Program Office:	Administration for Native Americans
Funding Opportunity Title:	Native Language Preservation and Maintenance Immersion
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2009-ACF-ANA-NL-0040
CFDA Number:	93.587
Due Date for Applications:	03/11/2009

Executive Summary:

The Administration for Native Americans (ANA), within the Administration for Children and Families (ACF), announces the availability of Fiscal Year (FY) 2009 funds for new community-based activities under ANA's Native Language Preservation and Maintenance Immersion program area. Native Language Immersion grants will only be awarded to applicants that meet the Statutory requirements for immersion projects with language nests or language survival schools in accordance with P.L. 109-394.

I. FUNDING OPPORTUNITY DESCRIPTION

Statutory Authority

This program is authorized under Section 803(a) and (d) and 803C of the Native American Programs Act of 1974, as amended, 42 U.S.C. 2991b and 2991b-3 and Esther Martinez Native American Languages Preservation Act of 2006, Public Law 109-394.

Description

In 1992, Congressional testimony provided estimates that of the several hundred native languages that once existed, only about 150 are still spoken or remembered today. Furthermore, only 20 are spoken by persons of all ages, 30 by adults of all ages, about 60 by middle-aged adults, and 45 by the most elderly. In response to this

testimony, Congress passed the Native American Languages Act of 1992 (the Act), Public Law (P.L.) 102-524, to assist Native Americans in assuring the survival and continuing vitality of their languages. Passage of the Act was an important step in an attempt to ensure the survival and continuation of Native languages. It provided the foundation upon which Tribal nations can rebuild their economic strength and enhance their rich cultural diversity. The Federal Government recognizes the substantial loss of Native American languages over the past several hundred years, and acknowledges the nature and magnitude of the status of Native American languages will be better defined when eligible applicants under the Act have completed language assessments.

In 2006, Congress passed the Esther Martinez Native American Languages Preservation Act of 2006, P.L. 109-394. The law amends the Native American Programs Act of 1974 to provide for the revitalization of Native American languages through Native American language immersion programs, and for other purposes.

The Administration for Native Americans (ANA) believes that the responsibility for achieving self-sufficiency rests with the governing bodies of Indian Tribes, Alaska Native Villages, and in the leadership of Native American groups. This belief supports the ANA principle that the local community and its leadership are responsible for determining goals, setting priorities, and planning and implementing programs that support the community's long-range goals.

Therefore, since preserving a language and ensuring its continuation is generally one of the first steps taken toward strengthening a group's identity; activities proposed under this program announcement will contribute to the social development of Native communities and significantly contribute to their efforts toward self-sufficiency. ANA recognizes that eligible applicants must have the opportunity to develop their own language plans, improve technical capabilities, and have access to the necessary financial and technical resources in order to assess, plan, develop and implement programs to assure the survival and continuing vitality of their languages. ANA also recognizes that potential applicants may have specialized knowledge and capabilities to address specific language concerns at various levels. This program announcement reflects these special needs and circumstances.

In response to this announcement, ANA encourages Native American Tribes and organizational leaders to propose, coordinate and implement community-based projects to meet the needs of its

community members and develop options and opportunities for future generations.

This program announcement will emphasize community-based, locally designed projects. This emphasis will increase the number of grants to local community organizations and expand the number of partnerships among locally based non-profit organizations. Although Tribes are limited to three simultaneous ANA grants (one each under Social and Economic Development Strategies (SEDS), Native Language Preservation and Maintenance, and Environmental Regulatory Enhancement programs) at any one time, this clarification allows other community-based organizations to apply for ANA funding, provided the objectives and activities do not duplicate currently funded projects serving the same geographic area.

ANA will release four separate program announcements for funding opportunities for the Native Language Preservation and Maintenance program area: Native Language Preservation and Maintenance Assessment, Native Language Preservation and Maintenance Planning, Native Language Preservation and Maintenance Implementation and Native Language Preservation and Maintenance Immersion.

For the ANA Native Language Preservation and Maintenance Immersion program areas of interest, applicants must abide by the parameters established by P.L. 109-394.

ANA Administrative Policies: Applicants must comply with the following ANA Administrative Policies:

- An applicant must provide a 20 percent non-Federal match of the approved project costs. Applications originating from American Samoa, Guam, or the Commonwealth of the Northern Mariana Islands are covered under section 501(d) of P.L. 95-134, as amended (48 U.S.C. 1469a), under which the U.S. Department of Health and Human Services (HHS) waives any requirement for matching funds under $200,000 (including in-kind contributions).

- An application from a Tribe, Alaska Native Village or Native American organization must be from the governing body.

- ANA will not accept applications from Tribal components that are Tribally chartered or authorized divisions of a Tribe unless the ANA application includes a Tribal Resolution.

- A non-profit organization submitting an application is strongly encouraged to submit proof of its non-profit status at the time of submission.

- If the applicant, other than a Tribe or an Alaska Native Village government, is proposing a project benefiting Native Americans, Alaska Natives, or both, it must provide assurance that its duly elected or appointed board of directors is representative of the community to be served. An applicant's governing board will be considered representative of the community to be served if the applicant demonstrates that at least a majority of the board individuals fall into one or more of the following categories: (1) a current or past member of the community to be served; (2) a prospective participant or beneficiary of the project to be funded; (3) have experience working with the community to be served by the project; or (4) have a cultural relationship with the community to be served.

- Applicants must describe how the proposed project objectives and activities relate to a locally determined strategy.

- ANA will review proposed projects to ensure applicants have considered all resources available to the community to support the project.

- Proposed projects must present a strategy to overcome the challenges that hinder movement toward self-sufficiency in the community.

- All funded applicants will be required to ensure that they provide a positive statement to give credit to HHS/ACF on all materials developed using HHS/ACF funds. This term of award may be found in the HHS Grants Policy Statement (GPS) at http://www.hhs.gov/grantsnet/docs/HHSGPS_107.doc.

- An applicant can have only one active ANA grant per Catalog of Federal Domestic Assistance (CFDA) number operating at any given time.

- ANA funds short-term projects, not programs. Projects must have definitive goals and objectives that will be achieved by the end of the project period.

- All projects funded by ANA must be completed, self-sustaining, or supported by other than ANA funding at the end of the project period.

- Prior to funding the second or third year of a multi-year grant, ANA will require verification and support documentation from the grantee that objectives and outcomes proposed in the preceding year were accomplished, and the non-Federal share requirement has been met.

- ANA reviews the quarterly and annual reports of grantees to determine if the grantee is meeting its goals, objectives and activities identified in the Objective Work Plan.

- Applications from national and regional organizations must clearly demonstrate a need for the project; explain how the project originated; and discuss the community-based delivery strategy of the project; identify and describe the intended beneficiaries; describe and relate the actual project benefits to the community and organization; and describe a community-based delivery system. National and regional organizations must describe their membership, define how the organization operates, and demonstrate Native community and/or Tribal government support for the project. The type of community to be served will determine the type of documentation necessary to support the project.

