requirement	Form Status	Last Updated DateTime	Locked By	Actions
<input checked="" type="checkbox"/>	SF424 (R & R) [V2.0]	Mandatory	Passed			Webform
<input checked="" type="checkbox"/>	PHS 390 Modular Budget [V1.2]	Optional	Passed [Locked]			Webform

Sign and Submit

If you want to submit the application package, enter your password and click the 'Sign and Submit' button below to complete the process.

*Password:

Sign and Submit Cancel

<https://www.youtube.com/watch?v=oCxFGjxoqWE>

After you Submit Your Application

Confirm that your application was received

Make sure your PI/PD, point of contact, and AOR are checking their emails and answering telephone calls.

1. Receipt Email
2. Validation Email
3. **Agency Retrieval Email** ⚡

After you Submit Your Application

Receipt and Review

- ▶ 3 Confirmations.
- ▶ Panel Review.
- ▶ ANA Internal Review.



Apply to be a Panel Reviewer



Serving as a Panel Reviewer is the best way to become an expert at writing ANA grants

- ▶ Read and score real ANA grant applications
- ▶ Learn firsthand how applications are reviewed
- ▶ Meet other reviewers from around the nation.

<https://www.acf.hhs.gov/ana/grants/objective-panel-review>

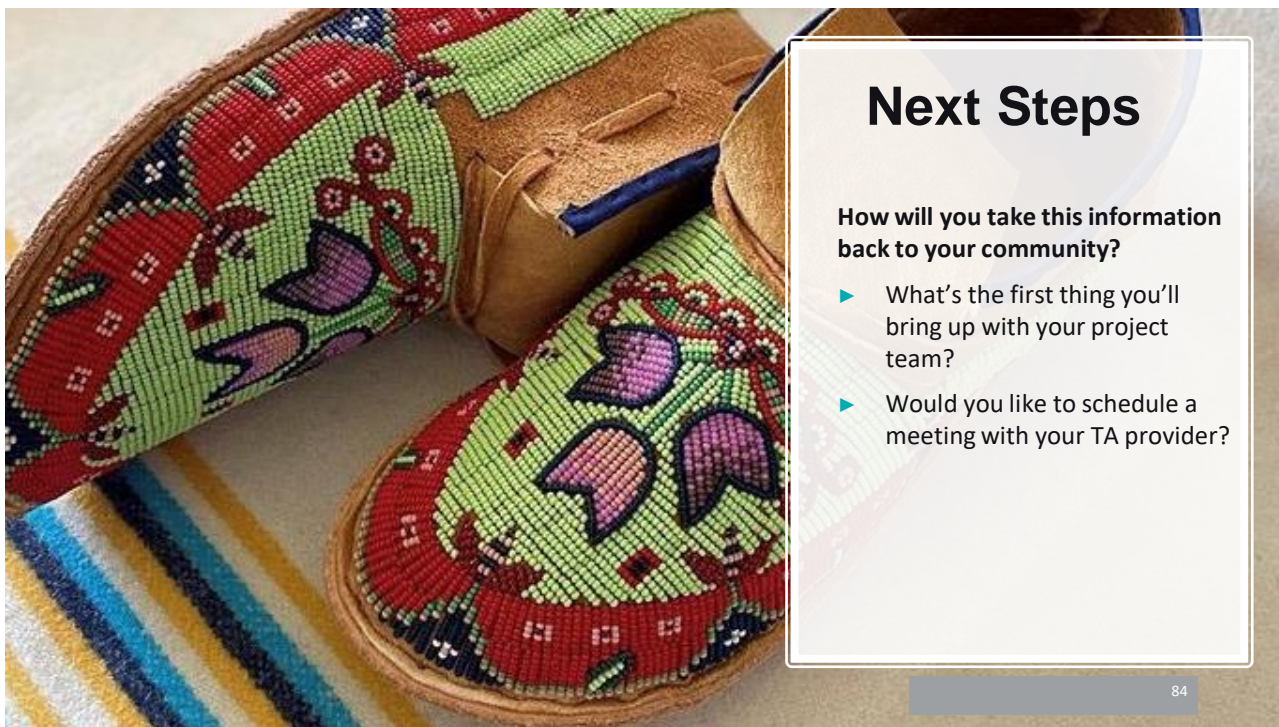
Pre-Application Training (2022)





Taking it back to the community

- ▶ Gather your grant-writing team.
- ▶ Convene community meeting(s), if you haven't already
- ▶ Make sure your organization is registered in Grants.gov
- ▶ Pre-Application Electronic Technical Assistance (ETA)
 - ▷ Receive up to 16 hours of one-on-one ETA
 - ▷ Get a full review, mock score on your draft application
 - ▷ **Draft application must be at least 75% complete**
- ▶ Submit your application at least 2 days before deadline.



