2023

Pre-Application Training

Developed by the ANA Regional T/TA Centers
Pacific Region • Alaska Region • Western Region • Eastern Region

Today's Trainers

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About the Western TTA Center

Take Advantage of Electronic Technical Assistance (ETA)

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

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

PRE-APPLICATION TRAINING GOAL

To learn how to develop and submit a successful application for an ANA grant to support your community-based project.

PPD Training vs. Pre-Application Training

What you will learn in Project Planning and Development Training	What you will learn in Pre-Application Training
How to use community-based planning processes and tools	Tips on applying in response to an ANA Notice of Funding Opportunity (NOFO)
How to define long-range community goals, document conditions that stand between the community and those goals, and identify assets that can be used to address those conditions	How to complete federal forms and package the application
How to build a project work plan with outcome-based objectives	How to apply through Grants.gov
How to develop a sustainability plan and project budget	How applications for funding are reviewed and scored

If you haven't already attended a PPD training or need a deeper dive into the planning and development process, you can find our virtual PPD training videos on our website: www.anawestern.org

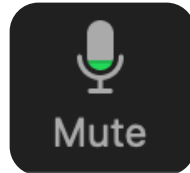# What you will need for this session

Pre-App Manual
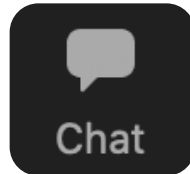
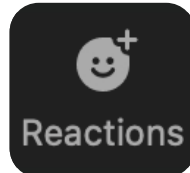Notice Of Funding Opportunity (NOFO)

Your Project Idea

Using Zoom Features

Icon	Description
Mute	To toggle mute on and off, click the microphone icon
Chat	Click on the "Chat" icon, in the drop-down menu, select "Everyone" or the person you want to send a chat
Reactions	Click on the "Reactions" icon, this opens a window where you can choose a nonverbal reaction
Save	Use the "Save" icon on the annotate toolbar to save group notes

Introductions

- **We love to hear from everyone**

- **Please briefly let us know:**
  - ▷ **Your name**
  - ▷ **Your organization/tribe**
  - ▷ **Your favorite song**

ANA supports three main priority areas

► Social and Economic Development Strategies (SEDS and SEDS-AK)

► Native Languages (P&M and EMI)

► Environmental Regulatory Enhancement (ERE)

ANA Funding Opportunities

FOA	SEDS	SEDS AK	P&M	EMI	ERE
CFDA	93.612		93.587		93.581
Thresholds (per annual budget period)	$100,000 to $400,000	$50,000 to $200,000	$100,000 to $300,000	$100,000 to $300,000	$100,000 to $300,000
Allowable Project Periods	12 months 24 months 36 months	12 months 24 months 36 months	12 months 24 months 36 months	36 months 48 months 60 months	12 months 24 months 36 months

CFDA: 93.612
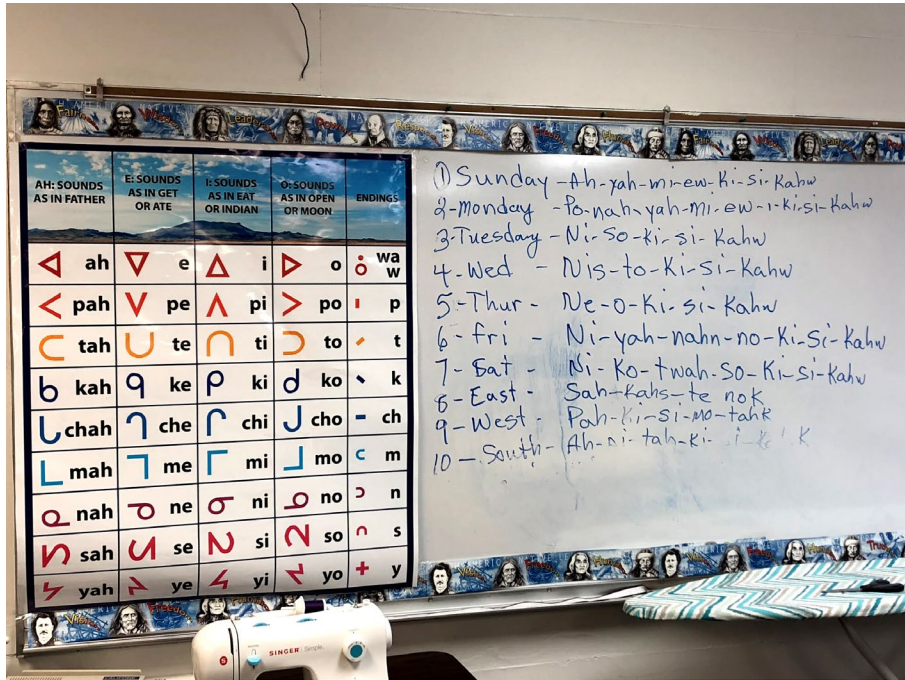
Social and Economic Development Strategies (SEDS)

- ▶ $100k – $400k annually, 1 to 3 year projects
- ▶ Promotes social wellbeing, perpetuation of culture, and economic self-sufficiency
- ▶ Project Year: Sept. 30 – Sept. 29
- ▶ Total project funding: $12,000,000
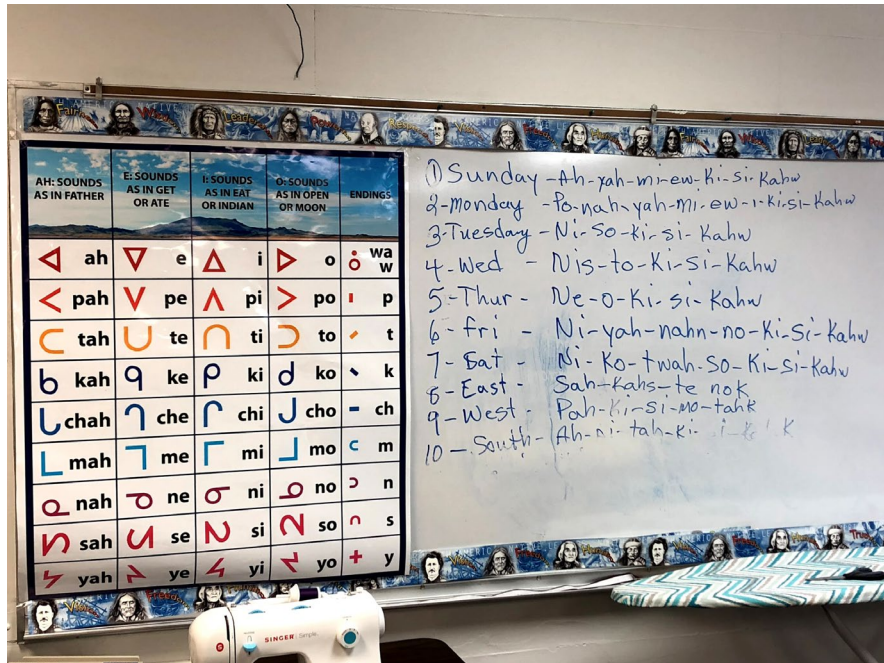- ▶ Total projected awards: 48

ANA Funding Opportunities

CFDA: 93.587

Native Language Preservation & Maintenance (P&M)

▶ $100k – $300k annually, 1 to 3 years

▶ Supports the continued use and vitality of Native languages, including increasing fluency, developing curricula, and teacher certification.

CFDA: 93.587

Native Language Esther Martinez Immersion (EMI)

▶ $100k – $300k annually, **3 to 5 year projects**

▶ Supports the ability of Native Language survival schools and language nests to conduct language immersion instruction.

▶ Applicants must submit signed document certifying at least three years experience operating language nests or survival schools.

Native American Language Nests are:

- ► site-based educational programs

- ► provide childcare and instruction in Native language

- ► at least 5 children under the age of 7

- ► an average of **at least 500 hours immersion instruction per year per child**

- ► provide classes in such languages for parents or legal guardians of children enrolled in such language nests

EMI

Native American Survival Schools are:

- ▶ site-based educational programs for school-age students
- ▶ provide **at least 500 hours per year per child of Native American language instruction**
- ▶ at least 10 students
- ▶ students' principal place of instruction
- ▶ develop instructional courses and materials
- ▶ provide teacher training
- ▶ work toward achieving Native American language fluency and academic proficiency in mathematics, reading, and sciences,
- ▶ located in areas that have high numbers or percentages of Native American students.

Native Language Nest or Native Language Survival School Certification (0-10 points)

1. The application includes an official document signed by the authorized representative certifying that the applicant has at least three years of experience operating and administering a Native American language nest, Native American language survival school, or any other educational program in which instruction is conducted in a Native American language in accordance with Public Law 109-394 (42 USC 2991b-3(c)(7)).

CFDA: 93.581

Environmental Regulatory Enhancement (ERE)

▶ $100K – $300 annually, 1 to 3 years

▶ Supports planning, developing, and implementing programs designed to improve the capability of tribal governing bodies to regulate environmental quality pursuant of federal and tribal laws

Funding Timeline

	Language	ERE	SEDS/SEDS-AK
NOFOs Published	November 1	November 1	November 1
Application Due Date	March 31	March 31	March 31
Project Start Date	July 1	Sept. 30	Sept. 30

POLL:

- ▶ Which Funding Opportunity are you interested in?

- ▶ Is this your first time applying?

- ▶ Have you attended training before?

- ▶ Are you applying as a Tribe, Native Nonprofit, or Other entity?

Read! Read Again!

Be familiar with the Notice Of Funding Opportunity (NOFO)

► Have a highlighter, sticky notes handy!

► The NOFO is the official document that details the requirements for submission of an application to ANA.

► NOFOs provide detailed information for preparing applications in each program area, so read the entire NOFO to ensure that you comply with and address all requirements.

