Please stand by. We will begin shortly

2021 Pre-Application Training

May 4-6, 2021

2021

Pre-Application Training

Developed by the ANA Regional T/TA Centers

Pacific Region • Alaska Region • Western Region • Eastern Region

Preparing an
Application for an
ANA Grant in 2021

Dawn David
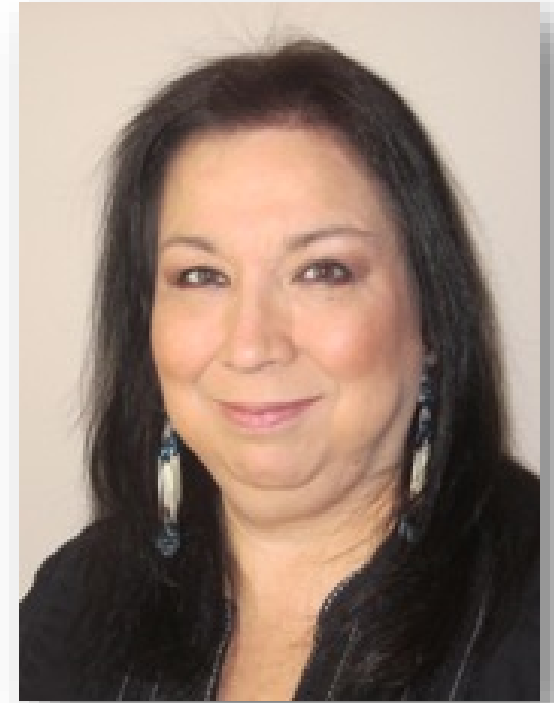
Training Specialist

Quannee Oosahwe

Outreach & Technical Assistance Specialist

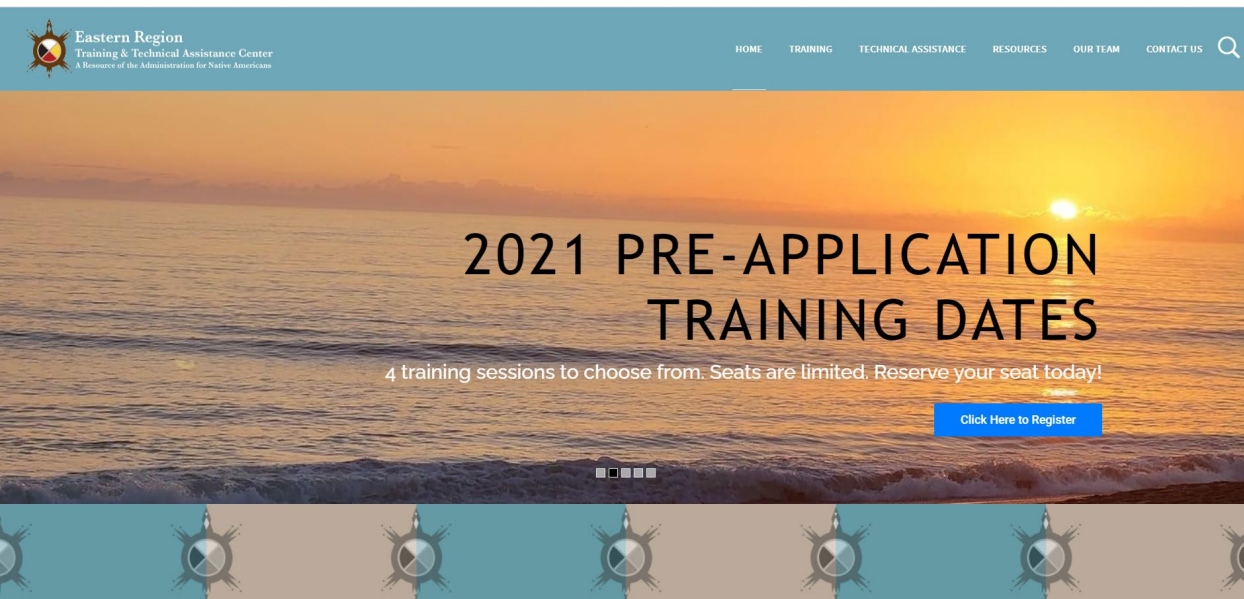## Candi Carmi

Technical Assistance Specialist

slido

Tell us your name and where you are joining us from.

ⓘ Start presenting to display the poll results on this slide.

About the Eastern Region TTA Center

Free training and technical assistance

- ▶ www.anaeastern.org
- ▶ 888.221.9686
- ▶ anaeastern@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.

slido

Tell us about your experience with ANA

ⓘ Start presenting to display the poll results on this slide.

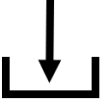# What you will need for this session

Pre App Manual

Funding Opportunity Announcement (FOA)

**Pre App Worksheet Pre App Framework**

Resources (FOAs, Manuals, Tool Kit, Templates)

- ▶ Google Drive
  - ▷ To download PDFs: Open document, click ⬇ button (upper right-hand corner)
  - ▷ To download Templates: Open document, then go to FILE->Download

- ▶ ANA Eastern Website, Training Resources Page

2021 ANA Pre-Application Manual

What's Inside:

► **Step by Step instructions** on how to address the Evaluation Criteria

► **Examples** of how each component of the application should be developed

► **Activities** that allow you to develop your application pieces in a way that addresses the Evaluation Criteria

Using Zoom Webinar
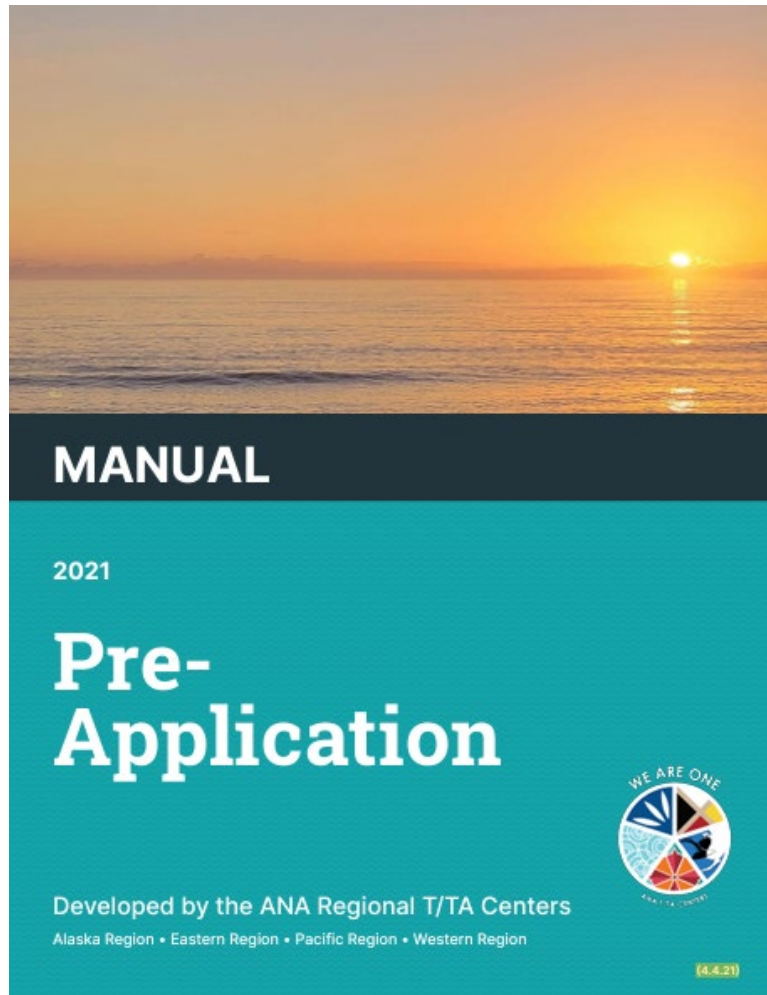
How to participate in this training

► Share the air. Keep mic on mute when not speaking.

► Feel free to ask questions!

What to Expect

► Hands‑on exercises

► Discussions and sharing

► Open and direct feedback from one another and trainers

► Getting to know the Funding Opportunity Announcements

To support Native -led nonprofits and eligible tribes by

► Promoting self -sufficiency

► Providing funding for community   -based projects

► Providing free training and technical assistance

ANA's Vision:

All Native communities are thriving!

ANA Program Areas

ANA supports three main priority areas

▶ Social and Economic Development Strategies (SEDS)

▶ Native Languages (P&M and EMI)

▶ Environmental Regulatory Enhancement (ERE)

ANA Funding Opportunities

FOA	SEDS	SEDS GO	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	$50,000 to $200,000	$100,000 to $300,000	$100,000 to $300,000	$100,000 to $300,000
Allowable Project Periods	12 month 24 month 36 month	12 month 24 month 36 month	12 month 24 month 36 month	9 month 21 month 33 month	33 month 45 month 57 month	12 month 24 month 36 month

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: $9,000,000

► Total projected awards: 28

CFDA: 93.612

SEDS – Growing Organizations (SEDS -GO)

- ► Up to $200k annually, 1 to 3 years

- ► Builds the capacity of growing organizations to serve their communities more effectively

- ► Prioritizes first -time ANA grant recipients

- ► Targeted challenges may include: Staff Dev., Governance, Effective Grants Mgmt, Strat/Comm Planning, Financial Mgmt Systems, Use of Tech, Ability to Track and Manage Data

CFDA: 93.612

SEDS-Alaska (SEDS-AK)

- ► $50 – $200k annually, 1 to 3 years
- ► Designed to provide targeted support for Village-specific projects to improve and strengthen the administrative and management capacity of Alaska Native Village governments.

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.

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

ANA Grants by Region

ALASKA REGION — (32) TOTAL GRANTS

SEDS 10	EMI 4	I-LEAD 3
SEEDS 1	SEDS-AK 8	PM 2
SEDS-GO 0	ERE 3	NLCC 1

PACIFIC REGION — (33) TOTAL GRANTS

SEDS 22	EMI 1	I-LEAD 5
SEEDS 0	SEDS-AK 0	PM 3
SEDS-GO 2	ERE 0	NLCC 0

WESTERN REGION — (63) TOTAL GRANTS

SEDS 22	EMI 6	I-LEAD 6
SEEDS 2	SEDS-AK 0	PM 12
SEDS-GO 2	ERE 11	NLCC 2

EASTERN REGION — (77) TOTAL GRANTS

SEDS 32	EMI 10	I-LEAD 5
SEEDS 5	SEDS-AK 0	PM 14
SEDS-GO 5	ERE 4	NLCC 2

Application Timeline

	Native Language	SEDS/SEDS-GO	ERE
FOAs Published	April 6	April 6	April 6
Letter of Intent Due Date	May 6	May 6	May 6
Application Due Date	June 25	June 30	June 25
Project Start Date	*Sept. 30 (9-mo. Yr 1 only)*	Sept. 30	Sept. 30

Letter of Intent

Due May 6, 2021

- Optional
- Information to Include:
  - Number and Title of Announcement
  - Name and Address of Applicant Organization
  - Name, Phone, Email of Contact Person
- Send to anacomments@acf.hhs.gov

Eligibility

- ► Federally recognized Indian tribes

- ► Incorporated non -federally recognized tribes;

- ► Incorporated state -recognized Indian tribes;

- ► Consortia of Indian tribes;

- ► Community -based nonprofits;

- ► Urban Indian Centers;

- ► 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.

✕ 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.

Importance of a Community -Led Approach

- ► Community provides direction on community efforts
- ► 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?