- Upon application submission, a certification is required by the applicant that the applicant has not less than three years of experience in operating and administering a Native American language survival school, Native American language nest, or any other educational program in which instruction is conducted in a Native American language.

ANA Definitions: Program specific terms and concepts are defined and should be used as a guide in writing and submitting the proposed project. The funding for allowable projects in this program announcement is based on the following definitions:

Authorized Representative: The person or person(s) authorized by Tribal or organizational resolution to execute documents and other actions required by outside agencies.

Budget Period: The interval of time into which a project period is divided for budgetary and funding purposes, and for which a grant is

made. A budget period usually lasts one year (12 months) in a multi-year project period.

Certification: A document on letterhead signed by the applicant that shows the applicant has not less than three years of experience in operating and administering a Native American language survival school, Native American language nest or any other educational program in which instruction is conducted in a Native American language. This document is required by statute.

Community: A group of people residing in the same geographic area that can apply their own cultural and socio-economic values in implementing ANA's program objectives and goals. In discussing the applicant's community, the following information should be provided: (1) a description of the population segment within the community to be served or impacted; (2) the size of the community; (3) a geographic description or location, including the boundaries of the community; (4) demographic data on the target population; and (5) the relationship of the community to any larger group or Tribe.

Community Involvement: How the community participated in the development of the proposed project, how the community will be involved during the project implementation and after the project is completed. Evidence of community involvement can include, but is not limited to, certified petitions, public meeting minutes, surveys, needs assessments, newsletters, special meetings, public council meetings, public committee meetings, public hearings, and annual meetings with representatives from the community.

Completed Project: A project funded by ANA is finished, self-sustaining, or funded by other than ANA funds, and the results and outcomes of the funded project goal are achieved by the end of the project period.

Consortium - Tribe / Village: A group of Tribes or Villages that join together either for long-term purposes or for the purpose of an ANA project.

Construction: The initial building of a facility.

Contingency plan: A plan that identifies specific actions to be taken in the event a specific challenge arises. The purpose of a contingency plan is to reduce the negative impacts on the project. The contingency plan should ensure that the project will be successfully completed within the proposed funding timeframe. A contingency plan is not to pre-empt challenges, but rather to address challenges if they arise.

Core Administration: Salaries and other expenses for those functions that support the applicant's organization as a whole or for purposes that are unrelated to the actual management or implementation of the ANA project.

Equipment: An article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000.

Governing Body: A body: (1) consisting of duly elected or designated representatives, (2) appointed by duly elected official or (3) selected in accordance with traditional Tribal means. The body must have authority to provide service to, and to enter into contracts, agreements and grants under this part on behalf of the organization or individuals who elected, designated, appointed or selected them in accordance with traditional Tribal means.

Impact: The change in the physical, economic, social, financial, governmental, institutional, behavioral, Native language or cultural conditions in a community as a result of the ANA-funded project.

Impact Evaluation: Site visits conducted by ANA to provide grantees the opportunity to share, through qualitative and quantitative information, how the project goal and objectives were accomplished and how the identified community was impacted by the ANA-funded project.

Impact Indicators: Measurement descriptions used to verify the impact or the achievement of the project goal. Indicators must be quantifiable and documented. Impact indicators include target numbers and tracking systems. ANA requires three impact indicators per project. Impact indicators are separate from the results and benefits section of the OWP.

In-kind Contributions: In-kind contributions are the value of goods and/or services that benefit a Federally assisted project. In-kind contributions are provided without charge to a recipient (or sub-recipient or cost-type contractor under a grant). Any proposed in-kind match must meet the applicable requirements found in 45 C.F.R. Part 74 and Part 92.

Language Nests as defined by P.L. 109-394: Site-based educational programs that provide Native language instruction and child care through the use of a Native American language for at least 10 children

under the age of 7 for an average of at least 500 hours per year per student, provide classes in a Native American language for parents (or legal guardians) of students enrolled in a Native American language nest (including Native American language-speaking parents) and ensure that a Native American language is the dominant medium of instruction in the Native American language nest.

Language Survival Schools as defined by P.L. 109-394: Site-based educational programs for school age students that provide an average of at least 500 hours of Native language instruction through the use of 1 or more Native American language for at least 15 students for whom a Native American language survival school is their principal place of instruction, develop instructional courses and materials for learning Native American languages and for instruction through the use of Native American languages, provide for teacher training, work toward a goal of all students achieving fluency in a Native American language and academic proficiency in mathematics, reading (or language arts) and science and are located in areas that have high numbers or percentages of Native American students.

Letter of Commitment: A letter documenting the commitment to provide cash or in-kind contributions to meet the match requirement. The letter of commitment may be from the applicant or a third-party. The letter of commitment must state the dollar amount (if applicable), the length of time the commitment will be honored, and the conditions under which the organization will support the ANA project. If a dollar amount is included, the amount must be based on market and historical rates charged and paid. The in-kind contributions to be committed may be human, natural, physical, or financial, and may include other Federal and non-Federal resources.

Leveraged Resources: The non-ANA resources, as expressed as a dollar figure, acquired during the project period that support the project and exceed the 20 percent applicant match required for ANA grants. Such resources may include any natural, financial and physical resources available within the Tribe, organization or community to assist in the successful completion of the project. An example would be an organization that agrees to provide a supportive action, product, service, human or financial contribution that will add to the potential success of the project.

Minor Renovation or Alteration: Work required to change the interior arrangements or other physical characteristics of an existing facility, or install equipment so that it may be more effectively used for the project.   Minor alteration and renovation may include work referred to

as improvements, conversion, rehabilitation, remodeling, or modernization, but is distinguished from construction and major renovations. A minor alteration and/or renovation must be incidental and essential for the project ("incidental" meaning the total alteration and renovation budget must not exceed the lesser of $150,000 or 25 percent of total direct costs approved for the entire project period).

Multi-purpose Organization: A community-based corporation whose charter specifies that the community designates the Board of Directors and/or officers of the organization through an elective procedure and that the organization functions in several different areas of concern to the members of the local Native American community. These areas are specified in the by-laws and/or policies adopted by the organization. They may include, but need not be limited to, economic, artistic, cultural, and recreational activities, and the delivery of human services such as day care, education, and training.

Multi-year Project Periods under ANA Awards: ANA offers awards for two or three-year project periods which encompasses a single theme and requires more than 12 months and up to 24 or 36 months to complete. A multi-year project affords the applicant an opportunity to develop and address more complex and in-depth strategies that cannot be completed in one year. A multi-year project is a series of related objectives with activities presented in chronological order over a two- or three-year period.