Pre-Application Training (2023)

Administration for Children and Families

Administration for Native Americans

Native American Language Preservation and Maintenance
HHS-2021-ACF-ANA-NL-1924
Application Due Date: 03/31/2023

Due Date for Applications:

FY 2023: 03/31/2023

New Terms

► **Notice of Funding Opportunity (NOFO)** ≠ FOA

► **Recipient** ≠ Grantee

► **Unique Entity Identifier (UEI)** replaced DUNS in April 2022

✓ Eligibility

- ► Federally recognized Indian tribes

- ► Incorporated non-federally recognized tribes;

- ► Incorporated state-recognized Indian tribes;

- ► Consortia of Indian tribes;

- ► Community-based nonprofits* (with majority Native board)

- ► Urban Indian Centers

- ► Native American Development Corporations

- ► Tribal Colleges and Universities, and colleges and universities located in Hawaii, Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands that serve Native American Pacific Islanders.

Governing Body Documentation

>50% of nonprofit board members must represent the community to be served. Categories of representation include:

► Members of federally or state-recognized tribes.

► Persons recognized by members of the eligible Native American community to be served as having **a cultural relationship** with that community.

► Persons considered Native Americans or Native American Pacific Islanders per Federal definitions.

▷ (Federally Recognized and State Tribes are not required to submit the Assurance of Community Representation instead, submit a Tribal Resolution).

"Applicants that do not include [the Assurance of Community Representation on the Board of Directors] documentation will be considered non-responsive, and the **application will not be considered for competition."**

Assurance of Community Representation

Use the format found in Appendix C of the NOFO

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, an Enrolled Member, XYZ Tribe (Cultural Relationship)
David Long	Treasurer	Native Hawaiian
Johnathan Thunder	Secretary	Athabascan-XYZ Village
Dina Redhorse	Board Member	Enrolled Member (State Recognized Tribe), ABC Tribe
Dorothy Jones	Board Member	Non-Native

❌ Ineligibility

- ► Providing third-party training and technical assistance.

- ► Conducting feasibility studies, business plans, marketing plans, or written materials that are not an essential part of the applicant's long-range development plan.

- ► Supporting only the applicant's ongoing administrative functions.

- ► Social service delivery programs.

- ► Do not further the three interrelated ANA goals of economic development, social development, and cultural preservation.

- ► Projects from consortia that do not include documentation from each participating consortium member specifying their role and support.

- ► The purchase of real estate or construction.

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.

☑ **Register in System for Award Management (SAM)**

    ☐ A new SAM registration takes time! Do not wait!

    ☐ A new SAM registration will generate your UEI

    ☐ Those who have SAM must remain current, annually

☑ **Establish a UEI Number** (and update old documents)

☑ **Establish a Grants.gov account**

    ☐ Or submit a waiver for electronic submission (though it is very rarely approved)

☑ **Create a Workspace account in Grants.gov**

Note: Government Transition from DUNS Number to New Unique Entity Identifier Will Occur on April 4, 2023

Community-Led Projects

Control
Resources

A Native community is self-sufficient when it can generate and control the resources necessary to meet its social and economic goals and the needs of its members

Leadership
Responsibility

The responsibility for achieving self-sufficiency resides with the Native governing bodies and community-level leadership

Planning
Long-Term Goals

Progress toward self-sufficiency is based on efforts to plan and direct resources in a comprehensive manner consistent with long-range goals

Importance of a Community-Led Approach

- Community provides direction on community efforts

- Community will most likely support a project if they had a hand in developing it

- Community leading > community "buy-in"

- Once project starts, maintain a conversation with your community

- Build upon community tools and assets

- Stay accountable for outcomes, impact

The term "community" may refer to

- ▶ A Tribe
- ▶ An Organization (non-profit)
- ▶ A Geographical Community
- ▶ A Community of Practice

How do you define your community?

The Ideal Grant writing Team

Consists of at least 4 people:

► **Visionary:** Person who has a detailed idea of what the implementation of the project looks like from beginning to end.

► **Community Leader:** An individual who is respected by the community and can convene stakeholders.

► **Grant Writer:** Person who has successfully written awarded grant applications.

► **Financial Expert:** Person who can develop a sound budget for project implementation.

3 Criteria
12 Sub-Criteria
34 Elements

NOFO Section V.1

Approach (73 points)

- ▶ Project Framework
- ▶ Outcome Tracker & Tracking Strategies
- ▶ Community-Based Strategy
- ▶ Readiness and Implementation Strategy
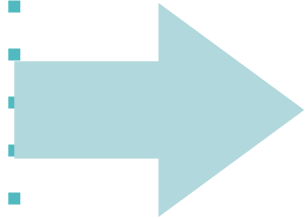- ▶ Objective Work Plan

Organizational Capacity (12 points)

- ▶ Organization Structure
- ▶ Staffing, Partnerships, Contracts/Consultants
- ▶ Oversight of Federal Funds

Budget & Budget Justification (15 points)

- ▶ Line-Item Budget
- ▶ Budget Narrative

Bonus Points
(FOA-specific)

Example: **Introduction**

The Pine Creek Farmers' Market Co-op (PCFMC) is located in a small rural setting 150 miles from the nearest city in southeast Colorado. The Pine Creek Tribe has 1,126 members spread across 30 square miles. The PCFMC was started ten years ago after obtaining an ANA grant to start 4 small farming businesses. It exists to generate revenue through sales of fresh fruits and produce. Due to our semi-remote location, we have higher shipping costs in/out of our community, which are passed onto our Tribal members.

Getting Started

Write a Brief Project Introduction

Describe the following: geographic location, project sites, demographic summary, unique Identifiers.

Write an Introduction

See Manual Page 21

▶ Summarize the project that will form the basis of your application.

▶ Describe the geographic location, project site(s), demographic summary, and unique identifiers.

The ANA
Project Framework

Long-Term Community Goal

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.

The Long-Term Community Goal

- captures an ideal state the community is moving toward.

- is developed through a community-based process.

- is often documented in comprehensive plans, org websites, strategic plans, etc.

- becomes one step closer after your project is successful.
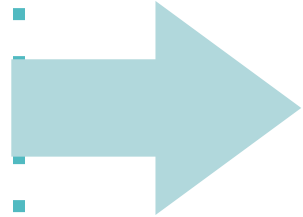
Example: **Long-Term Community Goal**

Increased year-round food security in the community with access to affordable, locally-grown nutritious food.

▶ **A. Choose and state**
ONE Long-Term Community Goal that aligns with your ANA project

▶ **B. Describe**
why the proposed project will bring your community closer to the identified Long-Term Community Goal

Long-Term Community Goal Example:
 Increased year-round food security in the community with access to affordable, locally-grown nutritious food.

This long-term community goal was identified by the Tribe during the last strategic planning meeting two years ago. Surveys were sent out to the entire community to determine what priorities the community felt needed to be addressed over the next 5 years. The survey results showed 8 priorities and food sovereignty was number three on the list.

The Tribal Council determined during the strategic planning meeting that ***the development of a Tribal Farmers' Market Co-op was the department best suited to address this issue***. We have met with local farmers and surveyed the community's needs and through those results it was determined that community members have very limited access to affordable, locally grown food. To address this the Tribe reached out to local farmers and *through many committee meetings the project plan was developed* to establish a Farmer's Market Co-op to increase access to locally grown produce.

53

Write your long-term community goal statement identified for this project:

Briefly describe how the proposed project was selected and how it will bring the community closer to reaching the long-term community goal.

Identify where this statement is found – for example:
Comprehensive plan documents, Mission statements , Vision statements, Strategic planning documents, Other

Long-Term Community Goal

See Manual Page 28

► Write the Long-Term Community Goal for your project.

► Why was your project selected to address this LTCG?

► Where is your LTCG documented?

Current Community Condition

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.

   ○ **This element is worth three (3) points spread over only two (2) criteria**

Current Community Condition

Ask this question:

What is the main barrier preventing your community or organization from achieving its long-term community goals?

The Current Community Condition statement should:

► Be one sentence in length

► Be compelling and urgent

► Contain a measure of the **one** current condition

► Be bolded/italicized to call it out in the narrative

► Not include "lack of" or "need for"

Do Not Use "Lack of/ Need for" Statements:

"We need more jobs in our community."

This tells me what your goal is! It does not explain WHY you need it...

Instead, Cite Evidence of an Existing Barrier

"Our community experiences a 23% unemployment rate, which is more than 2 times the state average."
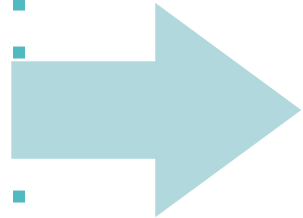
Example: Current Community Condition

Current Community Condition: The community imports 95% of its produce, and the costs are the highest in the state. A community survey confirms that members are not able to purchase produce as much as they'd need to sustain healthy diets for their families.

Current Community Condition

Baseline information is about the existing condition.

- ▶ Describe the source – Surveys, Studies, Census Data
- ▶ Describe how data links to Community Condition
- ▶ Data should not be older than 5 years
- ▶ Local Data is better than National Data

You may need to…

- ▶ Identify Target Population
- ▶ Geographic and Demographic
- ▶ Social / Economic & Other factors

Baseline of the Current Community Condition

Our department conducted a survey in 2020 and the results showed that our community members would like to purchase more local produce but are unable to because our small community only has one grocery store, which stocks produce from outside the area.

Comparison studies reported in the 2019 statewide farming report cited that our community pays five times the cost for fresh fruits and produce. The report mentioned two main reasons for the increase in costs: outdated farming techniques used by local farmers resulting in low production; and high rates of spoilage due to warehousing and shipping from outside the community.