Read!

Be familiar with the Funding Opportunity Announcement (FOA)

► Have a highlighter, sticky notes handy!

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

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

Administration for Children and Families

Administration for Native Americans

Native American Language Preservation and Maintenance
HHS-2021-ACF-ANA-NL-1924
Application Due Date: 06/25/2021
Due Date for Applications:
FY 2021: 06/25/2021
FY 2022: 04/22/2022
FY 2023: 04/21/2023

FOA Sections

- ► **Section I:** Funding Opportunity Descriptions
- ► **Section II:** Award Information
- ► **Section III:** Eligibility Information
- ► **Section IV:** Application & Submission Information
- ► **Section V:** Application Review Information
- ► **Section VI:** Award Administration Information
- ► **Section VII:** Agency Contact(s)
- ► **Section VIII:** Other Information
- ► **Appendices**
  - ► Outcome Tracker example
  - ► Assurances

3 Criteria
12+ Sub - Criteria
34+ Elements

FOA Section V.1

Approach

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

Organizational Capacity

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

Budget & Budget Justification

- ▸ Line Item Budget
- ▸ Budget Narrative

Legislative Economic Development Priority Area 10 PTS

► Development of tribal code for ED purposes

► Development of a Native Community Development Financial Institution (CDFI)

► Development of a tribal master plan for community and ED and infrastructure

Native American Community Priority Area 5 PTS

► Native Veterans

► Emergency Preparedness & Response

► Missing & Murdered Native Americans (MMNA)

You can only receive Bonus Points for one Priority Area, not both.

Example: Introduction

The Turtle Island Tribe is located in a small rural setting 150 miles from the nearest city in southeast Colorado.

The Turtle Island Tribe has over 5000 members. Approximately 2800 members reside on our reservation which is 30 square miles. We have a young population in comparison to the rest of the state, with 25% less than 18 years; 15% between 18 - 24; 30% between 24 - 44; 20% between 45 - 64 and 10% 65 and older.

Our biggest employers are the Tribal government, which has 76 employees, with 67% Native representation; and Turtle Island casino, employing an additional 125, with 45% Native representation.

Getting Started

Write a Brief Project Introduction
Describe the following: geographic location, project sites, demographic summary, unique Identifiers.

Write an Introduction

See Manual Page 9

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

Approach

- (EMI Only) Native Language Nest or Survival School Certification (0 or 10)
- Long-Term Community Goal (0-2)
- Current Community Condition (0-3)
- Project Goal (0-2)
- TTIP Objectives (0-6)
- Outcomes and Indicators (0-5)
- Outputs (0-3)
- Outcome Tracker and Outcome Tracking Strategy
- Community Based Strategy
- Readiness & Implementation Strategy

- Objective Work Plan

Organizational Capacity

Budget & Budget Justification

- Line Item Budget
- Budget Narrative

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)).

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**

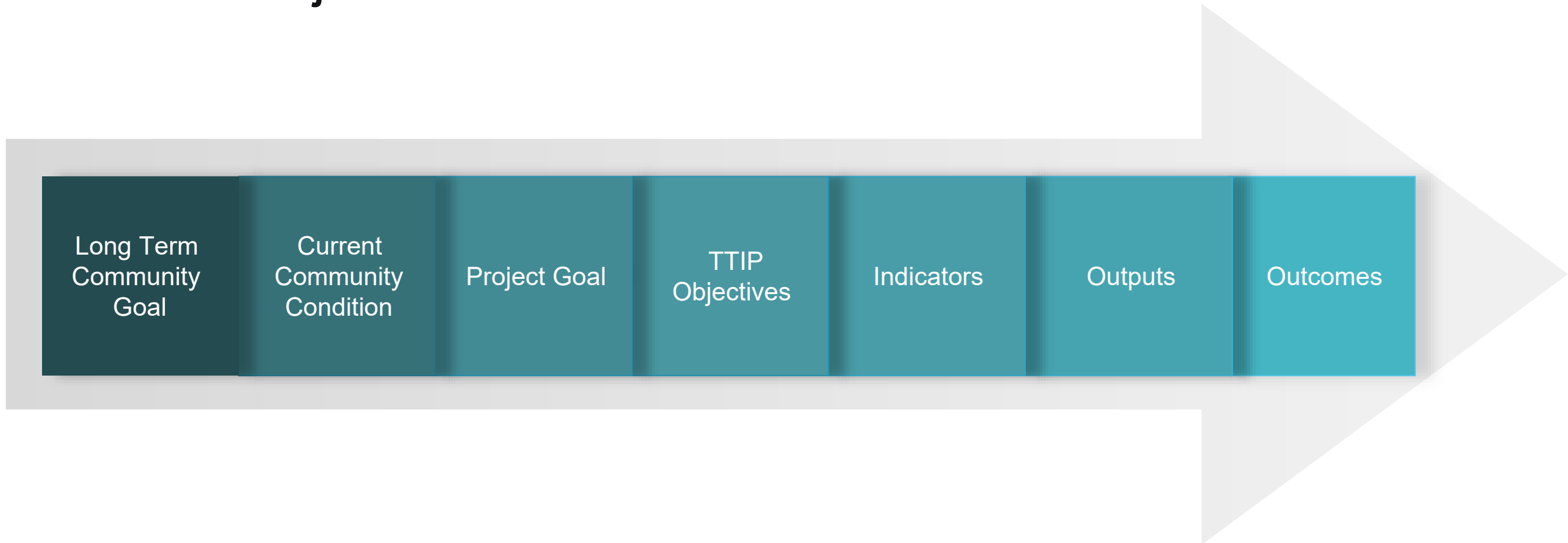- ▶ provide classes in such languages for parents or legal guardians of children enrolled in such language nests

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.

The ANA
Project Framework

The ANA Project Framework

Long Term Community Goal → Current Community Condition → Project Goal → TTIP Objectives → Indicators → Outputs → Outcomes
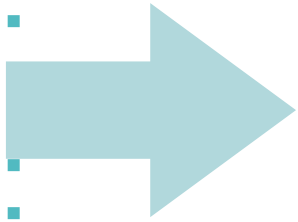
Long-Term Community Goal

Long‑Term Community Goal   (0‑2 points)

▶ 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

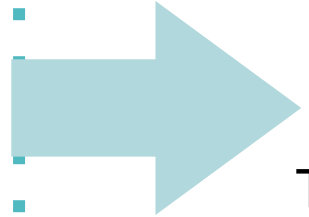## SEDS

The Turtle Island Tribal Health Care program ensures each tribal member receives the highest quality healthcare.

Native Language

The Turtle Island tribe preserves rich history, language, culture and continues to pass it on to the future generations.

ERE

To protect the sacred web of life.

Example: Long-Term Community Goal

The Turtle Island Tribal Health Care program ensures each tribal member receives the highest quality healthcare.

► **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:
The Turtle Island Tribal Health Care program ensures each tribal member receives the highest quality healthcare.

This long-term community goal was identified by the Tribe during the last strategic planning meeting two years ago. Strategic Planning meetings were held with the entire organization as well as each department individually to determine what priorities the community felt needed to be addressed over the next 5 years. The meeting proceeds showed increased desire to prevent disease and promote healthy living skills as among the top 3 priorities.

As a healthcare provider, the Tribal clinic has met with diabetes patients, support groups and care providers to hone in on the community's needs and suggestions. Through those results it was determined that community members are concerned with the high rate of diabetes, especially since it is a disease that can be prevented or managed with healthy lifestyle choices.

Long-Term Community Goal

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, or other source)

Long-Term Community Goal

▶ Write the Long-Term Community Goal for your project in shared Google Drive document.

▶ Follow up in manual activity page 30.

Current Community Condition

Current Community Condition   (0‑3 points)

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

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

Ask this question:

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

Current Community Condition

The Current Community Condition statement should:

▶ Be one or two sentences in length

▶ Be compelling and urgent

▶ Contain a measure of the current condition

▶ Be bolded/italicized to call it out in the narrative
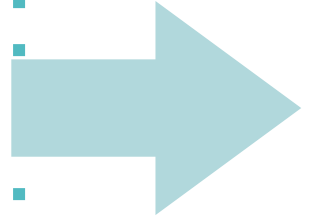
▶ Not include "lack of" or "need for"

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

"We need more language classes in our community."

✓ Instead, Cite Evidence of an Existing Barrier

"Our community has only 12 fluent speakers and language learning resources are very limited and not producing fluent speakers."

Example: **Current Community Condition**

23% of our adult population are diagnosed with Type II Diabetes and 30% are overweight or obese. These rates are increasing and starting at younger ages.

Current Community Condition   (0‑3 points)

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

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

Baseline of the Current Community Condition

In 2020, our Tribal Health Clinic reported the incidence of Type II Diabetes affects 23% of the adult population, aged 18+. This represents an increase from 18% in 2015. In addition, the average age of the onset was 45 in 2015 and is now 37 in 2020.

This is seen as a growing concern within the community who understand modern sedentary lifestyles and unhealthy diets as contributing factors, along with family history. *A significant number of our community members would like to see more health prevention included as an integral part of healthcare.* Many members would like to prevent diabetes as much as possible but don't know how to go about it. When asked for their preferred method of learning, the report showed over 75 respondents would like a comprehensive nutrition and exercise plan to learn healthy habits.

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

▶ Write your Current Community Condition statement in Google Drive Document.
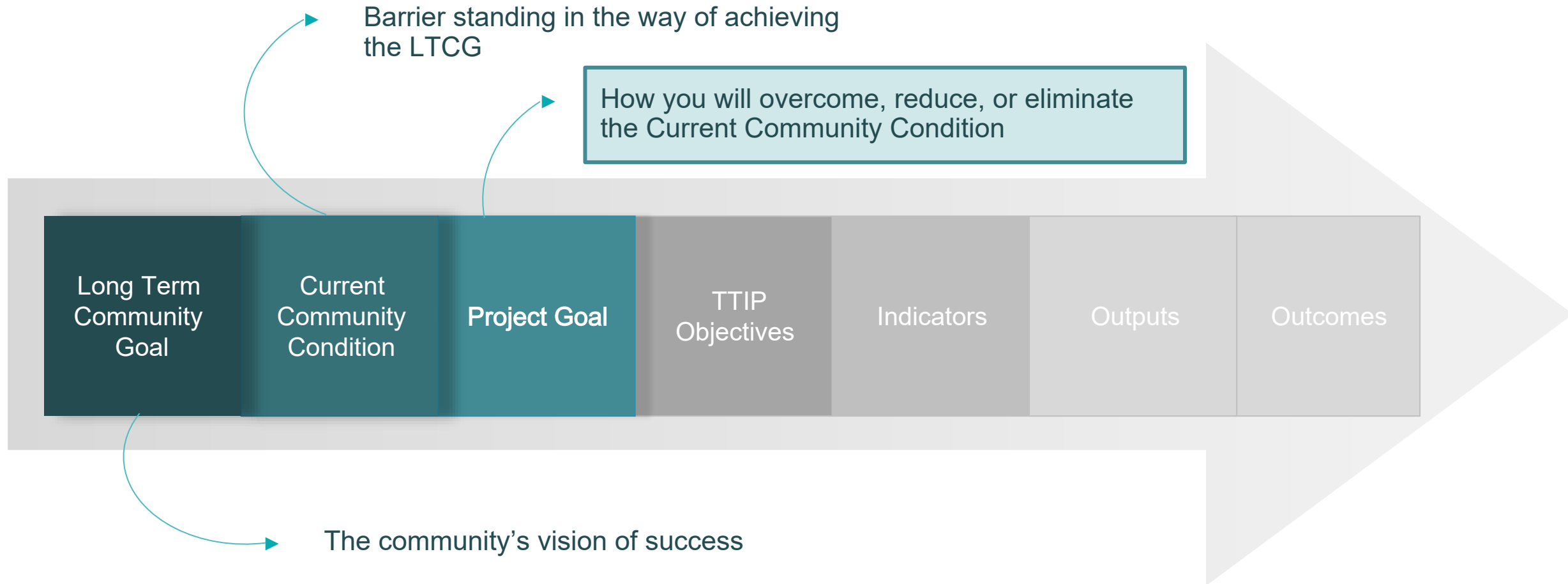
▶ Follow up in manual activity page 34, 37.
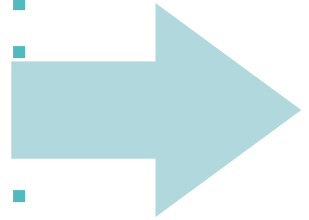
Project Goal

Project Goal   (0-2 points)

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

Project Goal and the Project Framework

Barrier standing in the way of achieving
the LTCG

How you will overcome, reduce, or eliminate
the Current Community Condition

| Long Term Community Goal | Current Community Condition | Project Goal | TTIP Objectives | Indicators | Outputs | Outcomes |

The community's vision of success

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 decrease the incidence of diabetes and obesity rates through comprehensive nutrition and exercise programing.