Objective(s): Specific outcomes or results to be achieved within the proposed project period that are specified in the OWP. Completion of objectives must result in specific, measurable outcomes that would benefit the community and directly contribute to the achievement of the stated project goals. These measurable outcomes are documented in the results and benefits section of the OWP. Applicants should relate their proposed project objectives to outcomes that support the community's long-range goals. Each objective should be Specific, Measurable, Achievable, Results-oriented and Time-bound (SMART). Objectives are the foundation for the OWPs. A project cannot have more than three objectives per project period. Objectives may last more than one budget period for multi-year projects.

Objective Work Plan (OWP): The ANA form that documents the project plan the applicant will use to achieve the objectives and produce the results and benefits expected for each objective. The OWP provides a project goal statement, objectives and detailed activities proposed for the project and how, when, where, and by whom the activities will be carried out. ANA requires separate OWPs

per objective for each budget period of the project. The form is found at http://www.acf.hhs.gov/programs/ana/programs/forms.html.

Partnerships: Agreements between two or more parties that will support the development and implementation of the proposed project. Partnerships include other community-based organizations or associations, Tribes, Federal and State agencies and private or non-profit organizations.

Project Goal: The specific result or purpose expected from the project. The project goal specifies what will be accomplished over the entire project period. The project goal relates to the community goal and is achieved through the project objectives and activities. The project goal should directly relate to the statement of need.

Project Period: The total time for which the recipient's project or program is approved for support, including any extension, subject to the availability of funds, satisfactory progress, and a determination by HHS/ACF that continued funding is in the best interest of the U.S. Government.

Real Property: Land, including land improvements, structures, and appurtenances thereto, excluding movable machinery and equipment.

Resolution: Applicants are required to include a current signed and dated Resolution (a formal decision voted on by the official governing body) in support of the project for the entire project period. Tribally chartered or authorized divisions must submit a Resolution from the Tribe's official governing body if the division falls under the jurisdiction of the Tribe. The Resolution must indicate who is authorized to sign documents and negotiate on behalf of the Tribe or organization. The Resolution must indicate that the community was involved in the project planning process, and indicate the specific dollar amount of any eligible matching funds (if applicable).

Results and Benefits: Measurement descriptions used to track the progress of accomplishing an individual objective. The results and benefits must directly relate to the objective and the activities outlined in the OWP and include target numbers used to track the project's quarterly progress.

Self-Sufficiency: The ability to generate non-Federal resources to meet a community's needs in a sustainable manner. A community's progress toward self-sufficiency is based on its efforts to plan, organize, and direct resources in a comprehensive manner that is consistent with its established long-range goals. For a community to

be self-sufficient, it must have local access to, control of, and coordination of services and programs that safeguard the health, well-being, and culture of the people that reside and work in the community.

Statement of Need: A clear, concise and precise description of the nature, scope, and severity of a problem. A statement of need typically identifies the specific physical, economic, social, financial, governmental, institutional, behavioral, Native language or cultural challenges of the community. The statement of need is the problem that the proposed project will address.

Sustainable Project: A sustainable project is an ongoing program or service that can be maintained without additional ANA funds.

Total Approved Project Costs: The sum of the Federal request and the non-Federal share.

Purpose

The purpose of Native Language Immersion grants is to fund Native American Language Immersion projects. To be considered for funding under this priority area an applicant must meet all the requirements as a Native Language nest or as a Native Language survival school.

The only program area of interest for a Native Language Nest project is:

- A site-based educational project to provide instruction and child care through the use of a Native American language for at least 10 children under the age of seven for an average of at least 500 hours per year per student; provide Native American language classes to parents or legal guardians of students enrolled in a language nest (including Native American language-speaking parents); and ensures a Native American language is the dominant medium of instruction.

The only program area of interest for a Native Language Survival School project is:

- A site-based educational project for school-age students that provides an average of at least 500 hours of instruction through the use of one or more Native American languages for at least 15 students for whom a Native American language school is their principle place of instruction; develops instructional courses and materials for Native American languages and for instruction

through the use of Native American languages; provides for teacher training; works toward a goal of all students achieving fluency in a Native American language and academic proficiency in mathematics, reading (or language arts), and science; is located in areas that have high numbers or percentages of Native American students.

A certification needs to be included by the applicant (please see certification definition).

II. AWARD INFORMATION

Funding Instrument Type: Grant

Estimated Total Program Funding: $1,500,000

Expected Number of Awards: 8

Ceiling on Amount of Individual Awards: $250,000 per budget period

Floor on Amount of Individual Awards: $50,000 per budget period

Average Projected Award Amount: $150,000 per budget period

Length of Project Periods: 36-month project with three 12-month budget periods

Awards under this announcement are subject to the availability of funds.

Please see *Section IV.5* for any restrictions on the use of funds for awards made under this announcement.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants

Eligible applicants include Federally recognized Indian Tribes; consortia of Indian Tribes; incorporated non-Federally recognized Tribes;

incorporated non-profit multi-purpose community-based Indian organizations; Urban Indian Centers; national or regional incorporated non-profit Native American organizations with Native American community-specific objectives; Alaska Native Villages, as defined in the Alaska Native Claims Settlement Act and/or non-profit Village consortia; incorporated non-profit Alaska Native multi-purpose community-based organizations; non-profit Alaska Native Regional Corporations/Associations in Alaska with Village-specific projects; non-profit Native organizations in Alaska with Village-specific projects; public and non-profit private agencies serving Native Hawaiians; public and non-profit private agencies serving Native peoples from Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands (the populations served may be located on these islands or in the United States); Tribally controlled Community Colleges, Tribally controlled Post-Secondary Vocational Institutions, and colleges and universities located in Hawaii, Guam, American Samoa or the Commonwealth of the Northern Mariana Islands, which serve Native American Pacific Islanders; and non-profit Alaska Native community entities or Tribal governing bodies (Indian Reorganization Act or Traditional Councils) as recognized by the Bureau of Indian Affairs.

Foreign entities are <u>not</u> eligible under this announcement.

Faith-based and community organizations are eligible to apply under this announcement.

Please see "Eligibility Certification" found in *Section IV.2* for any required documentation supporting eligibility.

2. Cost Sharing or Matching: Yes

Grantees are required to meet a non-Federal share of the project costs, in accordance with <u>42 U.S.C. 2991 b-3 (e) (1)</u>.

Grantees must provide at least <u>20 percent</u> of the total approved cost of the project. The total approved cost of the project is the sum of the ACF (Federal) share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project requesting <u>$125,000</u>, in ACF (Federal) funds must provide a non-Federal share of the approved total project cost of at least <u>$25,000</u> , which is <u>20</u> percent of total approved project cost of <u>$125,000.</u> Grantees will be held accountable for commitments of non-Federal resources even if they exceed the amount of the required match. Failure to provide the required amount will result in the

disallowance of Federal funds. A lack of supporting documentation at the time of application will not exclude the application from competitive review.

Applicants may submit a non-Federal share waiver request for all or part of the match requirement. Requests must be submitted in accordance with 45 C.F.R. 1336.50(b)(3) of the Native American Programs regulations.

3. Other:

Please see *Section IV.2* for information on application submission.