Current Community Condition (0-3 points)

4. The current status of the Native language is fully described, including:

> ▶ the current number of fluent and emerging speakers with details to indicate fluency levels;

> ▶ current language learning resources available for use within the community;

> ▶ a description of the existing language program(s);

> ▶ and participation in language preservation by current and emerging language speakers.

Current Community Condition

Restate the Long-Term Community Goal.

Write the Current Community Condition Statement:

Current Community Condition

See Manual Page 36

▶ Write your Current Community Condition statement.

▶ Avoid "lack of" or "need for" statements.

Project Goal

Project Goal (0-2 points)

► 4. The application clearly demonstrates that the project goal specifically relates to the purpose of the NOFO as described in *Section I. Program Description, SEDS Program Purpose.*

*Align your project with at least one program purpose priority stated in Section I of the NOFO.

Clearly describe the relationship between the project goal and the chosen program purpose concept.

SEDS

► Social Development
► Economic Development
► Governance

Language

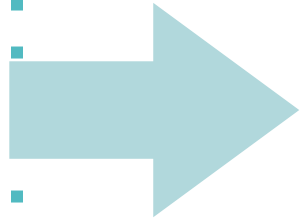► Language Preservation
► Teacher Certification
► Language Nests/Survival Schools

ERE

► Regulate Environmental Quality

Project Goal

This Project Goal statement should

- ▶ Be one sentence in length
- ▶ Reduce, improve, or eliminate the Current Community Condition
- ▶ Be identified by the community
- ▶ Be realistic

Example: Project Goal

To increase food security for community members.

How the Project Goal Relates to the Purpose of the NOFO

Our project goal relates to two concepts within the SEDS Program Purpose: Social and Economic Development. The project will address economic development by establishing a hydroponic growing system so community members can afford year-round access to this produce and increase their food security.

Additionally, it will address social development by providing a service to improve the health and well-being of our community members by providing fresh produce at a reduced cost.

Project Goal

Describe how the project goal relates to the purpose of the SEDS NOFO:

Write your project goal statement in one sentence:

Project Goal

See Manual Page 39

▶ Write your Project Goal.

▶ How does it address the Current Community Condition from earlier?

▶ Describe how your Project Goal relates to the purpose of the FOA.
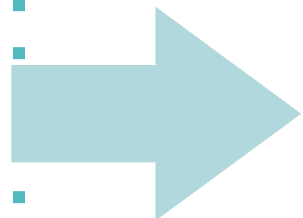
Objectives

Objectives (0-6 points)

► 5. The application sufficiently identifies one to three objectives that effectively describes 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.

**ANA allows up to three objectives.
Each objective must include <u>all</u> of the following:**

► **<u>T</u>imeline:** A time by which the objective will be achieved

► **<u>T</u>arget:** A measurement for the intended amount of change

► **<u>I</u>ndicator:** A measurable sign that something has been changed or achieved

► **<u>P</u>opulation:** Specific group the project will focus on

*The Indicator should measure the Target, not the Population

Example: **TTIP Objective**

Example TTIP Objective 1: By the end of the 36th month (timeframe), community members (population) will increase their purchases of locally grown food (indicator) by 50% (target).

Don't forget to provide baseline data when using percentages in the narrative portion of your application.

TTIP Objectives: **Language Examples**

Objective 2: By 24 months (timeline) 25 youth ages 7-12 (population) will increase their language proficiency (indicator) by 4 proficiency levels (target).

Objective 3: By the end of the 36th month (timeline), the Alaska Seaside region (population) will increase the number of Certified Language teachers (indicator) by at least 10 (target).

T.T.I.P. **Mad Libs Activity**

By_____ (When = Timeline) _____ (Who = Population)

will increase/decrease _____ (What = Indicator) by/to

_____ (How Much = Target).
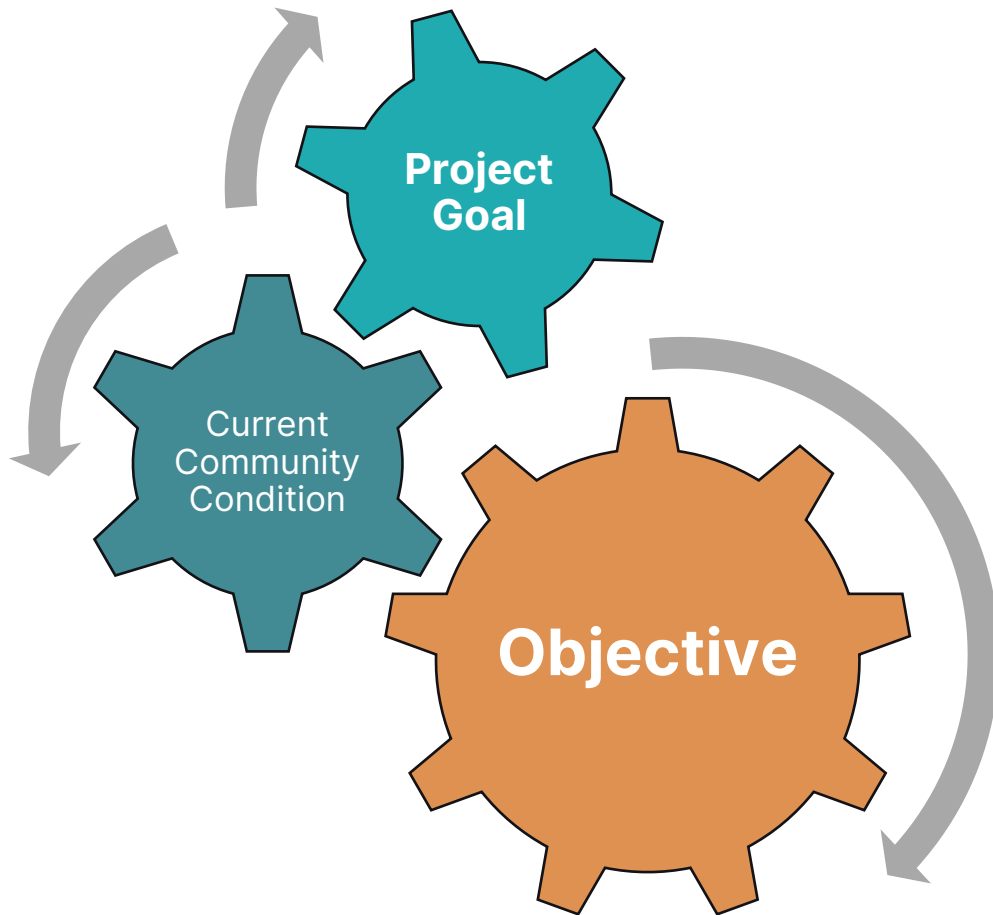
- ▶ Number of objectives are specific to your project design (up to 3)
- ▶ Explain target numbers and what you're measuring in the indicator
- ▶ Explain how:
  - ▷ Objectives are logically connected to reducing, eliminating the CCC
  - ▷ Completing Objective(s) will achieve the Project Goal

Describe the relationship between:

The objective's achievement and the anticipated change (reduce, eliminate, improve) it will bring to the current condition.

Sample Narrative

The current methods of farming have high production costs with a lower volume of harvested crops. By establishing and training our farmers to use the hydroponics system, it is anticipated that fresh produce will have lower production costs and an increased volume of harvested crops going to market. This will allow our local farmers to pass the cost savings on to our community members.

Objectives

Write your TTIP Objective with each of the components labeled in parentheses.

TTIP Mad Lib:
The following can be used to write the TTIP objective(s):

By _____(When=Timeline) _____(Who=Population) will increase/decrease/improve

_____(What=Indicator) by/to _____(How Much=Target).

Timeline – When the objective will be accomplished

Population – The specific group the objective will focus on

Indicator – The thing that will change/increase/decrease/ improve after achieving the objective

Target – The amount of change (increase/decrease/ improvement) that will be achieved

T.T.I.P. Objectives

See Manual Pp 42 - 45

▶ Write your TTIP Objective(s)

▶ What is the measurable achievement?

▶ How does the objective lead to the achievement of the project goal?

Outcomes and Indicators

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.

Outcome: The expected change within community/ organization as a result of completing the objective.

  ▶ *Required:* **one** outcome per objective

Each **Outcome** is measured through a viable **Indicator.**

  ▶ The Indicator is the I in your T.T.I.P Objective.

Indicators are the same in all locations:

Objective:		
Outputs	**Significance**	**Timeframe**

(Project Name)   Outcome Tracker

Long-Term Community Goal:							
Current Community Condition:							
Project Goal:							
Objective:							
Primary Outcome	Indicator	Means of Measurement	Baseline	Project Year 1	Project Year 2	End of Project	3-Year Post Project
Outputs:							

To address these three elements, follow five steps:

1. State your project goal.
2. State the outcome for each objective.
3. State the indicator and its associated target (found in the objective).
4. Describe how the indicator in the objective will lead to the corresponding outcome.
5. Describe how the outcome will result in accomplishing the goal.

Project Goal

To increase food security for community members

Outcome

Increase in food security through increased accessibility of locally grown produce.

Target + Indicator for Objective 1

Total number of separate sales transactions will increase by 50% and recorded at the weekly community farmer's market

To address these three elements, follow five steps:

1. State your project goal.
2. State the outcome for each objective.
3. State the indicator and its associated target (found in the objective).
4. Describe how the indicator in the objective will lead to the corresponding outcome.
5. Describe how the outcome will result in accomplishing the goal.

Narrative Example

Based on the results from the community survey conducted in 2020, our community members stated they would buy more fresh produce if it was affordable. The project goal is to reduce produce costs to the community. By reaching Objective 1 the community will increase their purchases and consumption of locally grown produce. Therefore, by completing this objective the expected outcome of increasing the food security in the community will be reached.