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

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

SEDS
- Social Development
- Economic Development
- Governance

ERE
- Regulate Environmental Quality

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

How the Project Goal Relates to the Purpose of the FOA

Our project goal relates to the concepts within the Social and Economic Development Program Purpose as our project will address Community Health, with a focus on increasing overall health and well-being.

Additionally, it will address another SEDS goals of increasing the capacity of our tribe to incorporate practices of well being. Resources developed and used during this project will continue to benefit the community's physical and mental health for many years after the project has been completed.

Project Goal

Write your project goal statement in one sentence:

Describe how the project goal addresses the current community condition:

Project Goal

▶ Write your Project Goal in the Google Drive document.

▶ Follow up in manual activity page 40.

Objectives

Objectives   (0-6 points)

► 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.

► 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

slido

"By the end of the project period, the Turtle Island Tribal Environment Office will develop and implement 5 Solid Waste Management codes and regulations."

What is the Target and Indicator?

ⓘ Start presenting to display the poll results on this slide.

T.T.I.P. Mad Libs Activity

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

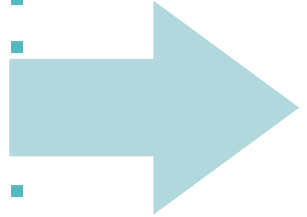will increase/decrease _____(What = Indicator)   by/to

_____(How Much = Target)   .

Note: The Indicator shows what will change, and the Target shows how much it will change

slido

By_____ (When = Timeline) _____ (Who = Population) will increase/decrease _____ (What = Indicator) by/to _____ (How Much = Target).
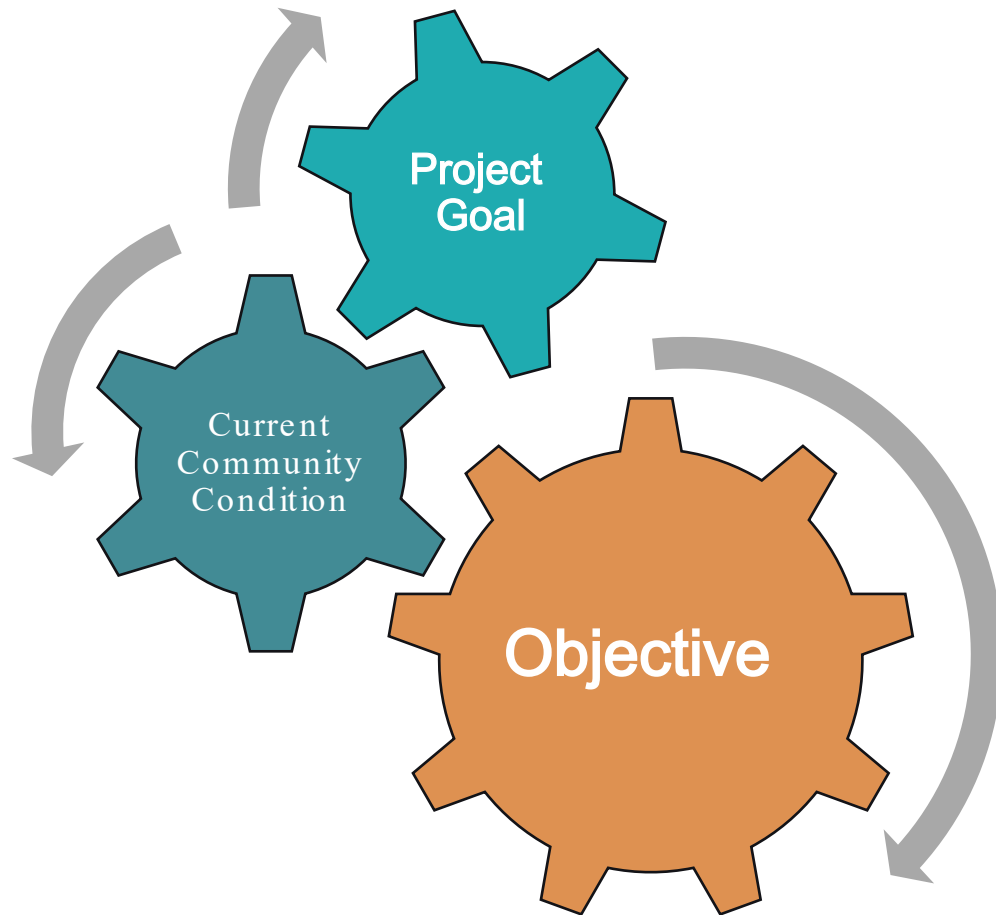
Using the Mad Lib, enter a TTIP Objective

ⓘ Start presenting to display the poll results on this slide.

Example: **TTIP Objective**

By the end of the project (timeline), tribal member participants (population) will improve diabetes - related health conditions (indicator) by 25% (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

T.T.I.P. Objective: Addressing Element 5

Clearly define the measurable achievement that will take place.

Sample Narrative

Objective 1 has a measurable achievement of improving the conditions of tribal members that are at high-risk for developing Type II Diabetes by implementing an intensive diet and fitness program. The proposed project intends to accomplish this with a diet and fitness intervention instead of prescription meds and surgeries to create long term behavioral changes. The increase in the participants' health condition will be tracked and measured. The overall improvement in health will be the achievement of the objective.

Describe the relationship between:

The objective's achievement and reaching the project goal .

> ### Sample Narrative
>
> The project's achievement of improving health conditions is directly related to the project goal of reducing incidence of diabetes.   Since diabetes can be preventable if caught early, the project will address conditions before it progresses to a diabetes diagnosis. The project will address nutrition and exercise also meant to reduce obesity.

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

▶ Write your TTIP Objective in the Google Drive document.

Outcomes and Indicators

Outcomes and Indicators   (0-5 points)

► 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.

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

Outcomes and Indicators   (0-5 points)

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

1. Increased language fluency,

2. Increased community member use of language learning resources,

3. (P&M) Increased ability to deliver Native language instruction through certifying teachers;

   (EMI) Increased ability to deliver immersion instruction through certifying language teachers;

4. Increased capacity to implement a language program.

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.

To address this element, follow these 3 steps:

1. State the outcome for each objective.
2. State the indicator and its associated target (found in the objective).
3. Describe how the indicator in the objective will lead to the corresponding outcome.

Outcome

Increased physical health and well -being.

Target + Indicator for Objective 1

Improve diabetes -related health conditions by 25%.

The project will not only increase the awareness of the effects of diet and exercise on physical and mental health, but the adaptation of new behaviors   will increase the overall health and well -being of the community.

To address this element, follow these three steps:

1. State the indicator and its associated target (found in the objective).

2. State the outcome for each objective.

3. Describe how the indicator in the objective will be measured and tracked, and how it demonstrates the achievement the corresponding outcome.

Target + Indicator

Improve diabetes - related health conditions by 25%.

Outcome

Increased physical health and well - being.

Clinic and project staff will conduct a health screening including blood work and family history on each participant upon entering the project. Staff will provide a custom plan for nutrition education and exercise based on screening results. The data will be collected and updated quarterly throughout the duration of the project. Health Practitioners will use an algorithm that will determine the percentage of improvement for data collection purposes.

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

Outcomes

See Manual Pg. 52

For each Objective:

► Enter Outcome in Google Drive document.

► Follow up in manual activity page 52.

Outputs

Outputs   (0‑3 points)

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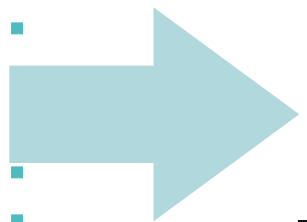
Outputs are:

► Tangible products or services that result from the completion of milestone activities

► 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

Objective:
By the end of the project, tribal member participants will improve diabetes -related health conditions by 25%.

Outputs	Relevance
4 MOUs	Other health programs are agreeing to work with and/or provide resources during the project period.
Monthly fitness plans Attendance Sheets	Project staff will provide customized fitness plans for participants and collect attendance sign in sheets for training and gym attendance.
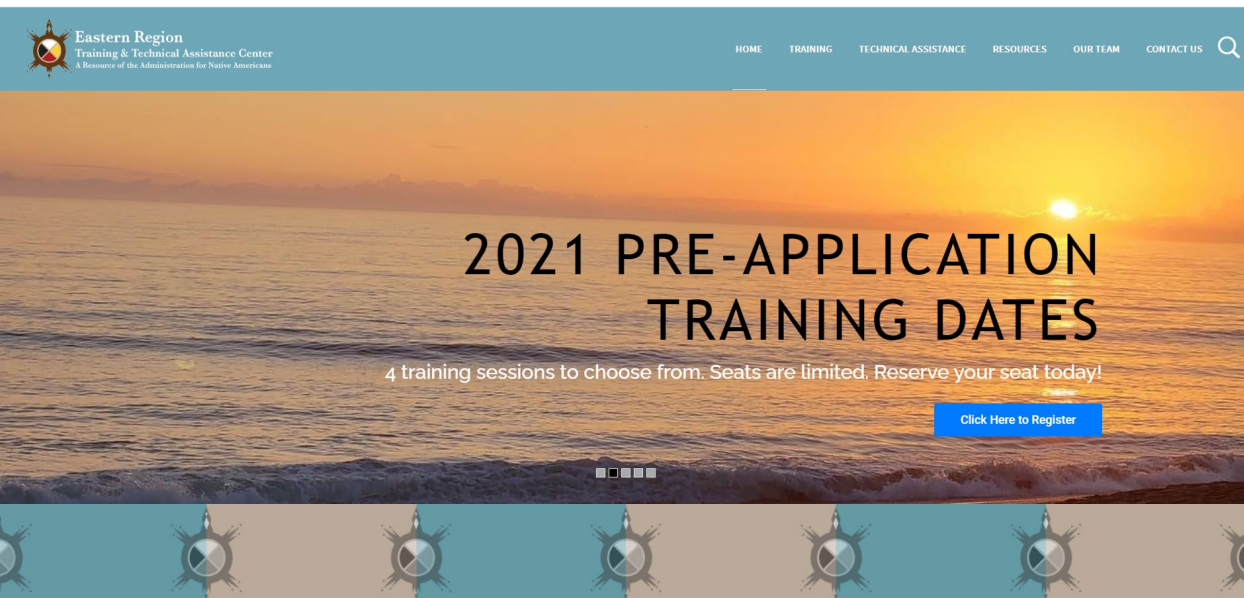
About the Eastern Region TTA Center