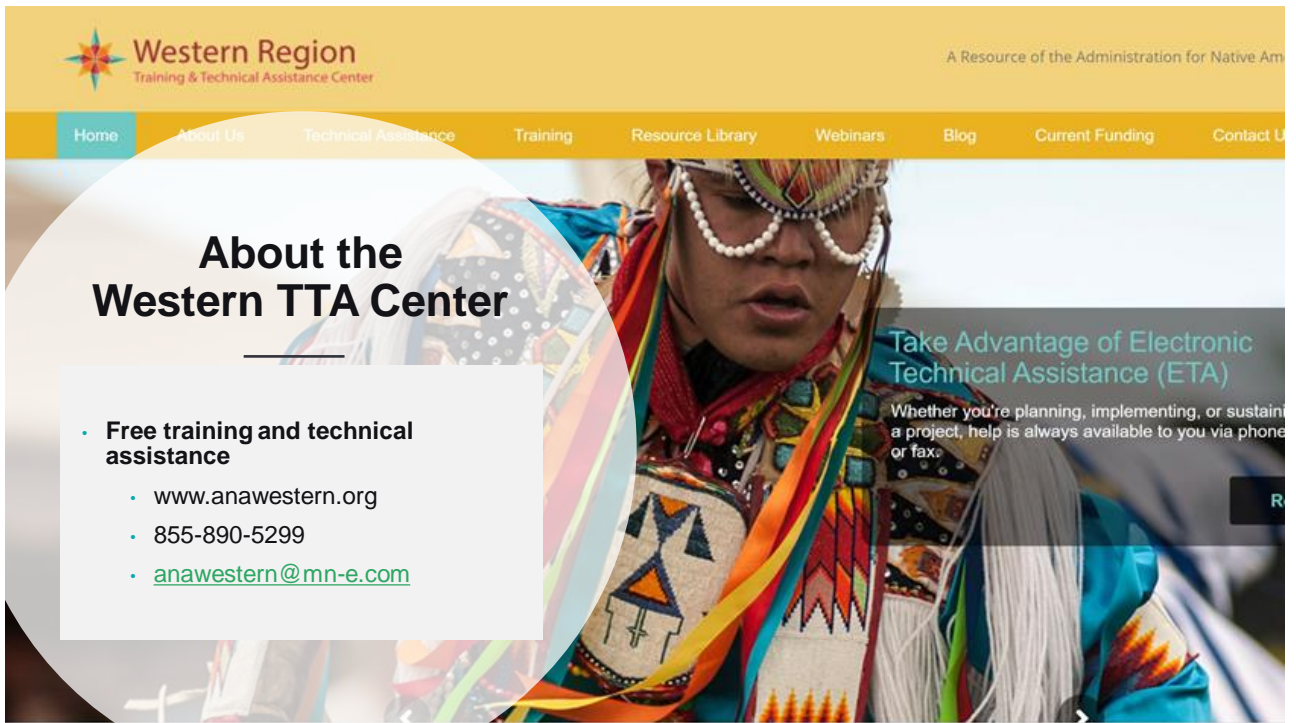
Next Steps

How will you take this information back to your community?

- ▶ What's the first thing you'll bring up with your project team?
- ▶ Would you like to schedule a meeting with your TA provider?

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**THE WESTERN REGION TEAM
THANKS YOU FOR YOUR PARTICIPATION
PLEASE COMPLETE OUR SURVEY**



Western Region
Training & Technical Assistance Center

A Resource of the Administration for Native Affairs

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About the Western TTA Center

- **Free training and technical assistance**
 - www.anawestern.org
 - 855-890-5299
 - anawestern@mn-e.com

Take Advantage of Electronic Technical Assistance (ETA)

Whether you're planning, implementing, or sustaining a project, help is always available to you via phone or fax.



► acf.hhs.gov/ana