Outcomes and Indicators **(0-5 points)**

10/11. Each outcome proposed aligns to one of the following categories:

> ► Increased language fluency,
>
> ► Increased community member use of language learning resources,
>
> ► Increased ability to deliver immersion instruction,
>
> ► Increased capacity to implement a language program.

Outcomes & Indicators

| Project Goal: |
| Outcome for Objective 1: |
| Target + Indicator for Objective 1: |
| Narrative Explanation: |
| Outcome for Objective 2: |
| Target + Indicator for Objective 2: |
| Narrative Explanation: |
| Outcome for Objective 3: |

Outcomes

See Manual Pg. 51

For each Objective:

▶ Define an Outcome

▶ Define Target + Indicator

▶ Provide a Narrative Explanation

Outputs

Outputs (0-3 points)

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

Outputs are:

- Tangible products or services that result from the completion of milestone activities
- Should be included in the Objective Work Plan (OWP).
- Monitor progress toward achieving objectives.
- Are achievable within the established timeframe.
- Need to be tracked during the project.

Outputs **(0-3 points)**

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

To draw correlations,
it can be useful to use a table.

Objective:	
Outputs	**Relevance**
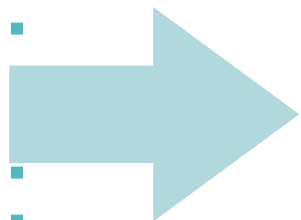
Example: **Addressing Outputs**

Sample

Objective: By the end of the 36th month (timeframe), community members (population) will increase their purchases of locally grown food (indicator) by 50% (target).

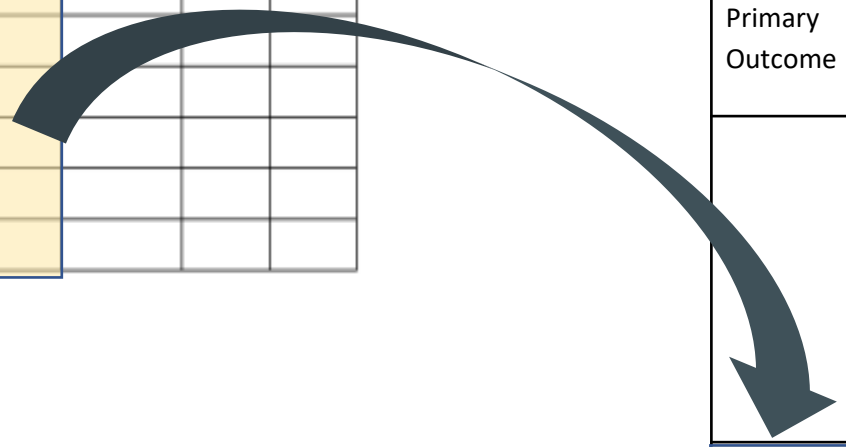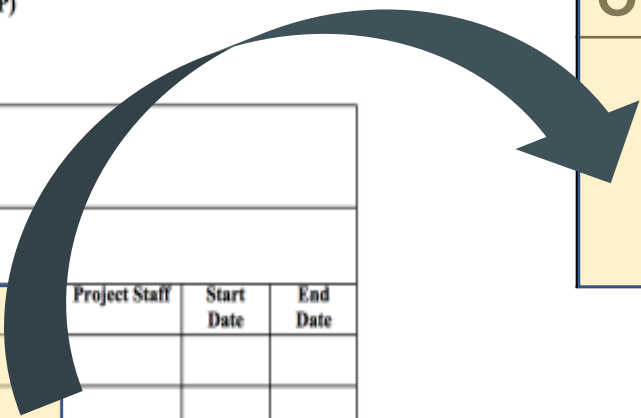| Outputs	Relevance
4 MOUs	The farmers are agreeing to work with the co-op during the project period.
4 greenhouses 4 hydroponic systems 4 raised bed systems Organic / Non GMO practices established	These are the new innovations that will allow increase in production and reduced costs to farmers which will be passed to consumer.
Data Collection Protocols Data Collection Tools	Policies/Procedures. Spreadsheets.
8 volunteers	Will assist the farmers and will learn farming practices to main crops and prepare crops for market.

Outputs are the same in all locations:

Objective Work Plan (OWP)

Project Title:
Project Goal:
Project Year:
Objective # _:

Outcome

Milestone Activities	Outputs	Project Staff	Start Date	End Date
1				
2				
3				
4				
5				
6				
7				
8				

Objective:

Outputs	Significance	Timeframe

(Project Name) Outcome Tracker

Long-Term Community Goal:

Current Community Condition:

Project Goal:

Objective:

Primary Outcome	Indicator	Means of Measurement	Baseline	Project Year 1	Project Year 2	End of Project	3-Year Post Project

Outputs:

Outputs

Objective 1:	
Outputs	**Relevance**

Outputs

See Manual Pg. 54

For each Objective:

▶ List Outputs

▶ For each, describe significance

▶ For each, provide a timeline for completing

Next Steps

- Read the NOFO!

- Review the Manual

- Complete the ANA Framework Activities

- Prepare for Day 2

  - Outcome Tracker

  - Objective Workplan

  - Community-based Strategies

  - Readiness and Implementation

Approach

- ► Long-Term Community Goal
- ► Current Community Condition
- ► Project Goal
- ► TTIP Objectives
- ► Outcomes and Indicators
- ► Outputs
- ► Outcome Tracker and Outcome Tracking Strategy **(0-7)**
- ► Community Based Strategy **(0-10)**
- ► Readiness & Implementation Strategy **(0-20)**
- ► Objective Work Plan **(0-15)**

Organizational Capacity

Budget & Budget Justification

- ► Line-Item Budget
- ► Budget Narrative

Outcome Tracker and Outcome Tracking Strategy

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, 3 years post project period) which are supported by the means for measurement.

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

Example
Outcome Tracker

Page 59

Pine Creek Co-op Outcome Tracker
Long-Term Community Goal: To enjoy year-round food security in the community with access to affordable, locally grown nutritious food.
Current Community Condition: The community imports 95% of its produce, and the costs are the highest in the state. A community survey confirms that members are not able to purchase produce as much as they'd need to sustain healthy diets for their families.
Project Goal: To increase food security for community members.
Objective: By the end of the 36th month (timeframe), community members (population) will increase their purchases of locally grown food (indicator) by 50% (target).

Outcome	Indicator	Means of Measurement	Baseline	Project Year 1	Project Year 2	End of Project	3-Yr Post
Increase in food security through increased accessibility of locally grown produce.	Increased purchases of affordable, locally-grown food	Percentage increase of sales transactions at weekly Farmer's market. Community members and purchase amount information will be collected by Point of Sale software.	0	15%	35%	50%	60%

Outputs: 4 greenhouses, 8 volunteers

Example Outcome Tracker: EMI

Appendix I, Page 194

Our Language Is Who We Are Outcome Tracker

Long-term Community Goal: All Deer Creek Potawatomi Community members will be fluent in their Native language.

Current Community Condition: Only 5% of Deer Creek Tribal members are fluent in our language and new learners have limited language learning resources.

Project Goal: Develop Potawatomi language resources specific to Deer Creek and a cadre of language speakers who are interested in becoming language instructors and leaders for the Deer Creek Potawatomi Community.

Objective: By the end of the 36th project month (timeline), 14 project participants between the ages of 18 to 60 years of age (population) will have attended 1800 hours of immersion language instruction with a minimum of 7 participants (50%) (target) increasing their language skills to a medium/ high level proficiency (indicator).

Outcome	Indicator	Means of Measurement	Baseline	Project Year 1	Project Year 2	End of Project	3-Yr Post Project
Seven (50%) of the Deer Creek members who participate in the project will have reached medium to high levels of Potawatomi proficiency and become certificated advanced 2nd language speakers of the Deer Creek Potawatomi	Increased language skills to a medium/ high level of proficiency.	Individual language assessments of project participants will be completed twice a year.	Zero to minimal language skills	Low Medium Level	Medium Level	High Medium to High Level	High Level

Outputs: 14 Deer Creek member project participants will receive a minimum of 600 hours of immersion language instruction per year from a first speaker. 14 Deer Creek member project participants will complete yearly bi-annual language assessments and receive modified immersion classes to address language deficiencies and strengthen their language skills.

[Project Name] Outcome Tracker							
Long-Term Community Goal:							
Current Community Condition:							
Project Goal:							
Objective:							
Primary Outcome	Indicator	Means of Measurement	Baseline	Project Year 1	Project Year 2	Project Year 3	3-Yr Post Project
Outputs							

▶ **Means of Measurement:** What method will be used to measure the change created by completing the objective?

▶ **Baseline:** What is the starting point for the constant being measured?

▶ **Benchmark targets for the end of each project year:** What is the estimate change in the constant for each year (Year 1, Year 2, Year 3, End of Project, 3-year Post Project)?

Outcome Tracking

(Project Name) Outcome Tracker							
Long-Term Community Goal:							
Current Community Condition:							
Project Goal:							
Objective:							
Outcome	Indicator	Means of Measurement	Baseline	Project Year 1	Project Year 2	End of Project	3-Yr Post
Outputs:							

Outcome Tracker

See Manual Page 64

► **Means of Measurement:** What method will be used to measure the change of the objective?

► **Baseline:** What is the starting point for the variable being measured?

► **Benchmarks:** What is the estimated change in the variable each year?

Outcome Tracker Activity

[Project Name] Outcome Tracker							
Long-Term Community Goal:							
Current Community Condition:							
Project Goal:							
Objective:							
Primary Outcome	Indicator	Means of Measurement	Baseline	Project Year 1	Project Year 2	Project Year 3	3-Yr Post Project
Outputs							

Outcome Tracker and Outcome Tracking Strategy

- ► 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, 3 years post project period) which are supported by the means for measurement.