Free training and technical assistance

► www.anaeastern.org

► 888.221.9686

► anaeastern@mn-e.com
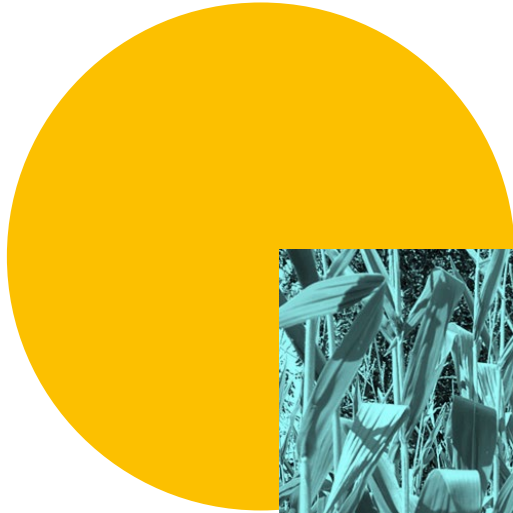
► acf.hhs.gov/ana

End of Day 1
Start of Day 2

2021

Pre-Application Training

Developed by the ANA Regional T/TA Centers

Pacific Region • Alaska Region • Western Region • Eastern Region

Questions about Yesterday's Training?
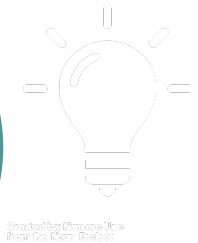
What you will need for this session

Pre App Manual

Funding Opportunity Announcement (FOA)

Outcome Tracker, OWP, Budget Template

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
- ▶ Readiness & Implementation Strategy

- ▶ Objective Work Plan   (P&M 0-15, 13 EMI)

Organizational Capacity

Budget & Budget Justification

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

Outcome Tracker and Outcome Tracking Strategy

Outcome Tracker and Outcome Tracking Strategy   (0‑3 points)

► 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.

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

► 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.

► 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.

[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, 4 EMI) End of Project, 3 -year Post Project?

Example
Outcome
Tracker

Long Term Comm. Goal	The Turtle Island Tribal Health Care program ensures each tribal member receives the highest quality healthcare.							
Current Comm. Condition	23% of our adult population are diagnosed with Type II Diabetes and 30% are overweight or obese. These rates are increasing and starting at younger ages.							
Project Goal	To decrease the incidence of diabetes and obesity rates through personalized nutrition and exercise programing.							
OBJ 1	**By the end of the project, tribal member participants will improve diabetes-related health conditions by 25%.**							
	PRIMARY OUTCOME	**INDICATOR**	**MEANS OF MEASUREMENT**	**BASELINE**	**YEAR 1**	**YEAR 2**	**END OF PROJECT**	**3-YEAR POST PROJECT**
	The Turtle Island Tribe will enjoy increased physical health and well-being.	Improve diabetes-related health conditions	# of participants that achieve 25% improvement on the following factors: Weight, BMI, Blood Pressure, A1c, Fasting Glucose, Cholesterol	0	10	20	30	25
Outputs								

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 65

▶ **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?

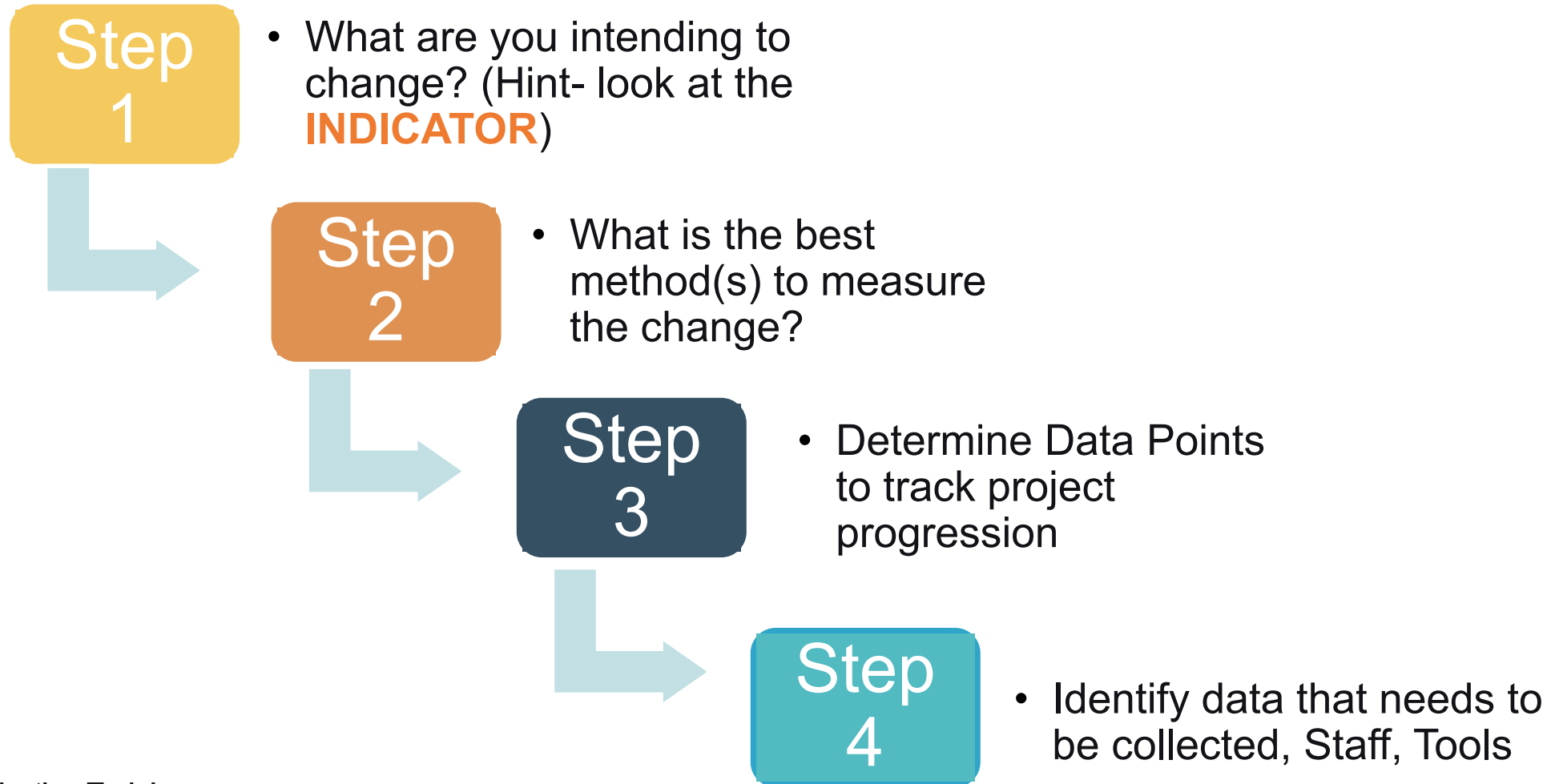## Outcome Tracker and Outcome Tracking Strategy (0-7 points)

- ► 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.

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

- ► 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.

- ► 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.

Steps to an Evaluation Plan

Step 1
- What are you intending to change? (Hint- look at the **INDICATOR**)

Step 2
- What is the best method(s) to measure the change?

Step 3
- Determine Data Points to track project progression

Step 4
- Identify data that needs to be collected, Staff, Tools

Begin by explaining the contents of the Outcome Tracker

► How the baseline was determined – or will be determined in the early activities of project implementation.

► How the means of measurement was chosen and how the collection of the data will lead to the successful achievement of the targeted indicator in the objective.

► How the benchmarks for each Project Year were determined and how they are achievable within the given project timeframe.

► How the 3 -Year Post project target ties to the sustainability and the reasonableness of the projected continuation. (Note: If there will be limited funding to continue post -project, do not overestimate here.)

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 previous 5 questions.

Outcome Tracking Strategy

See Manual Page 67 -68

► 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?

Page 67

Objective Work Plan (OWP)

Objective Work Plan (OWP) (0 - 15 points, 0 - 13 EMI)

► 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.

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

- ► Lists a maximum of 25 key activities

Start and End Dates

	START DATE	END DATE
SEDS, SEDS AK, ERE	Sept 30	September 29
P&M, EMI Year 1 (9 MONTHS)	Sept 30, 2021	June 30, 2022
P&M, EMI Years 2, 3, 4, 5	July 1	June 30

Three Ways to Obtain the OWP Form

► **MS Word version** (.docx) 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.

A. Use the OMB - Approved form

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				

Three Ways to Obtain the OWP Form

Online, fillable PDF version of the OWP

B. Fill in the Project Title

C. Fill in the Project Year – One OWP for each budget year/objective

YEAR 1   YEAR 2   YEAR 3

## D. Copy and Paste the following

- ► Project Goal

- ► T.T.I.P. Objective

- ► Outcome

E. List each Milestone Activity in chronological order

- ► Start-Up Activities

- ► Project Specific Activities

- ► Administrative Activities

F. Start - Up Activities Include:

- ► Office Set - Up

- ► Recruit & Hire Staff

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

- ► Initiate Outreach Plan

  - ▷ Recruit & Enroll Project Participants

  - ▷ Recruit Volunteers
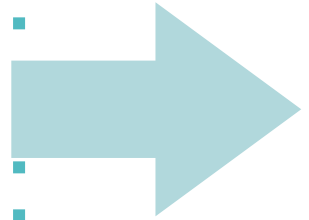
Example: Start - Up Activities

	Activities	Outputs	Project Staff	Start Date	End Date
1	Hire Staff (Nutritionist, 2 Certified Personal Trainers)	Signed job offer, HR file	ED, HR, PM	9/30/2021	11/30/2021
2	Initiate Community Communication Plan for Year 1 Press Release about award/intro project	Press Releases, social media posts	ED, Admin Assist	9/30/2021	10/30/2021
3	Initiate Social Media Campaign of Community Communication Plan to recruit 10 participants	Social Media posts	Admin Assistant	11/30/2021	12/30/2021
4	Finalize MOUs with partnering organizations	4 MOUs	PM, Admin Assist	10/1/2021	12/30/2021

Example: Project - Specific Activities

	Activities	Outputs	Project Staff	Start Date	End Date
5	Develop Nutrition curriculum	Nutrition Curriculum	Nutritionist, PM, Admin Assist	12/1/2021	2/28/2022
6	Interview, Select, Orientation for 10 Participants	Participant files created	PM, CPT, Nutritionist, Admin Assist	12/1/2021	12/30/2021
7	Coordinate and Health Status Screening of Participants	Screening file, waivers	HCP, PM, Admin Assist	1/3/2022	1/14/2022
8	Purchase programming supplies: Journals, Diet App, weights, promotional items	supply inventory	CPT, Nutritionist, PM Admin Assist	1/3/2022	1/14/2022
9	Develop Personalized Workout plans for participants	Individualized Work out plans	CPT, Admin Assist	1/3/2022	1/14/2022
10	Conduct Baseline Fitness assessment	Participant files	CPT, Admin Assist	1/17/2022	1/28/2022
11	Conduct Nutrition weekly workshops	agenda, attendance sign in sheets	Nutritionist, PM, Admin Assist	1/17/2022	9/29/2022
12	Conduct one-on-one Nutrition counselling (once a month/participant)	Participant files, progress reports	Nutritionist, Admin Assist	1/17/2022	9/29/2022
13	Complete Quarterly Health Status Screening	Participant files, progress reports	HCP, PM, Admin Assist	3/1/2022	3/18/2022