Disqualification Factors

Applications with requests that exceed the ceiling on the amount of individual awards referenced in *Section II*. Award Information will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3.,* Submission Dates and Times, will be deemed non-responsive and will not be considered for funding under this announcement.

Applications, including Tribally authorized components and divisions, must include a Resolution (a formal decision voted on by the official governing body) approving the application. The Resolution must be current, signed, dated and cover the entire project period. Applications that do not include a complete Resolution will be considered non-responsive and the application will not be considered for competition.

If the applicant is not a Federally recognized Tribe or Alaska Native Village government, applications that do not include proof that a majority of the governing board individuals are representative of the community to be served will be considered non-responsive and will not be considered for competition.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

Administration for Children and Families
Administration for Native Americans

ANA Applicant Help Desk
370 L'Enfant Promenade, SW.
Aerospace Building, 2nd Floor -West
Washington, DC 20447
Phone: 877-922-9262
Email: ana@acf.hhs.gov
URL: www.acf.hhs.gov/programs/ana

For hearing or speech impaired callers, contact the Federal Relay Service at 1-800-877-8339 (TTY (Text Telephone) / ASCII (American Standard Code For Information Interchange)).

2. Content and Form of Application Submission:

This section provides information on the required form and content of application submissions. Applicants are required to submit one original and two copies of all application materials if applying in hard-copy. The original signature of the Authorized Organization Representative (AOR) is required only on the original. Information on the required format, Standard Forms (SFs) and other forms, D-U-N-S Requirement, Project Description, Certifications, Assurances, Electronic Submission of applications, and Hard Copy submission of applications is available in this section. A Checklist of required application elements is available for applicants' use in *Section VIII* of this announcement.

Please refer to *Section I*, Funding Opportunity Description, to review general ANA Administrative Policies and in *Section IV* for Funding Restrictions.

Application Submission: ANA will only accept one application per eligible entity. A complete application consists of all Required Forms (Federal and ANA), a Project Narrative (a comprehensive response to the ANA evaluation criteria), a Budget Narrative, and Other Attachments. Applicants may not exceed 40 pages in their project narrative. A project narrative that exceeds this page restriction will not have excess pages copied for competition. Other Attachments (required and optional) are considered support documentation and should be kept to a minimum.

The ANA evaluation criteria is to be presented in the following order: Criterion One-Project Summary; Criterion Two-Need for Assistance; Criterion Three-Project Approach; Criterion Four-Organizational Capacity; Criterion Five-Project Impact/Evaluation; and Criterion Six-Budget and Budget Justification/Cost Effectiveness.

For applicants with an annual expenditure of $500,000 or more of Federal funds, please include the most recent certified signed audit letter for the organization (See "Organizational Capacity" (12 points) in *Section V.I).*

ANA Application Format: The paper size shall be 8.5 x 11 inches, line spacing shall be a space and a half (1.5 line spacing), printed only on one side, and have no less than a half-inch margin on all sides of the paper. The font size shall be 12-point and the font type shall be Times New Roman. These requirements apply only to the project narrative section.

Acceptable electronic formats for the application attachments (narratives, charts, etc.) should use the following standard technologies, i.e., Microsoft (Word and Excel), Word Perfect, Adobe PDF, Jpeg, and Gif.

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

Forms

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms (SFs) as described in this section. All applicants must submit an SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit an SF-424A, Budget Information and an SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. All required Standard Forms are available at: http://www.acf.hhs.gov/grants/grants_resources.html.

Non-profit private organizations (not including private universities) are encouraged to submit the *"Survey on Ensuring Equal Opportunity for Applicants"* with their applications. Applicants using a hard copy application, place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your

application package. Applicants applying electronically, please submit this survey along with your application.   The Survey may be found at http://www.acf.hhs.gov/grants/grants_resources.html.

Applicants must submit the ANA Project Abstract Form (OMB No. 0980-0204, expiration 12/31/2009). The ANA Project Abstract provides crucial project information in a concise format and is used by the independent review panel, ANA staff and the Commissioner during all phases of the review process. The project summary section of the abstract focuses on the specific purpose of the proposal. The summary must include a brief statement of need, the project goal, project objectives and impact indicators.   Form may be found at http://www.acf.hhs.gov/programs/ana/programs/forms.html

Applicants must submit the ANA Objective Work Plan (OWP) Form (OMB No. 0980-0204, expiration 12/31/2009). Applicants cannot exceed three objectives per project period. Form may be found at http://www.acf.hhs.gov/programs/ana/programs/forms.html

Applicants must submit the ANA Grant Application Data Summary (GADS) Form (OMB No. 0970-0328 expiration 12/31/2009). Form may be found at http://www.acf.hhs.gov/programs/ana/programs/forms.html

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number.   A D-U-N-S number is required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov.   A D-U-N-S number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A D-U-N-S number may be acquired at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number online at http://www.dnb.com.

PROJECT DESCRIPTION

Part I   THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal

funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided.   Awarding offices use this and other information in making their funding recommendations.   It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Part II   GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

TABLE OF CONTENTS

List the contents of the application including corresponding page numbers.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as

letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

For example, applicants are encouraged to describe the qualitative and quantitative data collected, how this data will measure progress towards the stated results or benefits, and how impact indicators under economic and social development and governance projects can be monitored, evaluated and verified.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Include in the approach a Sustainability Plan, Contingency Plan, and OWP

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

EVALUATION

Provide a narrative addressing how the conduct of the project and the results of the project will be evaluated. In addressing the evaluation of results, state how you will determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

GEOGRAPHIC LOCATION

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

ELIGIBILITY CERTIFICATION
Applicants must provide the following as certification of their eligibility under this program announcement. Please provide:

A resolution as identified in Section III. 3 and in "Definitions" in Section I. If the applicant is not a Federally recognized Tribe or Alaska Native Village government, applicants must submit proof that a majority of the governing board of individuals are representative of the community to be served as described in Section III. 3.
Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.

- A copy of a currently valid IRS tax-exemption certificate.

- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.

- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.

- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, proof of non-profit status may be submitted as an attachment; however, proof of non-profit status must be submitted prior to award.

STAFF AND POSITION DATA
Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

PLAN FOR PROJECT CONTINUANCE BEYOND GRANT SUPPORT
Provide a plan for securing resources and continuing project activities after Federal assistance has ended.

ORGANIZATIONAL PROFILES
Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards;

documentation of experience in the program area; and, other pertinent information.

THIRD-PARTY AGREEMENTS
Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

LETTERS OF SUPPORT
Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

GENERAL
Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

PERSONNEL
Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application.   For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

FRINGE BENEFITS
Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

TRAVEL
Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

EQUIPMENT
Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired.   Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of

units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

SUPPLIES
Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

CONTRACTUAL
Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at $100,000.

Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

OTHER
Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional

services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

INDIRECT CHARGES
Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

PROGRAM INCOME
Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

NON-FEDERAL RESOURCES
Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 18 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application so that the applicant is given credit in the review process. A detailed budget must be prepared for each funding source.