- ► 13. The proposal identifies an appropriate plan including staffing, effective data management systems, and an organizational process that will successfully utilize data to inform and improve program quality.

Outcome Tracking Strategy: Addressing the Elements

Details on data needed in the Outcome Tracking Strategy narrative

► What data for/in the Outcome Tracker will be collected

► How often data for the Outcome Tracker will be collected

► How and Who will manage the data

► Who will collect and analyze the data

► Systems or Tools to be used (and/or developed) to capture and store the data

► How data will be used during the project and in the future

> * If you are collecting sensitive data on project participants, describe the protocols to be used to ensure that the information is securely maintained and not shared.

Outcome Tracking Strategy

Describe the details of the outcome tracking plan for the project using the list above.

Outcome Tracking Strategy

See Manual Page 67

► What types of data will be collected?

► How often will data be collected?

► Who will collect and analyze data?

► What systems/tools will be used to capture and store data?

► How will data be used now and in the future?

DATA COLLECTION PLAN ACTIVITY

What?	
Who?	
Where?	
When?	
How?	
Why?	

Community-Based Strategy

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.

► **A. Describe the community to be served by the project**

► **B. Describe how the community to be served provided feedback/input during project development**
(LTCG, Current Community Condition, Project Goal & Design)

▷ What process was used?

▷ Who was involved?

► **C. Attach documentation in the appendix**

▷ Meeting Minutes

▷ Sign-in Sheets

▷ Summary of Surveys, Virtual Meetings

Evidence of Community Involvement

Type of Project	Who was Involved	Process(es) used for Involvement	Documentation to attach to the application (suggested)
Youth Leadership Camp	Youth ages 12-17	Surveys at the junior and high school Youth committee meetings	Blank survey Summary of survey results Minutes of the meetings Sign-in sheets
Cultural Practitioner Training	5 Elders 4 Current Practitioners 10 Potential Candidates	Initial community focus groups Practitioner / Elder committee meetings	Summary from focus groups Sign-in sheets Committee meeting agendas
Water Quality Monitoring Program	iGap Worker EPA Coordinator Tribal Administrator Council Member	Community Announcement of mine opening upstream Council Meeting attendees' requests WQ Planning Meetings	Flyer and Radio announcement script Specific topic minutes from Council meetings Minutes from planning meetings

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▶ **D. Describe the working history your organization has with the community to be served**

▶ **E. Describe past-experience with similar project participants/beneficiaries**

  ▷ What were your successes/challenges?

  ▷ How did past-experience prepare you to work with the proposed participants/beneficiaries?

Connection to the Community to be Served

The Pine Creek Farmers' Co-op has been operating a weekly farmers' market in our community for more than 8 years. Our Co-op is made up of farmers, business owners, and volunteers who are members of the Pine Creek Tribe. This project proposes to work with 4 rural farmers who have already committed to implementing new farming technologies that will increase production. In the past, the Co-op has worked with these same farmers, Future Farmers of America, local 4-H and cultural practitioners to meld traditional growing practices with modern methodology.

▶ **F. Describe a Communication Plan that will inform the community of the project's progress. Include a description of the following:**

▷ What kind of information will be shared

▷ Sector of the community to receive information (target audience)

▷ How information will be disseminated

▷ Who will be responsible for creating & disseminating content

▷ Timeframe for completing each outreach activity

Developing a Communication Plan

Pine Creek Co-op Communication Outreach Plan

Message or Purpose	Target Audience	Media	Responsible for Creation	Responsible for Dissemination	Timeframe
Award Announcement	Community-wide	Press Release to Radio, Website and Newsletter	Project Director	Communication Team	October 1-14, 2021
Volunteer Recruitment	Community-wide	Social Media Newsletter Website	Project Director Farmers	Communication Team	August 2021
Quarterly Project Updates	Community-wide	Newsletter	Project Director	Communication Team	Quarterly – 2021-2022
Announce New Pricing	Community-wide	Press Release to Radio, Website and Newsletter	Project Director	Communication Team	Last year of project starting March 2022

Community-Based Strategy

Use the table below to outline the narrative for this element.

Type of Project	Who was Involved	Process(es) used for Involvement	Documentation to attach to the application (suggested)

Community-Based Strategy

See Page 76

► Use the table to outline your narrative.

► Are there different projects you're considering? Can they be combined in your ANA proposal?

► Define who gave input, how input was gathered, and documented evidence.

Readiness and Implementation Strategy

Readiness and Implementation Strategy (0-20 points)

- ► 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.

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

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

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

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

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

▶ 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.

Readiness and Implementation Strategy (0-20 points)

▶ 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.

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

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

Follow these five steps:

1. Determine what resources and services are necessary for project implementation.

2. Establish which resources and services are available within the Tribe/Organization

3. Describe the available resources and services and their benefit they bring to the project and why they are necessary.

4. Determine which resources and services are needed from outside the Tribe/Organization; the source they will be obtained from (partners, suppliers); and the cost/value.

5. Describe when and how the outside resources and services will be obtained; the benefit they bring to the project and why they are necessary.

Available	Obtain	Resource/Service	Source	Cost/Value $
X		Office Space for Project Director	Co-op	$750/mo.
X		4 Farm Sites	4 Farmers	$4,000/mo.
	X	4 Greenhouses	Factory Direct Greenhouses	$ 20,000/ea.
X		Farming Equipment	4 Farmers	$5,000/yr.
	X	Farming Technology Supplies (Hydroponics equipment, Heirloom seeds, Organic farming supplies)	Various	$30,000
	X	Signage Supplies for Market	Home Depot	$1,000

Use this table as the basis for your narrative
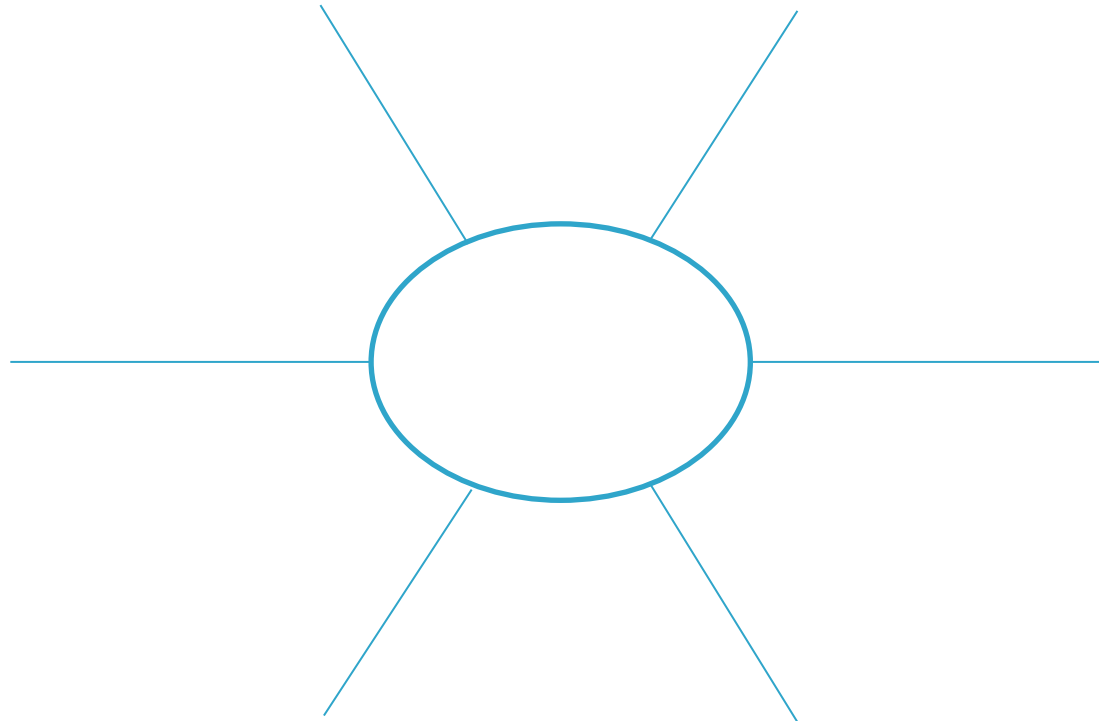
Readiness and Implementation Strategy (0-20 points)

▶ 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.

Describe the implementation of your OWP.

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

Milestone Activities – Narrative Description

Milestone Activities are stepping-stones to Objectives:

- ▶ Do NOT just copy/paste your work plan.

- ▶ Provide the reasoning and methodology behind selecting each specific activity.

- ▶ Flesh out the detailed tasks that lead to completing each milestone activity.

- ▶ Understand how the milestones relate to outputs.

Milestone Activities – Narrative Example

Milestone Activities	Outputs	Reasoning and Methodology
1. Hire Staff	3 staff hired; HR documentation	This critical activity ensures project activities move forward. Current staff do not have the necessary experience to monitor project progress, therefore we will hire community members with the required qualifications (see attached job descriptions). Upon receipt of the award, the PCFMC will announce the three vacancies in our newsletter, on our website, and on major job boards. We'll also post flyers on bulletin boards in all Tribal business departments in order to reach the widest array of potential candidates. The job board is also seen by our local college graduates who use this in their job search. Applicants will be vetted and interviewed based on the job descriptions' required skills. The project director and steering committee will make the final hiring decision to ensure there is community oversight in project implementation.
2. **Admin Activity**: Staff Orientation	3 staff oriented; Signed handbooks	This activity ensures that all staff are up to date on project activities and expectations. Orientation will take place during the project kick-off and will involve the steering committee members. The kick-off will include a tour of the farms and workspace as well as a review of the Objective Work Plan. It will be critical in keeping all key stakeholders and staff on the same page and moving forward together as a team.
3. And so on…	…	…

Readiness and Implementation Strategy (0-20 points)

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

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

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

Describe your recruitment, selection, and retention process.