G. 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, ADR, SF-425, DPM)

Example: Administrative Activities

Activities	Outputs	Project Staff	Start Date	End Date
Administrative: Establish federal system account access and official grant file	Accounts are ready for project implementation	ED, Project Manager Financial Officer	9/30/2021	10/30/2021
Administrative: Orientation Onboard Administrative and Project Staff Review ANA workplan, policies and procedures Meet with Partners	Signed employee Handbooks Handout copies of work plan	All staff	9/30/2021	12/31/2021
Administrative: Implement Outcome Strategy Design spreadsheets, database, purchase software	Data Collection protocols Data Collection Tools Data Analysis Quarterly Reports	Project Manager, All Staff	9/30/2021	9/29/2022
Administrative: Reporting (ANA Bi-annual and Annual, PMS Quarterly/Bi-Annual/Annual	OPR, ADR, FSR, etc reports submitted	Project Manager Financial Officer	9/30/2021	9/29/2022
Administrative: Attend ANA Post Award Training	Staff development, Travel expense documentation	Project Manager Financial Officer	11/1/2021	1/30/2022
Administrative: Attend ANA Grantee Meeting	Staff development, Travel expense documentation	Project Manager Master Language Teacher	2/1/2022	3/1/2022

Objective Work Plan (OWP)

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

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

▶ Use the MS Word handout or the Framework Worksheet

▶ List start up and programmatic activities for one objective.

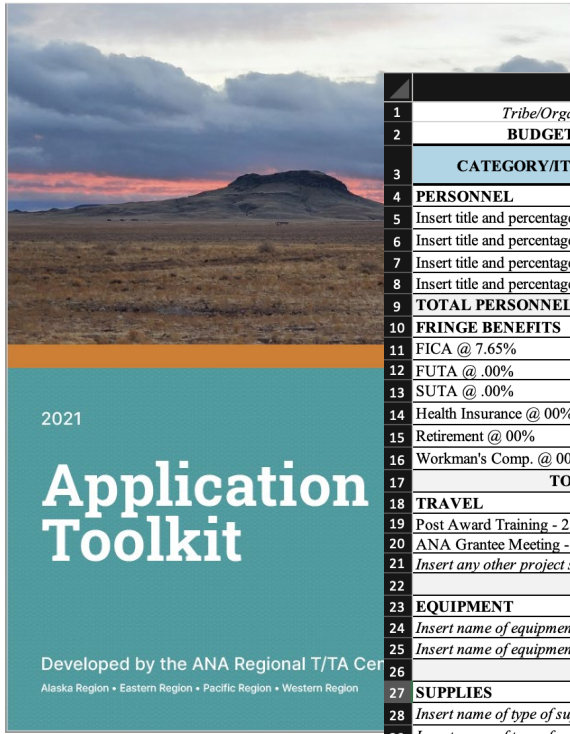▶ Include outputs, staff, and start and end dates for each activity.

Budget and Budget Justification

Line Item Budget   (0-5 points)

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

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

Provide line-by-line all cost for all proposed project expenditures, categorized by object class categories
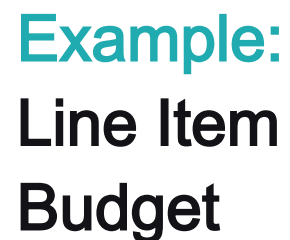
- ► Personnel
- ► Fringe Benefits
- ► Travel
- ► Equipment
- ► Supplies

- ► Contractual
- ► Other
- ► Indirect Cost

	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*	-	-	-

Use the Budget Template

► Available in the 2021 Pre - Application Toolkit

► Recommended in the FOA

► Aligns with required format and object class categories

► Two versions available: one for Language grants, and another for other programs

Example: Line Item Budget

		FEDERAL	NON FEDERAL	TOTAL	
PERSONNEL					
Program Coordinator		$35,825	$0	$35,825	
(1,840 Hrs @ $19.47/Hr)					
Assistant		$21,390	$0	$21,390	
(1,380 Hrs @ $15.50/Hr)					
TOTAL PERSONNEL		$57,215	$0	$57,215	
FRINGE BENEFITS @ 34.97%		$20,008	$0	$20,008	
SUPPLIES					
a. Consumable Office Supplies		$3,101	$0	$3,101	
TOTAL SUPPLIES		$3,101	$0	$3,101	
TRAVEL					
A. ANA Post Award Training		$2,500	$0	$2,500	
B. ANA Grantee Meeting		$8,500	$0	$8,500	
TOTAL TRAVEL		$11,000	$0	$11,000	
OTHER DIRECT COSTS					
Participant Travel		$2,700	$0	$2,700	
Participant Recognition		$4,600	$4,000	$8,600	
Participant Snacks		$144	$0	$144	
Participant Volunteers		$0	$22,192	$22,192	
Accounting		$6,000	$0	$6,000	
TOTAL OTHER DIRECT COSTS		$13,444	$26,192	$39,636	
TOTAL DIRECT COSTS		$104,768	$26,192	$130,960	

Year 1 Line-Item Budget

► 9-month budget period : runs from Sept. 30, 2020 – June 30, 2021

► Can request full ceiling amount ($300,000)

Years 2, 3, 4, 5 Line-Item Budget

► 12-month budget – runs from July 1st – June 30th

- ► Personnel
- ► Fringe Benefits

The Turtle Island Tribe

SEDS BUDGET YEAR ONE

CATEGORY/ITEM DESCRIPTION	Federal Share	Non-Federal Share	Total
PERSONNEL			
Executive Director (.2 FTE)	-	11,250	11,250
Project Manager (1 FTE)	50,000	-	50,000
Certified Nutritionist (1 FTE)	37,500	-	37,500
Admin Assistant (.5 FTE)	17,500		17,500
2 Certified Personal Trainers (1 FTE/each)	75,000	-	75,000
TOTAL PERSONNEL	$ 180,000	$ 11,250	$ 191,250
FRINGE BENEFITS			
FICA @ 7.65%	13,770	861	14,631
FUTA @ 6.00%	10,800	675	11,475
SUTA @ 3.71%	6,678	417	7,095
Workman's Comp. @ 1.3%	2,340	146	2,486
TOTAL FRINGE BENEFITS	$ 33,588	$ 2,099	$ 35,687

9/30/2021-9/29/2022

► Travel

CATEGORY/ITEM DESCRIPTION	Federal Share	Non-Federal Share	Total
TRAVEL			
Post Award Training - PM & Financial Officer	2,536	-	2,536
ANA Grantee Meeting - PM & Nutritionist	4,110	-	4,110
TOTAL TRAVEL	**$ 6,646**	**$ -**	**$ 6,646**

► Equipment

► Supplies

CATEGORY/ITEM DESCRIPTION	Federal Share	Non-Federal Share	Total
EQUIPMENT			
Inspire FTS Functional Trainer Package	5,300		5,300
Inspire Power Rach Package	5,250	-	5,250
TOTAL EQUIPMENT	**$ 10,550**	**$ -**	**$ 10,550**
SUPPLIES			
Consumable office supplies	1,200	-	1,200
TOTAL SUPPLIES	**$ 1,200**	**$ -**	**$ 1,200**

- ► Contractual
- ► Other

CATEGORY/ITEM DESCRIPTION	Federal Share	Non-Federal Share	Total
CONTRACTUAL			
	-	-	-
TOTAL CONTRACTUAL	$ -	$ -	$ -
OTHER			
Tribal Healthcare Office	30,000		30,000
Participant Welcome Package	4,000		4,000
4 Apple Laptops	12,800	-	12,800
Microsoft Office Suite (4)	600	-	600
Local Travel	500	-	500
Classroom, meeting space	-	8,000	8,000
Satellite Gym Space		45,000	45,000
Cell phones (5)	-	3,987	3,987
TOTAL OTHER	$ 47,900	$ 56,987	$ 104,887

- ▶ Indirect Cost
- ▶ Total Project Cost

CATEGORY/ITEM DESCRIPTION	Federal Share	Non-Federal Share	Total
DIRECT COST TOTAL	$279,884	$ 70,336	$ 350,220
INDIRECT COST @ 14%	$ 31,214	$ 7,438	$ 38,652
TOTAL PROJECT COST YEAR 1	$311,098	$ 77,774	$ 388,872

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 $75,000 +Federal Request +$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 $375,000 x20 % 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 Template

► 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 which provides a narrative description of a breakdown of how all costs are calculated for each entry in the line item budget. The budget justification includes a rationale for estimating costs, vendor quotes for equipment, personnel, and travel.

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

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

Tribe/Organization Name
BUDGET JUSTIFICATION YEAR ONE

CATEGORY/ITEM DESCRIPTION	Federal Share	Non-Federal Share	CALCULATION AND JUSTIFICATION
PERSONNEL	$ -	$ -	Explain calculation of salary for each position and position project responsibility
Insert title and percentage of time			Describe salary calculation and project responsiblities
Insert title and percentage of time			Describe salary calculation and project responsiblities
Insert title and percentage of time			Describe salary calculation and project responsiblities
Insert title and percentage of time			Describe salary calculation and project responsiblities
FRINGE BENEFITS	$ -	$ -	Describe the benefits given and differences based on type of employee
FICA @ 7.65%			Describe the benefit and who is entitled to receive the benefit
FUTA @ .00%			Describe the benefit and who is entitled to receive the benefit
SUTA @ .00%			Describe the benefit and who is entitled to receive the benefit
Health Insurance @ 00%			Describe the benefit and who is entitled to receive the benefit
Retirement @ 00%			Describe the benefit and who is entitled to receive the benefit
Workman's Comp. @ 00%			Describe the benefit and who is entitled to receive the benefit
TRAVEL	$ -	$ -	Describe employee travel
Post Award Training - 2 people			Describe need for project completion and break out individual travel costs
ANA Grantee Meeting - 2 people			Describe need for project completion and break out individual travel costs
Insert any other project staff travel			Describe need for project completion and break out individual travel costs
EQUIPMENT	$ -	$ -	Describe equipment and need by project
Insert name of equipment			Describe why the project needs this equipment
Insert name of equipment			Describe why the project needs this equipment
SUPPLIES	$ -	$ -	Describe supplies to be purchase and need by project
Insert name of type of supply			Describe supplies to be purchased and need by project
Insert name of type of supply			Describe supplies to be purchased and need by project
CONTRACTUAL	$ -	$ -	For large contract item not for lesser professional services
Insert name of type of contract			Describe cost calculation and why project needs this contractor
Insert name of type of contract			Describe cost calculation and why project needs this contractor
OTHER	$ -	$ -	Describe calculation of cost and why the item is needed
Insert name of "Other" budget item			Describe how the cost was determined and why the item is needed for the project
Insert name of "Other" budget item			Describe how the cost was determined and why the item is needed for the project
Insert name of "Other" budget item			Describe how the cost was determined and why the item is needed for the project
TOTAL OTHER			Describe how the cost was determined and why the item is needed for the project
INDIRECT COST @ XX.XX% (if applica	$ -	$ -	Describe how the cost was determined and why the item is needed for the project