Certifications

Applicants must furnish, prior to award, an executed copy of the Certification Regarding Lobbying.   Applicants must sign and return the certification with their application.   If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit Standard Form (SF)-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.   The Certification Regarding Lobbying may be found at:
http://www.acf.hhs.gov/grants/grants_resources.html.

When required for programs that involve human subjects, the Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption form must be submitted. All forms may be reproduced for use in submitting applications. Applicants must sign and return the appropriate standard forms with their application. The Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule) form may be found at:
http://www.acf.hhs.gov/grants/grants_resources.html.

As required by the Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriation Act, 2008 (Public Law 110-161, Division G, Title V, section 523), as a prospective financial assistance recipient entering into a grant or cooperative agreement of more than $5,000,000, all applicants must sign and return the, "Certification of Filing and Payment of Federal Taxes," with their applications. A copy of the, "Certification of Filing and Payment of Federal Taxes," may be found at
http://www.acf.hhs.gov/grants/grants_resources.html.

The applicant must provide a certification by the applicant that the applicant has not less than three years of experience in operating and

administering a Native American language survival school, Native American language nest or any other educational program in which instruction is conducted in a Native American language.

Applicants must understand that they will be held accountable for the Maintenance of Effort certification. By signing and submitting the application, applicants are providing the necessary certification and acknowledge that a signed certification will be required prior to award.

Assurances

By signing and submitting the application, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

The Pro-Children Act of 1994, 20 U.S.C. 7183, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to $1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity. Additional information may be found in the HHS Grants Policy Statement at: http://www.acf.hhs.gov/grants/grants_related.html.

Electronic Submission

Applicants to ACF may submit their applications in either electronic or paper (hard copy) format.   To submit an application electronically, applicants must use the http://www.Grants.gov site. ACF will not accept applications via facsimile or email.

IMPORTANT NOTE: Before submitting an application electronically, applicants must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Applicants also must be registered in the Central Contractor Registry (CCR). **CCR registration must be updated annually. Applicants will not be able to upload an application to Grants.gov without current CCR registration and electronic signature credentials for the AOR. This process may take more than five business days, so it is important to start this process early, well in advance of the application deadline.**

Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist at http://www.acf.hhs.gov/grants/registration_checklist.html**.**

Applicants will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site.

If planning to submit an application electronically via http://www.Grants.gov:

- **It is strongly recommended that applicants do not wait until the application due date to begin the application process through Grants.gov.** Applicants are encouraged to submit their applications well before the closing date and time so that, if difficulties are encountered, there will still be sufficient time to submit a hard copy via express mail.

- **In order to address any difficulties that may be encountered during the submission process, it may be to an applicant's advantage to submit their applications 24 hours ahead of the closing date and time.**

- Applicants are encouraged to check the Grants.gov webpage for announcements concerning system issues and updates that may affect the submission of applications.

- Checklists and registration brochures are maintained at the Grants.gov website to assist applicants in the registration process and may be found at: http://www.grants.gov/applicants/get_registered.jsp

- If any difficulties are encountered in using Grants.gov, contact the Grants.gov Contact Center at: 1-800-518-4726, or by email

at support@grants.gov, to report the problem and obtain assistance. **Remember to retain your service ticket number for reference whenever you have any interaction with the Grants.gov Contact Center.**

- Electronic submission is voluntary, but strongly encouraged. Applicants will not receive additional point value for submitting an application in electronic format, nor will ACF penalize any applicant that submits an application in hard copy.

- Applicants may access the electronic application and downloadable application package for this program announcement by using the FIND function at http://www.Grants.gov.

- Applicants may submit all required documents electronically, including all information typically included on the SF-424s, narratives, charts, etc.

- Electronic formats for the application attachments, such as narratives, charts, etc., should use standard software formats, e.g., Microsoft (Word and Excel), Word Perfect, Adobe PDF, JPEG, and GIF, etc..

- Though applying electronically, the application must still comply with any page limitation requirements described in this program announcement.

- When submitting an application via Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3.* Submission Dates and Times of this program announcement.

- Applicants that must demonstrate proof of non-profit status may submit proof at the time of application by attaching the documentation to the electronic application, if they wish to do so. Proof of non-profit status, and any other required documentation, may be scanned and attached as an "Other Attachment." Assurances, certifications, and/or proof of non-profit status that are not submitted electronically at the time of application, are required to be submitted to ACF by the time of award and in hard copy. Acceptable types of proof of non-profit status are stated earlier in this section of the program announcement under "Eligibility Certification."

- It is **strongly recommended** that the applicant retain a printed hard copy of the application in case a hard copy must be submitted to ACF.

After the application is submitted electronically, the applicant will receive <u>two</u> emails from Grants.gov:

- An automatic acknowledgement of the application's submission that will provide a Grants.gov tracking number.

- An acknowledgement that the submitted application package has passed or failed a series of checks and validations.

ACF will retrieve the electronically submitted application from Grants.gov. Applicants will receive an email notification from ACF acknowledging that ACF has received the application.

ACF may request that the applicant provide original signatures on forms at a later date.

The Grants.gov website complies with Section 508 of the Rehabilitation Act of 1973. Grants.gov webpages are designed to work with assistive technologies such as screen readers. If an applicant uses assistive technology and is unable to access any material on the site, contact the Grants.gov Contact Center at <u>support@grants.gov</u> for assistance.

Hard Copy Submission of Applications

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application with all attachments, unless directed otherwise. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the Authorized Organization Representative (AOR), and be unbound. The original copy of the application must have original signature(s). See Section IV.6 of this announcement for address information for application submissions.

Please refer to *Section VIII* for a checklist of application requirements, their location and due dates that applicants may use in developing and organizing application materials.

Please refer to *Section IV.3* for details concerning acknowledgement of received applications.

3. Submission Dates and Times:

Due Date for Applications: 03/11/2009

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6.*

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6.*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Acknowledgement of Received Application

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail, courier services, or by hand delivery. Applicants who submit their application packages electronically via http://www.Grants.gov will receive two email acknowledgements from that website:

- An automatic acknowledgement of the application's submission that will provide a Grants.gov tracking number.

- An acknowledgement that the submitted application package has passed or failed a series of checks and validations.

4. Intergovernmental Review of Federal Programs:

This program is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities". No action is required of applicants under this announcement with regard to the Executive Order.

5. Funding Restrictions:

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are unallowable under this grant award.

Grant awards will not allow reimbursement of pre-award costs.

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

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

ANA Does Not Fund:

- Activity in support of any foreseeable litigation against the United States Government that is unallowable under the Office of Management and Budget (OMB) Circulars A-87 and A-122.

- Projects that allow any one community or region to receive a disproportionate share of the funds available for award. When making decisions on grant awards ANA will assess and consider whether the community or region is already receiving funding for a SEDS, Native Language, or Environmental project from ANA.