- ► What kinds of participants are you recruiting?

- ► Where will you find your participants?

- ► What screening/selection process will you use?

- ► How will participants be retained?

> **If the project doesn't need to recruit participants or volunteers, note it, so reviewers don't think it was omitted.**

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

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

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

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

Common sustainability strategies include:

▶ **Routinization or Institutionalization:** any or all project activities that will be incorporated into an organization's operation.

▶ **Increased Capacity:** where the organization has new capability to facilitate outcomes.

▶ **Partnerships:** which partner(s) will take over any or all parts of the project after funding ends.

▶ **Leveraged Resources:** partner or community contributions to ongoing operations (usually in-kind with reciprocal benefits).

▶ **Generating Program Income:** how the income will continue the project in part or in whole.

▶ **Grant Funds:** which potential state, federal and philanthropic funders that will be targeted.

Sustainability Plan Narrative Example

The Co-op will maintain the partnerships with the 4 farmers, and each of the farmers will continue to use and maintain the greenhouses and hydroponic systems put in place to maintain affordability and to increase the selection of fruits and vegetables available to the community. The profits from sales will allow the Co-op to keep the Agricultural Coordinator on staff at least part time. Lastly, during the latter half of the project a funding plan will be developed with a focus on USDA grants and loan funding, which will allow for an expansion of staff, training and other new technologies.

Readiness & Implementation

Use the table below to outline your sustainability plan:

Outcome:	
Identify:	**Describe how outcome will be sustained:**
Resources	
Staff	
Partnerships	
Other	

Sustainability Plan

See Page 90

► Use the table to outline your sustainability plan.

► Identify resources, staff, and/or partners necessary to sustain outcomes.

► Describe a strategy to sustain each.

Sustainability Plan Activity

Objective:	
Routinization:	
Increased Capacity:	
Partnerships:	
Leveraged Resources:	
Program Income:	

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

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

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

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

Make contingency plans for potential obstacles and challenges

► All projects will experience challenges at some point during the life of the project.

► Acknowledge those most likely to occur and provide a contingency or backup plan to address them.

> **These challenges are generally outside the control of project management and are not resolved by every day standard operating practices.**

Challenge	Solution
Late Hiring	Describe how start-up activities will be implemented and by whom until project staff are in place. Be sure to include the acting individual's qualifications.
Staff Turnover	Describe who will step in to continue implementing project activities until new project staff is hired. Be sure to include the acting individual's qualifications.
Partnership Falls Through	Describe other partners that can be brought in to accomplish the same activities as the original partner and their availability. If the partnership is contributing to the Non-Federal Share (Match) describe how the match obligation will be met.
Participant Recruitment/ Retention - Low	Describe the plan to recruit more participants during the budget period (year) and/or what incentives will be used to increase retention.
Other (weather-related delays, shipping delays, etc.)	Describe alternate dates for conducting activities or how some activities can be shifted around to accommodate the delays.

COVID Contingencies

- How long might the effects of the pandemic linger?

- Provide virtual or socially distanced alternatives to in-person activities.

- Provide alternatives to travel.

Readiness & Implementation

Challenge	Solution
Late Hiring	
Staff Turnover	
Partnership Falls Through	
Participant Recruitment/ Retention - Low	
Other (weather-related delays, shipping delays, etc.)	

Contingency Planning

See Page 93

▶ Use the table to outline your contingency plan.

▶ Describe solutions to common and project-specific challenges

▶ Include COVID contingencies.

Readiness and Implementation Strategy

25/26. The application includes a plan for the preservation of the products of the Native American language project for the benefit of future generations of Native Americans, and also describes the opportunities to share language materials and methods with other Native American language communities.

27. [EMI only] The application narrative describes a plan for parental engagement, including classes in a Native American language for parents or guardians of enrolled students.

Objective Work Plan (OWP)

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

- ► The OWP serves as a standalone document for project implementation that aligns with the narrative and provides details about the how, when, and by whom, activities will be completed.

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

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

OWP Word Document Form

A. Use the OMB-Approved form

Objective Work Plan (OWP)

Project Title:
Project Goal:
Project Year:

Objective # _:					
Outcome					
Activities		**Outputs**	**Project Staff**	**Start Date**	**End Date**
1					
2					
3					
4					

Online, fillable PDF version of the OWP

► **MS Word version** (.docx) (*recommended*) can be downloaded from ANA's website: https://www.acf.hhs.gov/ana/training-technical-assistance/objective-work-plan

► **Grants.gov PDF** (fillable) version of the OWP form can be downloaded from the Grants.gov, SF-424 Family page: https://www.grants.gov/web/grants/forms/sf-424-family.html

► **Workspace online version**, embedded in the online Grants.gov Workspace application package.

How many OWPs are needed?

	Year 1	Year 2	Year 3
Objective 1	X	X	X
Objective 2	X	X	X
Objective 3	X	X	X

How many OWPs are needed?

	Year 1	Year 2	Year 3
Objective 1	X		
Objective 2		X	X
Objective 3			X

Build your Objective Work Plan (OWP) before writing the Approach narrative

▶ The OWP is a blueprint for project implementation

▶ The OWP will outline what you will want to describe in your project narrative

▶ You will need to submit one OWP for each budget year of an objective

▶ List a maximum of 25 key activities

Start-Up Activities Include:

- ▶ Office Set-Up

- ▶ Recruit & Hire Staff

- ▶ Solidify Partnerships (MOUs, Commitments, etc.)

- ▶ Initiate Outreach Plan

  - ▷ Recruit & Enroll Project Participants

  - ▷ Recruit Volunteers

Activities	Outputs	Project Staff	Start Date	End Date
1. Hire Agricultural Coordinator Vet job description (HR), and post Screen, interview & select candidate	Signed job offer Staff file with hiring documents (W4, benefits form, etc.)	Project Director, HR Admin Asst	9/30/2021	12/30/2021
2. Initiate Community Communication Plan for Year 1 • press release about award/introduce project • recruitment of community participants on social media	Press Release	Project Director Communication Team	9/30/2021	10/30/2021
3. Finalize MOUs with the 4 local farmers.	4 MOUs	Project Director Agricultural	10/30/2021	11/30/2021
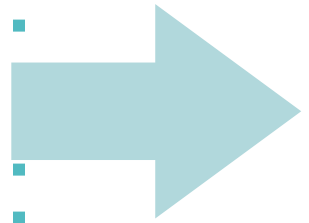
Example: Project-Specific Activities

4. Farming Innovations Trainings
   a. Install and set-up greenhouse
   b. Install and set-up hydroponics
   c. Organic/Non GMO methods
   d. Raised bed methods
   e. Track produce output
   f. Track produce cost
	Sign-in sheets
	Meeting Minutes
		Project Director
		Agricultural
		Coordinator
		Admin Asst
			11/30/2021	07/29/2022

5. Farming Innovations Implementation
   a. Install and set-up greenhouse
   b. Install and set-up hydroponics
   c. Organic/Non GMO methods
   d. Raised bed methods
	4 greenhouses
	4 hydroponic systems
	4 raised bed systems
	Organic / Non GMO practices
	established
		Project Director
		Agricultural
		Coordinator
		4 Farmers
			12/30/2021	08/29/2022

6 . Recruit Greenhouse Volunteers	Ads in: Social Media Newsletter Website	Project Director Communication Team	08/01/2022	9/29/2022

Administrative Activities are required and placed at the end of <u>one</u> objective for each project year and include:

- ▶ Project staff orientation

- ▶ Establish federal system account & official grant file

- ▶ Post Award Training (1st year of project only)

- ▶ Grantee Meeting

- ▶ Data collection and evaluation

- ▶ Reporting (OPR, SF–425, DPM)
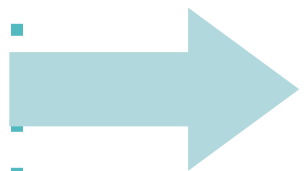
Example: Administrative Activities

ADMINISTRATIVE: Implement Outcome Tracking Strategy Design spreadsheets, databases, purchase software Collect data at regularly scheduled intervals Analyze data quarterly	Data Collection Protocols Data Collection Tools Data Analysis Quarterly Reports	Project Director All Staff	9/30/2021	9/29/2022
ADMINISTRATIVE: Reporting (ANA Bi-annual and Annual, PMS Quarterly/Bi-annual/Annual)	OPR, FSR, etc. reports submitted	Project Director Financial Manager	9/30/2021	9/29/2022
ADMINISTRATIVE: Attend ANA Post Award Training	Staff development Travel expense documentation	Project Director Financial Manager	11/1/2021	01/30/2022
ADMINISTRATIVE: Attend ANA Grantee Meeting	Staff development Travel expense documentation	Project Director Proj Coordinator	02/01/2022	02/28/2022

Circle Back for Outputs!

Objective Work Plan (OWP)

Project Title:
Project Goal:
Project Year:

Objective # _:

Outcome

Milestone Activities	Outputs	Project Staff	Start Date	End Date
1				
2				
3				
4				
5				
6				
7				
8				

Objective:

Outputs	Significance	Timeframe

(Project Name)   Outcome Tracker

Long-Term Community Goal:

Current Community Condition:

Project Goal:

Objective:

Primary Outcome	Indicator	Means of Measurement	Baseline	Project Year 1	Project Year 2	End of Project	3-Year Post Project

Outputs:

OMB Control Number 0970-0452
Expires 9/30/2023

Objective Work Plan (OWP)

Project Title:
Project Goal:
Project Year:

Objective # _:					
Outcome					
Activities		**Outputs**	**Project Staff**	**Start Date**	**End Date**
1					
2					
3					
4					

The Paperwork Reduction Act of 1995: Public reporting burden for this collection of information is estimated to average 3 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. 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 number.