2021

Applica Toolkit

Developed by the ANA Re
Alaska Region • Eastern Region • Pacific Reg

Use the Budget Justification Template

► Available in the 2021 Pre - Application Toolkit

► Recommended in the FOA

► Aligns with required format and object class categories

For Personnel and Fringe Benefits

► Position Title

► Time commitment to the project in months & FTE

► Salary/Hourly Wage

► Description of responsibilities related to the project

Budget Justification

▶ Personnel

▶ Fringe Benefits

The Turtle Island Tribe
SEDS
BUDGET
YEAR ONE

CATEGORY/ITEM DESCRIPTION	Federal Share	Non-Federal Share	CALCULATION AND JUSTIFICATION
PERSONNEL	$ 180,000	$ 11,250	
Executive Director (.2 FTE)			*$75,000/year @ .2 FTE for 12 months to oversees grant compliance*
Project Manager (1 FTE)			*$50,000/year @ 1 FTE for 12 months to manage project, required programmatic reporting; supervision of project staff; project evaluation*
Certified Nutritionist (1 FTE)			*$45,000/year @ 1 FTE for 10 months responsible for conducting nutrition workshops; 1-on-1 dietary assessments*
Admin Assistant (.5 FTE)			*$35,000/year @ .5 FTE for 12 months to conduct administrative duties for the project, including collection and storage of data/evaluation tools*
2 Certified Personal Trainers (1 FTE/each)			*2 X @$45,000/year @ 1 FTE for 10 months to provide customized fitness plans, oversee see training*
FRINGE BENEFITS	$ 33,588	$ 2,099	
FICA @ 7.65%			
FUTA @ 6.00%			
SUTA @ 3.71%			
Workman's Comp.@1.3%			

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

Budget Justification

► Travel

CATEGORY/ITEM DESCRIPTION	Federal Share	Non-Federal Share	CALCULATION AND JUSTIFICATION
TRAVEL	**$ 6,646**	$ -	
Post Award Training – PM & Financial Officer			*Travel for PM and Financial Officer to Phoenix, AZ: airfare: 2 X $550; lodging 2 X (3 nights@ $156/night); per diem 2X $196; ground transportation 2 x $30 RT; airport parking $12/day X 4 days*
ANA Grantee Meeting – PM & Nutritionist			*Travel for PM and MLT to Washington, DC, airfare 2 X $625; 2 X (4 nights@$257/night); per diem 2 X $342; ground transportation 2 X $30 RT; airport parking $12/day X 5 days*

If your tribe/organization doesn't have travel policies, you can use federal rates found on www.gsa.gov/travel -resources to determine lodging, mileage and per diem rates.

Budget Justification

For Equipment

▶ Describe the type of equipment being requested

▶ Number of units

▶ Cost per unit (>$5,000)

▶ Description of how equipment will be used for the project

▶ Provide quotes as attachments

For Supplies

► Group Supplies when possible:
  ▷ Office Supplies
  ▷ Workshop/Meeting Supplies
  ▷ Farming Supplies

► Breakdown of estimated cost(s)

► Description of how supplies will be used for the project

Budget Justification

► Equipment

► Supplies

CATEGORY/ITEM DESCRIPTION	Federal Share	Non-Federal Share	CALCULATION AND JUSTIFICATION
EQUIPMENT	**$ 10,550**	$ -	
Inspire FTS Functional Trainer Package			*Equipment for satellite gym. See attached quote in appendix*
Inspire Power Rach Package			*Equipment for satellite gym. See attached quote in appendix*
SUPPLIES	**$ 1,200**	$ -	
Consumable office supplies			*Average monthly supplies for administration are typically $100/month for 12 months*

Budget Justification

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

- ▶ Contractual
- ▶ Other

CATEGORY/ITEM DESCRIPTION	Federal Share	Non-Federal Share	CALCULATION AND JUSTIFICATION
CONTRACTUAL	$ -	$ -	
OTHER	$ 47,900	$ 56,987	
Tribal Healthcare Office			Project specific contribution agreement to include quarterly lab work and health screenings. ($3,000/participant X 10)
Participant Welcome Package			Package includes: Journal, gym bag, water bottle, towel, fitbit ($400/participant X 10)
4 Apple Laptops			4 - 16 inch Mac Book Pro Laptops for PM, Nutritionist, 2 CPT w/1 TB storage, 2.3GHz Core Processor, 32 GB memory, Final Cut Pro installed
Microsoft Office Suite (4)			Office Suite and license for all laptops
Local Travel			local mileage for trips, hiking, etc. (1000 miles X $.50)
Classroom, meeting space			Use of classroom, board room and audio/visual equipment provided by partnering organization at fair market price of $1000/month needed for 8 months. See attached letter of commitment in appendix.
Satellite Gym Space			Use of large building to be utilized as a satellite gym for neighboring district. Fair market value is $5000/month for 9 months in Year 1
Cell phones (5)			iPhones and contracts for project staff. (2 X $840/year + 3 X $700/10 months)

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 without a negotiated rate may claim the standard 10% de minimis rate
  - ▷ Indicate that you are using 10% of the "modified total direct cost" basis.

Budget Justification

► Indirect Cost

CATEGORY/ITEM DESCRIPTION	Federal Share	Non-Federal Share	CALCULATION AND JUSTIFICATION
INDIRECT COST @ 14%	$ 31,214	$ 7438 -	Please see most recent negotiated IDR agreement attached in appendix.

Tips on putting together your Budget

► Follow Federal object class categories

► Identify 20% of Total Project Cost for Non Federal Share every year of project

► Work with your Finance person for pay scales, fringe rates, and indirect cost rates

► Clean up and scale budget templates

Budget Justification

See Budget Template

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

End of Day 2
Start of Day 3

Please stand by. We will begin shortly

2021 Pre-Application Training

May 4-6, 2021

2021

Pre-Application Training

Developed by the ANA Regional T/TA Centers

Pacific Region • Alaska Region • Western Region • Eastern Region

Welcome to

Training Day 3 of 3

What you will need for this session

Pre App Manual

Funding Opportunity
Announcement (FOA)

OWP
Budget Template

Questions about Yesterday's Training?

Community -Based Strategy and Readiness & Implementation Strategy

Approach

- ► Native Language Nest or Survival School Certification
- ► Long-Term Community Goal
- ► Current Community Condition
- ► Project Goal
- ► TTIP Objectives
- ► Outcomes and Indicators
- ► Outputs
- ► Outcome Tracker and Outcome Tracking Strategy
- ► Community Based Strategy   (0-10 P&M, 0-8 EMI)
- ► Readiness & Implementation Strategy   (0-20 P&M, 0-16 EMI)
- ► Objective Work Plan

Organizational Capacity   (0-12 P&M or 0-10 EMI)

Budget & Budget Justification

- ► Line Item Budget
- ► Budget Narrative

Community -Based Strategy

Community - Based Strategy (0 - 10 points, 0 - 8 EMI)

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

► 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.

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

Virtual Community Engagement

► On-line Surveys

► One-on-One Phone Interviews

► Virtual Focus Groups

Online Surveys

- ► **Avoid simply leading people to the answers you want**

- ► **Formulate open - ended question:**
  Likert scales, rankings, etc. (avoid Yes/No)

- ► **Precisely word questions:**   Objective, consistent language

- ► Get higher return rates with a giveaway contest

- ► Share survey results and findings with community

Virtual Community Engagement

Virtual Focus Groups

- ► **Invite community stakeholders**

- ► **Cultivate active engagement:**   Give time to intros, build rapport

- ► **Use facilitator(s), have a planning process**

- ► **Have ground rules:**   Participants finish list

- ► **Provide ample time for deep discussion**

- ► **Active notes. Map issues, assets, solutions.**

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

► **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?

► **Attach documentation in the appendix**

▷ Meeting Minutes

▷ Sign-in Sheets

▷ Summary of Surveys, Virtual Meetings

Defining Your Community
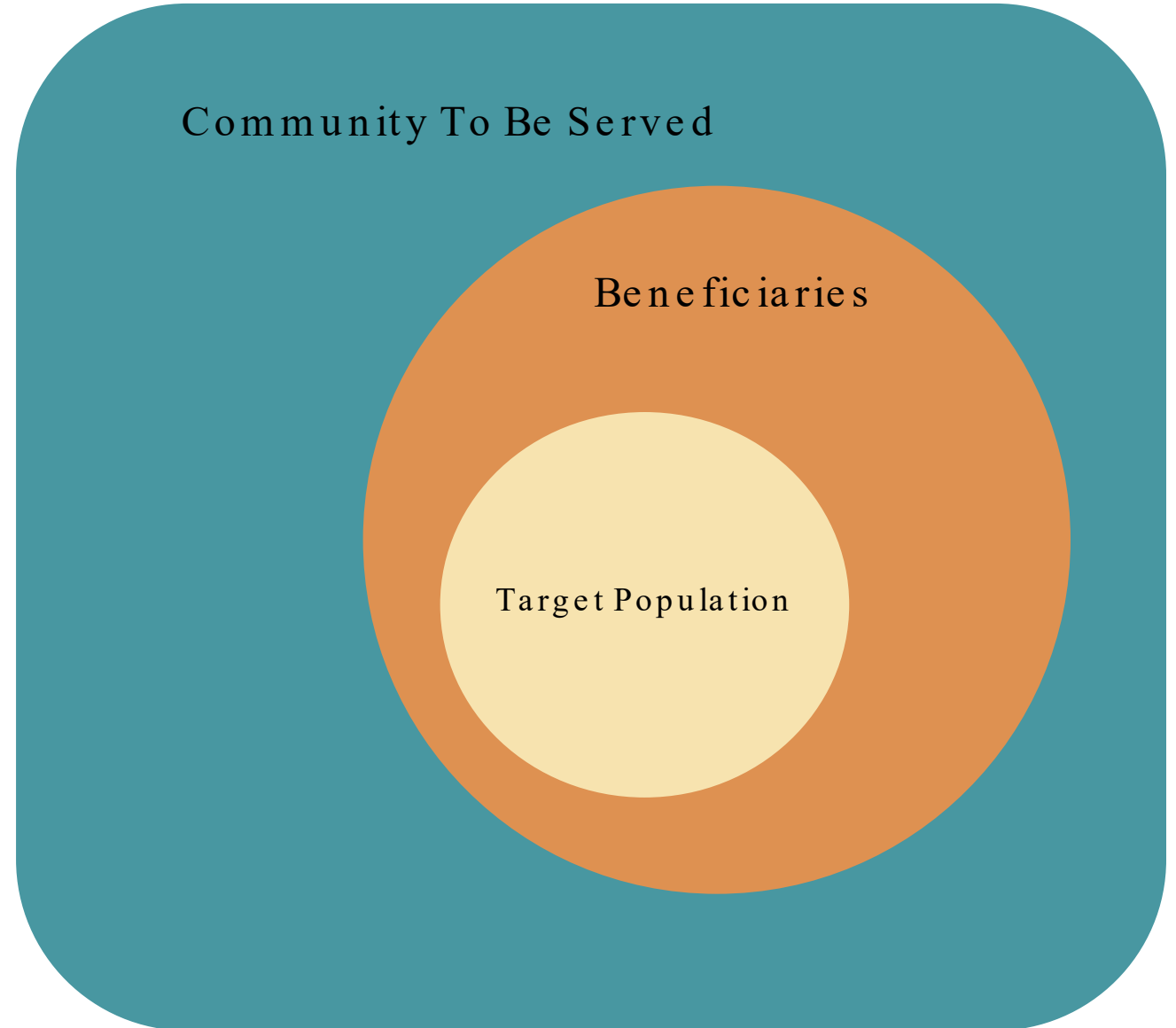
Evidence of Community Input

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

Community - Based Strategy   (0 - 10 points, 0 - 8 EMI)

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

▶ **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.**

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

► **Describe the working history your organization has with the community to be served**

► **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?