- Applicants that submit a project that is essentially identical or similar in whole or in part to previously funded projects.

- Projects that are essentially identical or similar in whole or in part to previously funded projects in the same community.

- Projects that would require funding on an indefinite or recurring basis. This determination will be made after an applicant is deemed eligible for ANA funding as set forth in 45 CFR 1336, Subpart C, but before funding decisions are complete.

- Projects in which a grantee would provide training and/or technical assistance (T/TA) to other Tribes or Native American organizations that are otherwise eligible to apply for ANA funding. However, ANA will fund T/TA requested by a grantee for its own use or for its members' use (as in the case of a consortium), when T/TA is necessary to carry out the project objectives.

- The purchase of real property or construction activities that are not authorized by the Native American Programs Act of 1974, as amended.

- Core Administration (see "Definitions" in *Section 1*) functions, or other activities, that essentially support only the applicant's ongoing administrative functions and are not related to the proposed project.

- Projects originated and designed by consultants who provide a major role for themselves and are not members of the applicant organization, Tribe or Village.

- Projects that do not further the three inter-related ANA goals of economic development, social development and cultural preservation or are unlikely to be successful based on the proposed project approach and implementation strategy.

- Major renovations and alterations are not authorized under the Native American Programs Act of 1974, as amended. Minor alterations, as defined by this program announcement, may be allowable.

- Projects that request funds for feasibility studies, business plans, marketing plans or written materials, such as manuals, that are not an essential part of the applicant's long-range development plan.

- Projects that seek to revive Native languages that do not have any living speakers.

- The support of ongoing social service delivery programs or the expansion, or continuation, of existing social service delivery programs.

- Activities by a consortium of Tribes that duplicate activities for which a consortium member Tribe also receives funding from ANA.

- Projects that contain contingency activities (such as Federal or State agency approval, securing project site, or pending court case decision) that impede or indefinitely delay the ongoing progress of the project. Applicants must demonstrate the project planning considered potential contingency activities and provides an adequate assurance such activities will not impede project completion.

6. Other Submission Requirements:

Submit applications to one of the following addresses:

Submission by Mail

Tim Chappelle
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management - [Identify Funding Opportunity Number]
370 L'Enfant Promenade, SW.
Aerospace Building, 6th Floor - East
Washington, DC 20447

Hand Delivery

Tim Chappelle
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management - [Identify Funding Opportunity Number]
ACF Mail Room - Second Floor Loading Dock
Aerospace Center - 901 D Street, SW.
Washington, DC 20024

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via http://www.Grants.gov.

For all submissions, see *Section IV.3* for information on due dates.

V. APPLICATION REVIEW INFORMATION

1. CRITERIA:

Applications will be reviewed and scored to the extent that they address the following criteria descriptions.

PROJECT SUMMARY/ABSTRACT - 3 points

Project Summary: This criterion will be evaluated to the extent the ANA Project Abstract form is present and properly completed. The Project Abstract provides crucial project information in a concise format and is used by the independent review panel, ANA staff and the Commissioner during all phases of the review process. The project summary section of the abstract focuses on the specific purpose of the proposal. The summary must include a brief statement of need, the project goal, project objectives and impact indicators. The Abstract must clearly indicate the funding opportunity title under which the applicant is submitting the application for funding consideration.

OBJECTIVES AND NEED FOR ASSISTANCE - 18 points

Need for Assistance: This criterion will be evaluated to the extent the applicant describes the community to be served by the project, identifies the community goal(s), defines the need, describes community involvement and relates the project goal to the community goal(s).

Identification of Community (2 points): Provide appropriate background information on the community to be served, including: geographic location of the project, where the project will be administered and a description of the community to be served by the project. A description of the community can include, but is not limited to, the following: (1) a description of the population segment within the community to be served or impacted; (2) the size of the community; (3) a geographic description or location, including the boundaries of the community; (4) demographic data on the target population; and (5) the relationship of the community to any larger group or Tribe.

Describe the current status of the Native American Language to be addressed in this project. Current status is defined as data compiled within the previous 36 months.

Applicants from national and regional Native organizations must describe their organizational membership. Explain how the organization serves and impacts Native communities.

Community Goals (2 points): Provide information on the community's long-range goals. Information can include, but is not limited to, materials such as excerpts from a community strategic plan or the mission statement of a non-profit organization.

Statement of Need (3 points): A statement of need is a clear, concise and precise description of the nature, scope, and severity of a problem. Create a statement of need that identifies the specific physical, economic, social, financial, governmental, institutional, Native language or cultural challenges of the applicant to be addressed by the proposed project.

Community Involvement (6 points): Describe in detail how the community to be served was involved in the planning process and the origins of the project idea. Describe within the project proposal how the identified community participated in the development of the project. Demonstrate and document community and/or Tribal government support for the project. Discuss the relationship of any non-ANA-funded activities supportive of the project. Documented support is a critical element of this evaluation criterion and includes, but is not limited to, materials such as letters of support, testimonials and community meeting minutes. Documented support should include the date and topic of the meeting and a summary of the meeting outcome.

Project Goal (5 points): Introduce the project goal and briefly state the project objective(s). The project goal is the specific result or purpose expected to be accomplished over the entire project period. The project goal should directly relate to the statement of need and an identified community goal.

APPROACH - 40 points

Project Approach: This criterion will be evaluated to the extent the applicant includes a narrative that addresses the project strategy, the challenges and contingency plan, the sustainability plan, and the ANA OWP form.

Project Strategy (10 points): Present a narrative on the project strategy and implementation plan (Objective Work Plan - see below) for the entire project period. Be clear and concise. Provide a clear relationship between the proposed project goal and the project objectives. Discuss how the project objectives will support and assist the achievement of the project goal. Discuss how the project goal will support and assist the achievement of the community's long-range goals. Discuss how the current proposed project differs from previously ANA-funded projects, which may be similar in nature to the current proposed project.

Fully describe the existing Native language program(s), and include the following: (1) the program goals; (2) the number of program participants; (3) the number of speakers; (4) the age range of participants (e.g. 0-5, 6-10, 11-19); (5) the number of language teachers; (6) the criteria used to acknowledge competency of language teachers; (7) the resources available to the applicant (e.g., valid grammars, dictionaries and orthographies) or describe other suitable resources; and (8) the program achievements.

Include a brief description how the project will determine effective language growth has occurred in the community.

Identify how the project's methodology, research data, outcomes, or other products can be shared and modified for use by other Tribes or Native communities. If this is not feasible or is culturally inappropriate, provide the reasons. The goal is to provide opportunities to ensure the survival and continuing vitality of Native Languages.

Describe how the products of the project will be preserved through archival or other culturally appropriate methods, for the benefit of future generation. Native language projects that produce audio or

print media will now include a stipulation that a copy of the products will be provided to ANA for the Language Repository. Federally recognized Tribes are exempt from this stipulation and may choose not to submit project products.