Objective Work Plan

See Manual Pp 72-73

► Use the MS Word handout

► List start up and programmatic activities for one objective.

► Include outputs, staff, and start and end dates for each activity.

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

(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.
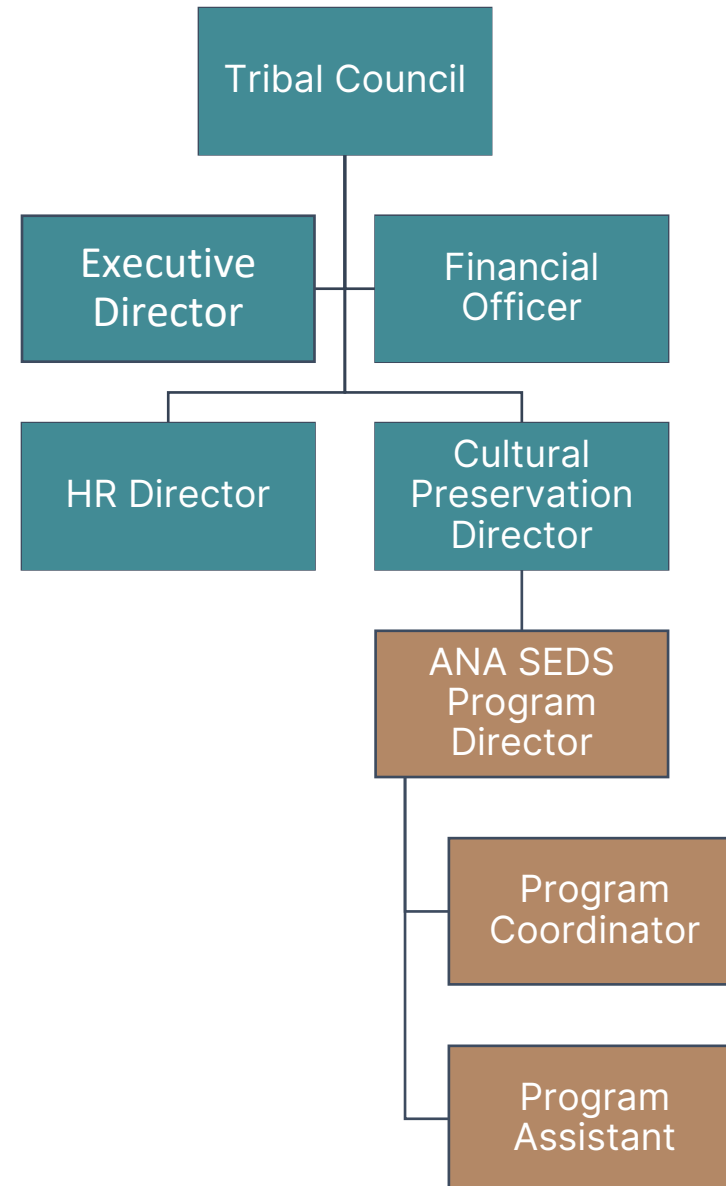
Language Staffing Structure and Organizational Charts

► Demonstrate where ANA project staff falls within the organization.

► Connect to the Tribal Council and/or Board of Directors.

Tribal Council

Executive Director

Financial Officer

HR Director

Cultural Preservation Director

ANA Language PD

NL Teacher

Curriculum Developer
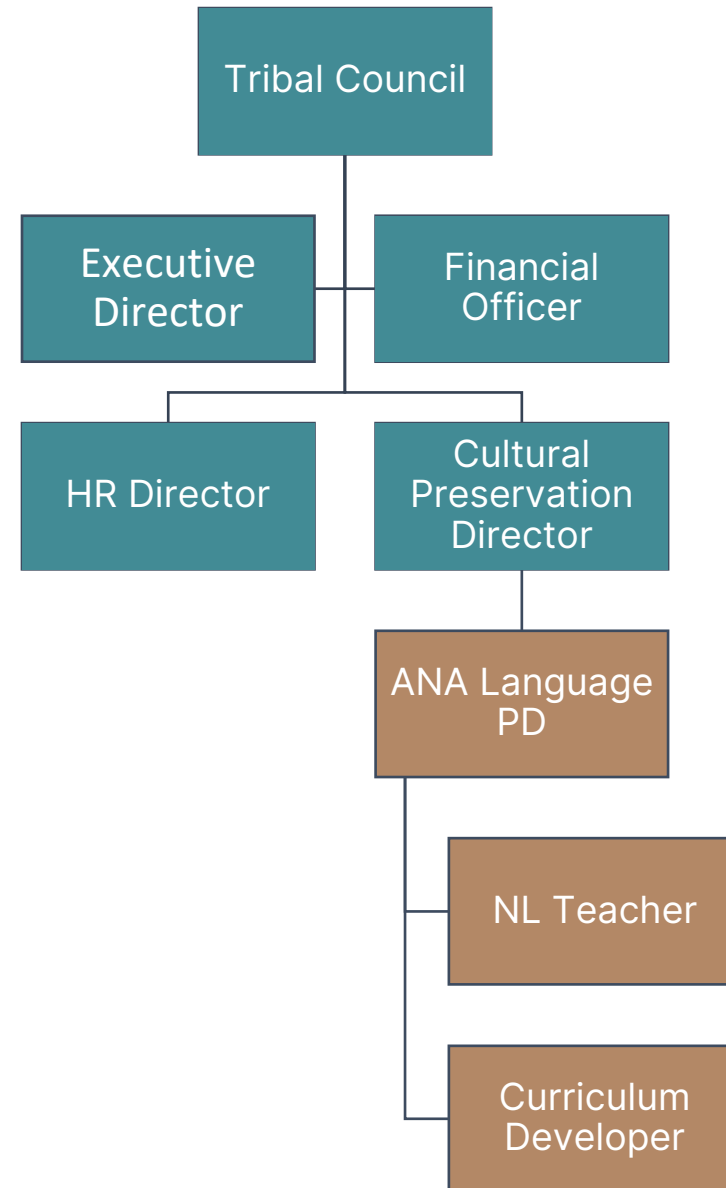
Organizational Capacity

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 100 & 101

▶ 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 and Consultants

Key Partners	Qualifications	Roles/ Responsibilities	Attachment

(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 and Consultant 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.

Line-Item Budget (0-5 points)

- ► The application includes <mark>a line-item budget</mark> 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 <mark>funds for all required items</mark> 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
- ► Fringe Benefits
- ► Travel
- ► Equipment
- ► Supplies

- ► Contractual
- ► Other
- ► Direct Costs
- ► Indirect Cost
- ► Total Cost

Use the Budget Template!

► Available in the 2023 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
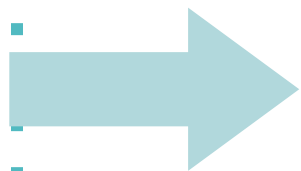
Example: Line-Item Budget

Pg 117-119

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			
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: Federal Request ÷80 %	$300,000 ÷ .80	**Step 1:** Federal Request x25 %	$300,000 x .25
Total Project Cost	= $375,000	Non-Federal Share	= $75,000
Step 2: Total Project Cost -Federal Request	$375,000 -$300,000	**Step 2:** Non-Federal Share +Federal Request	$75,000 +$300,000
Non-Federal Share =	$75,000	Total Project Cost =	$375,000
Check Your Math: Total Project Cost x20 %	$375,000 x .20	**Check Your Math:** Total Project Cost x20 %	$375,000 x .20
Non-Federal Share =	$75,000	Non-Federal Share =	$75,000

Line-Item Budget

	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 rate 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 Grantee Meeting - 2 people	-	-	
21	*Insert any other project staff travel*	-	-	
22	**TOTAL TRAVEL**	$ -	$ -	$ -
23	**EQUIPMENT**	Usable 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*	-	-	

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 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