Community - Based Strategy   (0 - 10 points, 0 - 8 EMI)

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

▶ 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.

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

► **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

Turtle Island Master/Apprentice Language Project 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	Sept 30, 2021
Volunteer Recruitment	Community-wide	Social Media Newsletter Website	Project Director Farmers	Communication Team	Sept 30, 2021
Quarterly Project Updates	Community-wide	Newsletter	Project Director	Communication Team	Quarterly 2021-2024

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 77

▶ Use the table to outline your narrative.

▶ 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.

Reference your OWP

Follow these three steps:

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

2. Divide the list into to categories: resources and services are available within the Tribe/Organization and resources and services are needed from outside the Tribe/Organization.

3. If applicable, identify the source they will be obtained from (partners, suppliers); and the cost/value.

Available	Obtain	Resource/Service	Source	Cost/Value $
X		Office Space for Classroom, Meetings	Tribe	$1000/mo.
	X	2 Laptops	Apple Store	$3200
X		Cultural Protocols, Knowledge	Cultural Practitioner	$ 12,000
	X	Graphic Design/Production of materials	XYZ Designers	TBD
	X	Curriculum Development Consultant	Dorothy Lazore	$20,000 + travel exp.

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.

Describe the implementation of your OWP.

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

Describe Implementation Plan

▶ Provide details outlined in OWP

▶ Complements OWP, doesn't simply repeat same information

▶ Biggest part of your narrative

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 to you plan to retain participation?

> 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.

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

- **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.

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 91

▶ Use the table to outline your sustainability plan.

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

▶ Describe a strategy to sustain each.

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.

Illustration by Freepik Stories

Contingencies to consider

- ▶ Staff turnover
- ▶ Participant turnover
- ▶ Loss of partnerships
- ▶ Loss of project site
- ▶ National disasters (ex: fires, flooding)
- ▶ Public health crises
- ▶ Travel
- ▶ …

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.

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

Contingency Planning

See Page 94

▶ 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 describe 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.

Make a plan for Preservation of Materials Produced

Element 25/26

► Identify materials, products, outputs of the project that can be shared with other Native American language communities

► Describe the types of materials (curriculum, books, videos, etc) and the software or equipment used.

► Describe how materials will be shared with others   —sold or free, digital or hardcopy.

► Detail how materials should be stored, for example digital copy in fire - proof safe.

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 describe 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.

Make a Plan for Parental Engagement

► Describe the requirements for classes, for example, classes with children or separate class

► Provide details on the schedule (weekly, bi-weekly, evenings, weekends)

► Describe plan to retain parental attendance (meals, incentives, etc.)

Page 98

Organizational Capacity

(0 - 12 points or 0 - 10 for EMI)

▶ 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 timeframe and strategy for filling vacant positions.

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

Staffing Structure and Organizational Charts

► Demonstrate where ANA project staff falls within the organization.

► Connect to Tribal Council or the Board of Directors
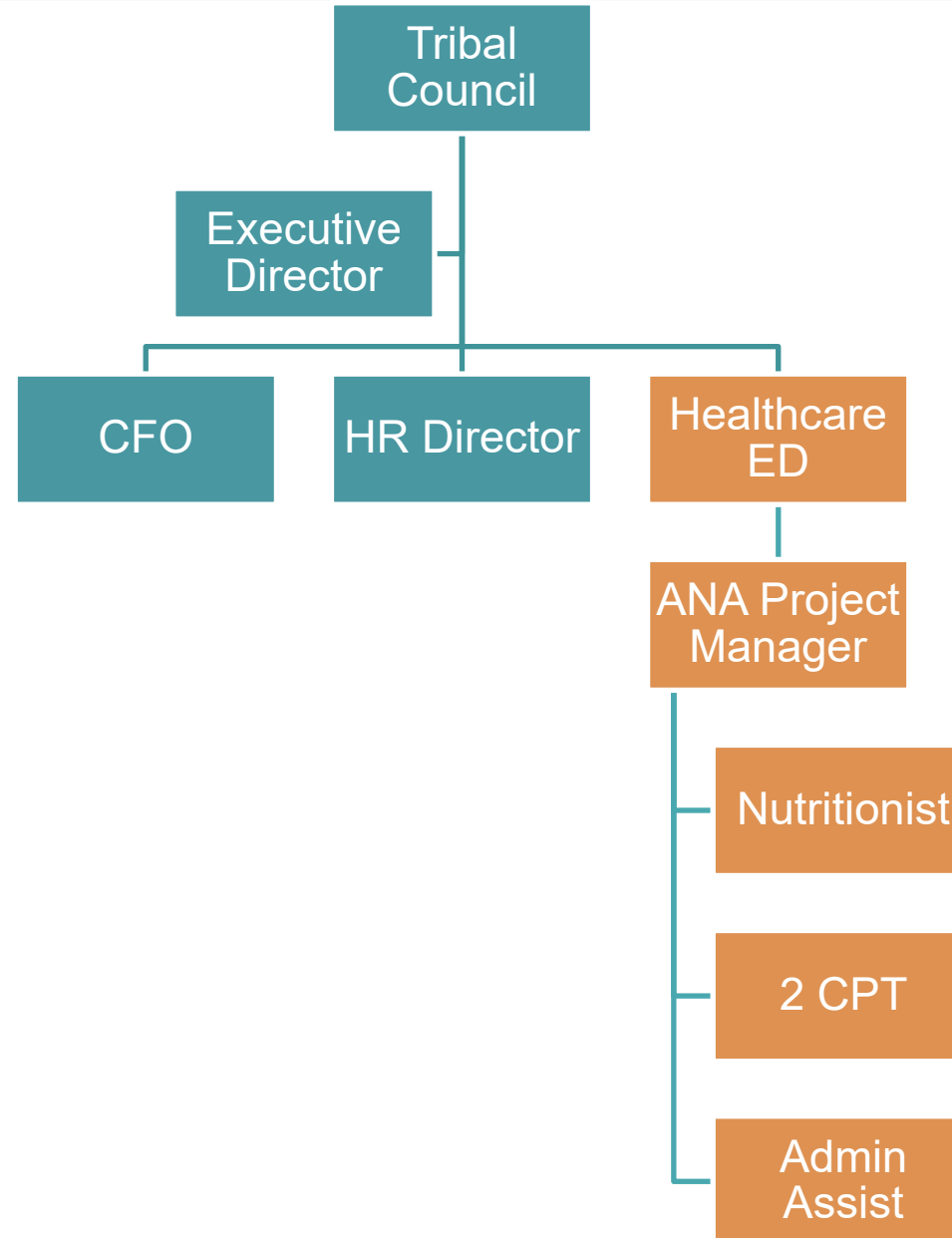
Identify Key Staff

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

Identify Key Partners

Key Partners	Qualifications	Roles/ Responsibilities	Attachment

Organizational Capacity

Fill in the table below for all Key Staff positions:

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

Key Staff & Partnerships

See Page 101 & 102

▶ Identify key staff positions, including individuals identified, if applicable.

▶ Identify key partners and their roles in the project.

(0 - 12 points P&M or 1 - 10 points EMI)

► 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 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.

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.
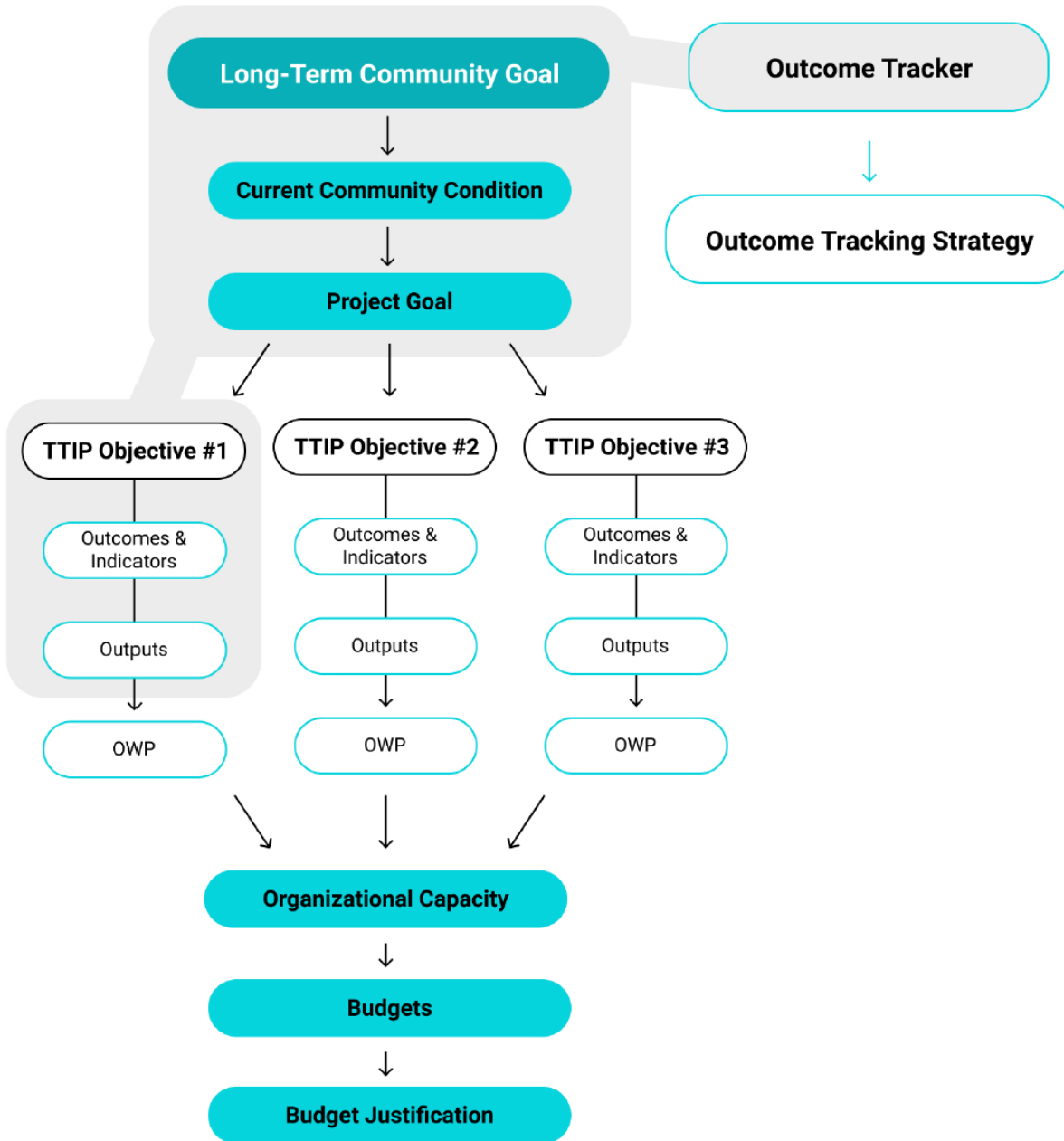
- **Long‑Term Community Goal:** What does your Native community envision for its future 5, 10, 50 years from now?