Project Challenges and Contingency Planning (5 points): Based on ANA's project funding history and information gathered from project impact evaluations, ANA has determined that all projects encounter challenges and therefore need to have a contingency plan should a significant challenge arise. Challenges can arise because applicants make assumptions about critical events, conditions and/or decision outside of the control of project management. The applicant needs to identify challenges that may arise during the project's initial start up and throughout the project period. Consider such challenges as difficulty hiring and retaining key staff, difficulty recruiting community members and/or volunteers for project activities, difficulty recruiting target audience (e.g., students, children, elders), difficulty securing agreed-upon support from partners to provide services/funding, planning shortfalls, possible disruption of the project timeline due to Tribal elections and difficulty securing permits or licensing from government entities. Identify potential challenges and explain the contingency plans (see "Definitions" in *Section I*) that will be implemented to overcome those challenges. The contingency plan should ensure that the project will be successfully completed within the proposed funding timeframe. A contingency plan is not to pre-empt challenges, but rather to address challenges if they arise.

Sustainability Plan (5 points): Establish whether the project will be completed, self-sustaining, or funded by other than ANA funds at the end of the project period. If the project is to be completed, explain why the project does not need to continue. For projects that are expected to continue after ANA funding has expired, present the vision showing how this project will be sustained. For example, explain how a self-sustaining project will generate sufficient funds to continue.

Objective Work Plan (20 points): The ANA Objective Work Plan (OWP) form is the blueprint for the project. The OWP provides detailed descriptions of the project goal, the project objectives, supporting activities and the results and benefits to be expected. It provides the what, how, when, where and by whom of the project. As such, it is a stand-alone document that should provide sufficient information for an application reviewer, ANA staff or a project manager to understand the project and how it will be implemented. The OWP is the basis for reporting on the project.

A project cannot exceed three objectives per project period. Complete an ANA OWP form for each objective per budget period. If submitting an electronic application some objectives will require more than one form. In addition, some objectives may last more than one budget period. Ensure that the objective is correctly stated in the OWP, the project narrative and on the ANA Abstract form.

The objective statement should contain the following basic elements: what will be accomplished during the project period and when it will be accomplished. Each objective should be Specific, Measurable, Achievable, Results-oriented and Time-bound (SMART).

For each objective, list activities that provide a road map to achieve the objective. Each activity is a step in the logical progression of the project. Include specific and significant activities (e.g., hiring staff, developing first draft), ongoing activities (e.g., meetings and classes), the type of activity (e.g., workshops, retreats and seminars), the type of audience, the submission of required ANA reports and attendance at ANA post-award training. Especially useful are activities that show progress and/or results on a quarterly basis. Explain how the activities outlined in the OWP will lead to the successful achievement of the project objectives and goal.

Identify the position responsible for the completion of each activity by identifying the title(s) of the salaried project staff person(s). Identify time periods that are realistic to complete each activity. Use elapsed times from the start of the project (e.g. month 1, month 2) rather than absolute dates. September 30 is the start date for each budget period. Identify the non-salary personnel hours, including non-salaried contributors (paid or in-kind) to the project. List hours according to who is providing them (e.g., Committee person -10 hours; ABC Consultant - 5 hours). Provide supporting documentation for the hours listed in this column.

The preceding instructions are recommended for the OWP form found on the ANA website www.acf.hhs.gov/programs/ana/, which can be added as an attachment to an application on www.grants.gov. This form allows for an unlimited number of activities and characters so applicants can adequately communicate the project plan. For applicants using the form in www.grants.gov, note that each objective is limited to eight activities and each section has a limitation of 180 characters, which may not allow the applicant enough space to adequately communicate the project plan. Furthermore, those applicants that use www.grants.gov must use absolute dates for timeframe and can identify the source of the non-salaried personnel

hours in the narrative. Therefore, it is recommended that applicants use the OWP available on the ANA website and attach the completed OWP to the www.grants.gov submission.

The results and benefits section of the OWP is used to track the grantee's quarterly progress of accomplishing an individual objective and should be broken down by quarter. The results and benefits must directly relate to the activities that support the accomplishment of an objective in the OWP. The results and benefits are used to monitor the project's quarterly progress and must include target numbers. The criteria for evaluating the results and benefits expected are of the applicant's choosing and need to be documented and verifiable.

ORGANIZATIONAL PROFILES - 17 points

Organizational Capacity: This criterion will be evaluated to the extent the applicant demonstrates their organizational capacity and ability to staff and implement the proposed project.

Organizational Capacity (6 points):   Provide information on the management structure of the applicant, such as personnel and financial policies. Describe the administrative structure of the applicant and the systems used to track the funding and progress of the project. Demonstrate the applicant's capacity and ability to administer and implement a project of the proposed scope. Include an organizational chart that indicates where the ANA project will fit in the existing administrative structure.

List all sources of Federal funding the applicant currently oversees. Include information on the funding agency, purpose of the funding and amount. Provide the most recent certified signed audit letter for the organization. If the applicant has audit exceptions, these issues should be discussed within this criterion, detailing any steps taken to overcome the exceptions.

Applicants are required to affirm that they will credit ANA and reference the ANA-funded project on any audio, video and/or printed materials developed in whole or in part with ANA funds.

A consortium applicant must identify the consortium membership and describe their roles and responsibilities. One member of the consortium must be the recipient of the ANA funds. A consortium applicant must be an eligible entity as defined by this program announcement and the ANA regulations. Include documentation signed by the membership supporting the ANA application. ANA will not fund activities by a consortium of Tribes that duplicate activities for

which member Tribes also receive funding from ANA. Include a copy of the consortia legal agreement or memoranda of agreement.

List all of the applicant's current and existing partners that will be providing support to the project's implementation. Include information on the current organizational relationship between the applicant and partner. The experience and expertise of these partners must align with the activities stated in the OWP that they will be supporting. This information should state the nature, amount and conditions under which another agency, organization or individual will support a project funded by ANA.

Certification (6 points): Applicants applying for a Native Language Immersion grant must include the certification (see "Definitions" in *Section I)* at the time the application is submitted for consideration. Applications will be reviewed to the extent that the following area specific wording is included on their Certification:

NATIVE AMERICAN LANGUAGE NEST CERTIFICATION

The (Name of Applicant) is seeking funding from the Administration for Native Americans (ANA) under Native Language Preservation and Maintenance Immersion program for a site-based "Language Nest." In accordance with P.L. 109-394, (Name of Applicant) certifies that it:

1) provides instruction and child care through the use of a Native American language for at least 10 children under the age of 7 for an average of at least 500 hours per year per student;

AND

2) provides classes in a Native American language for parents (or legal guardians) of students enrolled in a Native American language nest (including Native American language-speaking parents);

AND

3) ensures that a Native American language is the dominant medium of instruction in the Native American language nest;

AND

4) the applicant has not less than three years of experience in operating and administering a Native American language nest.