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

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

	A	B	C	D
			Federal Share	Non-Federal Share
	CATEGORY/ITEM DESCRIPTION	**CALCULATION AND JUSTIFICATION**		
4	**PERSONNEL**	Explain calculation of salary for each position and position project responsibility	$ -	$ -
5	Insert title and percentage of time	*Describe salary calculation and project responsiblities*		
6	Insert title and percentage of time	*Describe salary calculation and project responsiblities*		
7	Insert title and percentage of time	*Describe salary calculation and project responsiblities*		
8	Insert title and percentage of time	*Describe salary calculation and project responsiblities*		
9	**FRINGE BENEFITS**	Describe the benefits given and differences based on type of employee	$ -	$ -
10	FICA @ 7.65%	*Describe the benefit and who is entitled to receive the benefit*		
11	FUTA @ .00%	*Describe the benefit and who is entitled to receive the benefit*		
12	SUTA @ .00%	*Describe the benefit and who is entitled to receive the benefit*		
13	Health Insurance @ 00%	*Describe the benefit and who is entitled to receive the benefit*		
14	Retirement @ 00%	*Describe the benefit and who is entitled to receive the benefit*		
15	Workman's Comp. @ 00%	*Describe the benefit and who is entitled to receive the benefit*		
16	**TRAVEL**	Describe employee travel	$ -	$ -
17	*Post Award Training - 2 people*	*Describe the need for project completion and break out individual travel costs*		
18	*ANA Grantee Meeting - 2 people*	*Describe the need for project completion and break out individual travel costs*		
19	*Insert any other project staff travel*	*Describe the need for project completion and break out individual travel costs*		
20	**EQUIPMENT**	Describe equipment and need by project	$ -	$ -
21	*Insert name of equipment*	*Describe why the project needs this equipment*		
22	*Insert name of equipment*	*Describe why the project needs this equipment*		
23	**SUPPLIES**	Describe supplies to be purchase and need by project	$ -	$ -
24	*Insert name of type of supply*	*Describe supplies to be purchased and need by project*		
25	*Insert name of type of supply*	*Describe supplies to be purchased and need by project*		
26	**CONTRACTUAL**	For large contract item not for lesser professional services	$ -	$ -
27	*Insert name of type of contract*	*Describe cost calculation and why project needs this contractor*		
28	*Insert name of type of contract*	*Describe cost calculation and why project needs this contractor*		
29	**OTHER**	Describe calculation of cost and why the item is needed	$ -	$ -
30	*Insert name of "Other" budget item*	*Describe how the cost was determined and why the item is needed for the project*		
31	*Insert name of "Other" budget item*	*Describe how the cost was determined and why the item is needed for the project*		
32	*Insert name of "Other" budget item*	*Describe how the cost was determined and why the item is needed for the project*		
33	*Insert name of "Other" budget item*	*Describe how the cost was determined and why the item is needed for the project*		
34	*Insert name of "Other" budget item*	*Describe how the cost was determined and why the item is needed for the project*		
35	*Insert name of "Other" budget item*	*Describe how the cost was determined and why the item is needed for the project*		
36	*Insert name of "Other" budget item*	*Describe how the cost was determined and why the item is needed for the project*		
37	*Insert name of "Other" budget item*	*Describe how the cost was determined and why the item is needed for the project*		
38	*Insert name of "Other" budget item*	*Describe how the cost was determined and why the item is needed for the project*		
39	*Insert name of "Other" budget item*	*Describe how the cost was determined and why the item is needed for the project*		
40	*Insert name of "Other" budget item*	*Describe how the cost was determined and why the item is needed for the project*		
41	*Insert name of "Other" budget item*	*Describe how the cost was determined and why the item is needed for the project*		
42	*Insert name of "Other" budget item*	*Describe how the cost was determined and why the item is needed for the project*		
43	*Insert name of "Other" budget item*	*Describe how the cost was determined and why the item is needed for the project*		
44	*Insert name of "Other" budget item*	*Describe how the cost was determined and why the item is needed for the project*		
45	*INDIRECT COST @ XX.XX% (if applicable)*	*See Indirect Cost Rate Agreement, attached.*	$ -	$ -

Budget Justification

See Budget Handout

▶ Describe the calculation and justification for each line-item you identified earlier.

2023 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.

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.

Project Summary/Abstract

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 131 & 132

▶ 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!
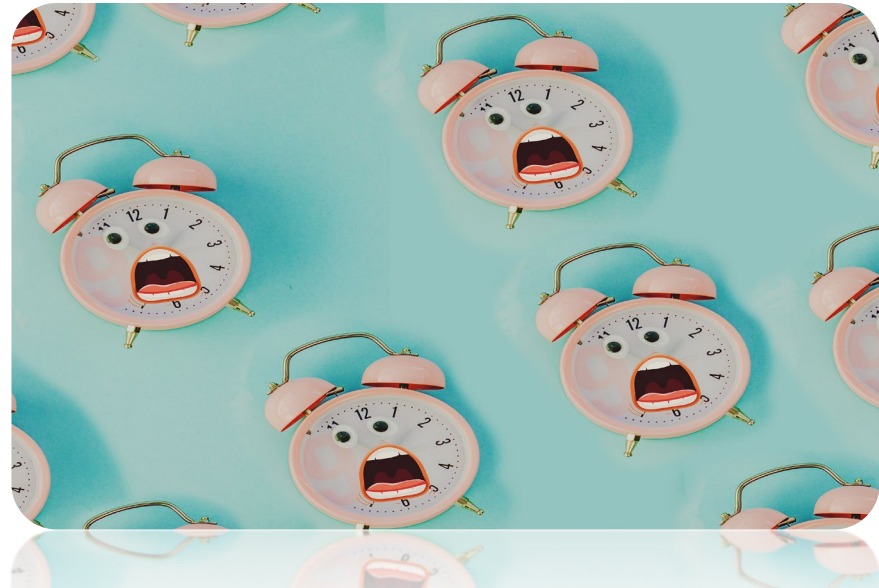
	Language	ERE	SEDS/SEDS-AK
NOFOs Published	November 1	November 1	November 1
Application Due Date	March 31	March 31	March 31
Project Start Date	July 1	Sept. 30	Sept. 30

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

- ▶ 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)

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)

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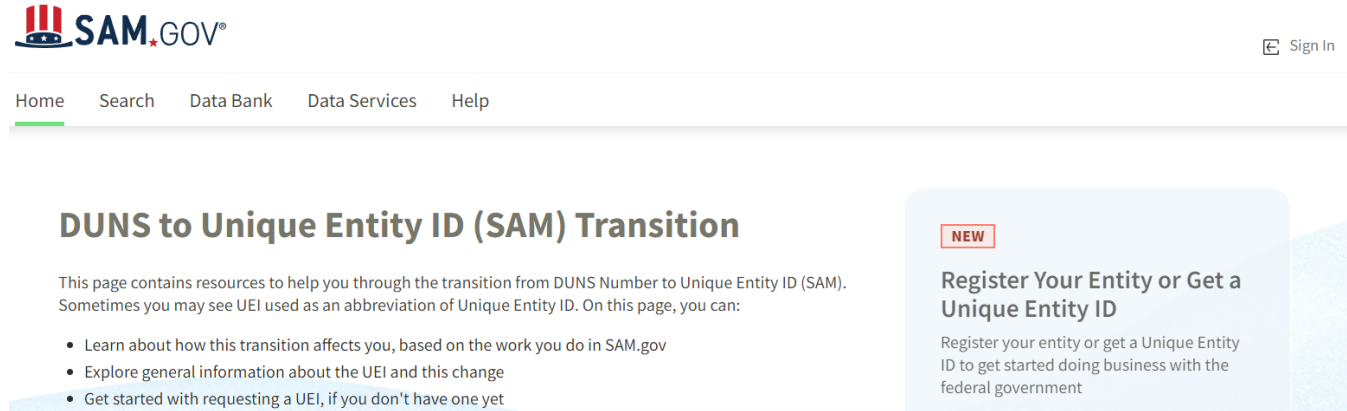
Paper submissions will take additional time to submit when comparted to electronic submission.

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.

1. **Unique Entity ID (UEI)SAM**

2. **Grants.gov**

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

Search for the NOFO on Grants.gov

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)
☑	Application for Federal Assistance (SF-424) [V2.1]
☑	Grants.gov Lobbying Form [V1.1] **READ-ONLY**
☑	Budget Information for Non-Construction Programs (SF-424A) [V1.0]
☑	Assurances for Non-Construction Programs (SF-424B) [V1.1] **READ-ONLY**
☑	Project/Performance Site Location(s) [V2.0]
☑	Project Narrative Attachment Form [V1.2]
☑	Other Attachments Form [V1.2]
☐	Disclosure of Lobbying Activities (SF-LLL) [V1.2]
☐	Objective Work Plan [V1.2]

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:
- [ ] Preapplication
- [ ] Application
- [ ] Changed/Corrected Application

* 2. Type of Application:
- [ ] New
- [x] Continuation
- [ ] Revision

* If Revision, select appropriate letter(s):
* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:
NE14000196

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: BUILDING IIPAY NATION PROJECT

* b. Employer/Taxpayer Identification Number (EIN/TIN): 95-3215892

* c. Organizational DUNS: 1847080970000

d. Address:

* Street1: 100 SCHOOL HOUSE CANYON ROAD
  Street2:
* City: SANTA YSABEL
  County/Parish:
* State: CA: California
  Province:
* Country: USA: UNITED STATES
* Zip / Postal Code:

e. Organizational Unit:

Department Name:

Division Name:

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

Prefix:
* First Name: VIRGIL
Middle Name:
* Last Name: PEREZ
Suffix:

Title: TRIBAL CHAIRMAN

Organizational Affiliation:

* Telephone Number: (760) 765-0845

Fax Number:

* Email: VIAPCH@GMAIL.COM

SF 424A

Section A

Use Year 1 budget numbers

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) SEDS- Fed Share	(2) SEDS - NFS	(3)	(4)	
a. Personnel	$	$	$	$	$
b. Fringe Benefits					
c. Travel					
d. Equipment					

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)

Year 2   Year 3   Year 4   Year 5

(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)	$	$	$	$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

File 1

Include in Package	Form Name (Click to Edit)
☑	Application for Federal Assistance (SF-424) [V2.1]
☑	Grants.gov Lobbying Form [V1.1] **READ-ONLY**
☑	Budget Information for Non-Construction Programs (SF-424A) [V1.0]
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☑	Other Attachments Form [V1.2]
☐	Disclosure of Lobbying Activities (SF-LLL) [V1.2]
☐	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)
☑	Application for Federal Assistance (SF-424) [V2.1]
☑	Grants.gov Lobbying Form [V1.1] **READ-ONLY**
☑	Budget Information for Non-Construction Programs (SF-424A) [V1.0]
☑	Assurances for Non-Construction Programs (SF-424B) [V1.1] **READ-ONLY**
☑	Project/Performance Site Location(s) [V2.0]
☑	Project Narrative Attachment Form [V1.2]
	Other Attachments Form [V1.2]
☐	Disclosure of Lobbying Activities (SF-LLL) [V1.2]
☐	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 ATTACHMENTS]

Upload Objective Work Plan (OWP)

For the OMB-Approved
MS Word or PDF Version

Complete and Submit

Unlock all forms – Check Application – Complete and Notify AOR

The AOR must sign and submit:

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

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

Congratulations!
What's Next?

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?

THE WESTERN REGION TEAM THANKS YOU FOR YOUR PARTICIPATION

PLEASE COMPLETE OUR SURVEY

About the Western TTA Center

Take Advantage of Electronic Technical Assistance (ETA)

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

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

▶ **acf.hhs.gov/ana**