- **Current Community Condition:** What is the main barrier currently preventing your community from taking the next step toward achieving that Long‑Term Community Goal?

- **Project Goal:** How will your project reduce or remove the barrier described in your Current Community Condition?

- **TTIP Objectives:** What achievable, measurable objectives will your project accomplish to reach your Project Goal?

- **Outcome:** As a result of achieving each Objective, how will the lives of community members improve?

- **Indicators:** What metric will you use to measure progress toward achieving each objective? What is the quantifiable amount of change, as indicated by your Indicator metric, that you will Target?

- **Outputs:** What kinds of tangible products or services will result from the completion of activities you will carry out in order to achieve your objective?

Project Summary/Abstract & Governing Body Documentation

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

Governing Body Documentation

>Federal and State Recognized Tribes

► Must include a Tribal Resolution or Letter signed by AOR

>Native Non Profit Organizations

► Must include an Assurance of Community Representation

Assurance of Community Representation

>51% 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.

> "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 FOA

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

Preparing and Submitting the Application

Don't wait until the last minute!

	P&M, EMI, ERE	SEDS, SEDS AK
Applications Due	Friday, June 25, 2021 11:59pm ET time	Wednesday, June 30, 2021 11:59pm ET time

 Give yourself an earlier deadline.

- ► **Main Body of Narrative**

  - ➢ 8 ½ " X 11" with 1-inch margins all around

  - ➢ 12-point font, Times New Roman

  - ➢ Double-spaced

- • Project Summary/Abstract

  - ➢ Single-spaced, ONE page

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
- ► Implementation & Readiness
- ► 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)

Single Spaced:

- 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

- Tables
- Resumes

150 total page limit – *excludes:*

- OMB approved forms
- Project Summary

- OWP
- Required Assurances and Certification

  - *(Business plans no longer exempt)*

Putting the Application Together

Applications must be submitted electronically through *Grants.gov Workspace*

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

☑ **Establish a DUNS Number.**

☑ **Register in System for Award Management (SAM).**
SAM registration must be current

☑ **Establish a Grants.gov account,** or submit a waiver for electronic submission

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

slido

Which accounts are up-to-date or set up?

ⓘ Start presenting to display the poll results on this slide.

1. DUNS Number

2. SAM

3. Grants.gov

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

Adobe Software

Adobe Software Tip Sheet

You should verify that you are using a version of Adobe that is compatible with Grants.gov. To do this, from the Grants.gov homepage select the Applicants tab. Next click the Adobe Software Compatibility link.

https://www.grants.gov/web/grants/applicants/adobe - software - compatibility.html

This page provides information regarding the compatible versions for Windows and Mac OS users. To verify the version of Adobe Reader or Adobe Acrobat installed on your computer is compatible with the forms in Workspace you can also click on the following test application package link:

https://www.grants.gov/documents/19/18243/Adobe - Versioning - Test - Workspace - PDF- Form.pdf

Grants.gov

https://www.youtube.com/user/GrantsGovUS

Passwords expire every 60 days!

Register as an Organization Applicant

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

Introduction to Grants.gov Video Series

https://www.youtube.com/playlist?list=PLNSNGxQE7NWlPcYxVJsgIJbRc6cPcfC8X

Learning Workspace Video Series for Organization Applicants

https://www.youtube.com/playlist?list=PLNSNGxQE7NWlibdjPYGOsZaG   - ol0pBsx3

Search for the FOA on Grants.gov

Use the CFDA number located in the Funding Opportunity Announcement (FOA) 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]

SF 424 - #18

18. Estimated Funding ($):

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

Only use budget numbers from Year 1

SF 424A

Section A

Use Year 1 budget numbers

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

Fill in

SF 424A

Section B

Should be pre - populated

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Federal Share	(2) Non-Federal Share	(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

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

File 1

Include in Package	Form Name (Click to Edit)
☑	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]

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

Required Application Elements – Suggested File 1

- Table of Contents
- Project Summary/Abstract (one single-spaced page)
- Introduction
- Approach
  - Long-Term Community Goal
  - Current Community Condition
  - Project Goal
  - Objective(s)
  - Outputs
  - Outcome(s) & Indicator(s)
  - Outcome Tracker and Outcome Tracking Strategy
  - Community-Based Strategy
  - Readiness and Implementation Strategy
  - Geographic Location
  - Protection of Sensitive and Confidential Information

- Organizational Capacity
- Project Budget & Budget Justification
  - Line Item Budget
  - Narrative 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
- Lang Nest/Survival School Certification
- Additional Information on Eligibility
  - Tribal Resolution **OR**
  - 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

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

The AOR must sign and submit:

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

After you Submit Your Application

Receipt and Review

► How will you know your application was received?

► Panel Review.

► ANA Internal Review.

After you Submit Your Application

Confirm that your application was received

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

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

Apply to be a Panel Reviewer

Serving as a Panel Reviewer is the best way to broaden your ANA writing skills

- ► 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 grantwriting 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 <u>at least 2 days before</u> deadline.

Useful Tool: Application Calendar & Checklist

Pre-Application Toolkit, pg. 48

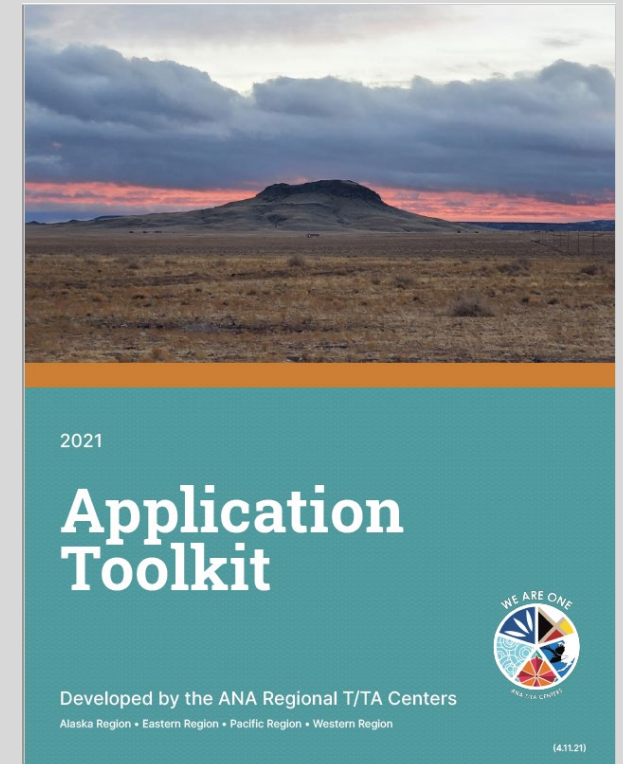| What to Submit	Additional Details	Individual Responsible	Start Date	End Date
Register Your Organization (in order) 1. DUNS 2. SAM.gov 3. Grants.gov Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration	To obtain a DUNS number (Unique Entity Identifier), go to http://fedgov.dnb.com/webform. To register at SAM, go to http://www.sam.gov. To register with Grants.gov, create an organizational profile, and create an application Workspace, go to: www.Grants.gov *Active registration at SAM must be maintained throughout the application and project award period.			
SF – 424 Application for Federal Assistance	This form is available in the FOA's forms package at www.Grants.gov.			
SF-424A - Budget Information – Non-Construction Programs and SF424B - Assurances - Non-Construction Programs	These forms are available in the FOA's forms package at www.Grants.gov in the Mandatory section. They are required for applications that include only non-construction activities.			
SF Project/ Performance Site	This form is available in the FOA's forms package at www.Grants.gov.			

Funding Opportunity Announcements (FOAs)

Pre-Application Manual

Deeper dives and Activity worksheets
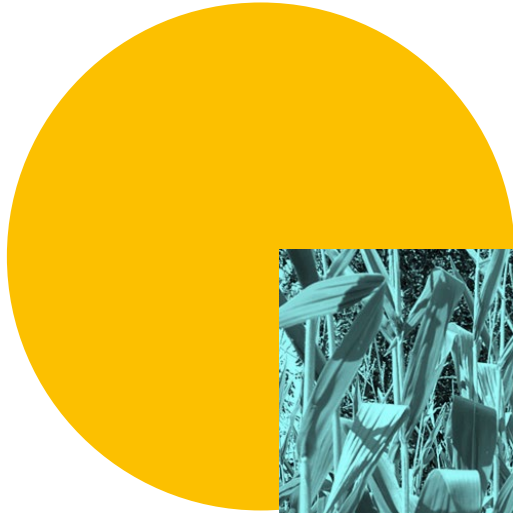
Pre-Application Toolkit

Budget Templates, OWP Template, Examples, Tools
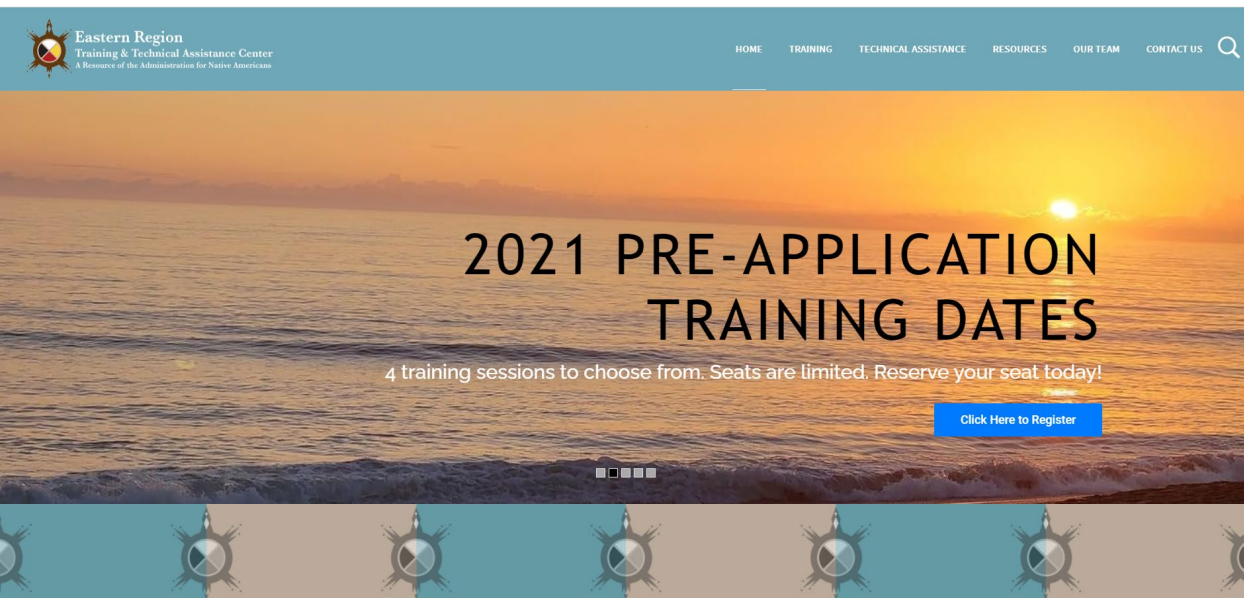
About the Eastern Region TTA Center

Free training and technical assistance

- ► www.anaeastern.org
- ► 888.221.9686
- ► anaeastern@mn-e.com

▶ acf.hhs.gov/ana

Audience Q&A Session

ⓘ Start presenting to display the audience questions on this slide.