Certification for a Native American language nest should include all four requirements, be on letterhead and be signed by the applicant.

NATIVE AMERICAN LANGUAGE SURVIVAL SCHOOL CERTIFICATION

The (Name of Applicant) is seeking funding from the Administration for Native Americans (ANA) under Native Language Preservation and Maintenance Immersion program for a site-based survival school. In accordance with P.L. 109-394, (Name of Applicant) certifies that it:

1) provides an average of at least 500 hours of instruction through the use of one or more Native American languages for at least 15 students for whom a Native American survival school is their principal place of instruction;

AND

2) develops instructional courses and materials for learning Native American languages and for instruction through the use of Native American languages;

AND

3) provides for teacher training fluency in a Native American language and academic proficiency in mathematics, reading (or language arts) and science;

AND

4) is located in areas that have high numbers or percentages of Native American students;

AND

5) the applicant has not less than three years of experience in operating and administering a Native American language survival school.

Certification for a Native American language survival school should include all five requirements, be on letterhead and be signed by the applicant.

Project Staffing Plan (5 points): Provide staffing and position data that includes a proposed staffing pattern for the project. Describe the process and general timeframe to hire staff (such as advertising or recruiting from within the community). Explain how the current and future staff will manage the proposed project. Full project position descriptions are required to be submitted as an attachment. Brief biographies and/or resumes of identified key positions or individuals will be included as an attachment. Project positions discussed in

this section must match the positions identified in the OWP and in the itemized budget. Note: Applicants are strongly encouraged to give preference to qualified Native Americans, in accordance with applicable laws, in hiring project staff and in contracting services under an approved ANA grant.

RESULTS OR BENEFITS EXPECTED - 7 points

Project Impact/Evaluation: This criterion will be evaluated to the extent the applicant addresses the relationship between the project goal and the impact indicators.

ANA conducts on-site community impact evaluations during the last quarter of the project period. Impact evaluations provide grantees the opportunity to share, through qualitative and quantitative information, how the project goal and objectives were accomplished and how the identified community was impacted by the ANA-funded project.   This information is then submitted in an annual report to Congress.

Impact Indicators (7 points): Impact indicators are measurement descriptions used to verify the achievement of the project goal and are separate and distinct from the results and benefits section of the OWP. ANA uses impact indicators to determine if a grantee has achieved the expected project goal. Impact is defined as the change in physical, economic, social, financial, governmental, institutional, behavioral, Native language or cultural conditions as a result of the project.

Each applicant must submit three impact indicators. Two of the three project indicators are standard and required across all ANA programs and the third is directly related to the project goal. The required, standard ANA impact indicators are: (1) the number of partnerships formed; and (2) the amount of leveraged resources (see "Definitions" in *Section I*). The third required impact indicator is used to track the success of the project in achieving the project goal and is developed by the applicant. Discuss how this impact indicator relates to the project goal. For each impact indicator submitted provide a system to track the indicator and a target number. Explain the rationale used to choose the target number. Impact indicators are tracked throughout the grant and are reported on quarterly.

BUDGET AND BUDGET JUSTIFICATION - 15 points

Budget and Budget Justification/Cost Effectiveness*:* This criterion will be evaluated to the extent the applicant provides information on the Federal funds request, applicant match requirement

and reasonableness of costs. ANA requires applicants to submit an itemized budget for the costs associated with the successful accomplishment of the project objectives and goal. The budget must include estimated costs, a budget justification and information on cost effectiveness.

Budget (5 points): Submit itemized budgets that list the Federal request and applicant match requirement. An itemized budget must be submitted for each budget period. These budgets should align with each Object Class Category listed under Section B-Budget Categories of the "Budget Information-Non Construction Programs" on the SF-424A form. These sections are explained in *Section IV.2* of this program announcement.

The following is important to consider when preparing the budget: personnel costs should reflect the time needed to hire staff if key personnel need to be hired and the hiring process is two months, then calculate the salary based on ten months, rather than twelve; include travel expenses for the chief financial officer and project director to attend a regional ANA post-award training; include local travel (e.g., mileage for local meetings) in the Other budget category, not in the Travel budget category.

Budget Justification/Cost Effectiveness (10 points):
 Submit justification narratives that support and align with the Federal and applicant match requirement.   A budget justification narrative must be submitted for each budget period. The justification should identify how the calculations for each of the line items were developed and explain how they are important to the project. Include the necessary details to facilitate the determination of allowable costs and the relevance of these costs to the proposed project.

Demonstrate cost effectiveness of the budget by explaining why this project and associated costs are an effective use of ANA resources. Indicate how the proposed budget aligns with regional costs and why funding is necessary to resolve the statement of need. Identify source or include documentation of price quotations, where possible.

Identify the source of the required applicant match and provide documentation in the form of letters of commitment (see "Definitions" in *Section I*).

Submit a copy of the current Indirect Cost Rate Agreement (see Uniform Project Description definitions) in order to charge or otherwise seek credit for indirect costs. The agreement must have all costs broken down by category so ANA reviewers can be certain that no

budgeted line items are included in the indirect cost pool. Applicants that do not submit a current Indirect Cost Rate Agreement may not be able to claim the allowable cost, may have the grant award amount reduced, or may experience a delay in the grant award.

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

Initial ACF Screening: Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the stated ceiling.   Late applications or those exceeding the funding limit will be returned to the applicants with a notation that they were unacceptable and will not be reviewed.

Initial ANA Screening: Each application submitted under this program announcement will undergo a pre-review screening for the following eligibility requirements: (1) the applicant has submitted a current signed and dated resolution from the governing body; and (2) if the applicant is not a Federally recognized Tribe or Alaska
Native Village government, the applicant has submitted proof that a majority of the board of directors is representative of the community to be served. An application that does not meet one of the above elements will be determined to be incomplete and excluded from the competitive review process. Applicants with incomplete applications will be notified by mail within 30 business days from the closing date of this program announcement. ANA staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification. After the Commissioner of ANA has made decisions on all applications, unsuccessful applicants will be notified in writing within 90 days. If pertinent, the notification will present the application weaknesses identified during the review process.
 Applications are not ranked based on general financial need. Applicants who are initially excluded from competition because of ineligibility may appeal the decision. Applicants may also appeal an ANA decision that an applicant's proposed activities are ineligible for funding consideration. The appeals process is stated in 45 C.F.R. Part 1336.35

Competitive Review Process: Applications that pass the initial ACF and ANA screening process will be analyzed, evaluated and rated by an independent review panel on the basis of the evaluation criteria specified below. The evaluation criteria were designed to analyze and assess the quality of a proposed community-based project, the

likelihood of its success, and the ability to monitor and evaluate community impact and long-term results. The evaluation criteria and analysis of how the proposal has addressed the criteria are wholly considered in judging the overall quality of an application. Applications will be evaluated in accordance with the program announcement criteria and ANA's program areas of interest. A determination will be made as to whether the proposed project is an effective use of Federal funds.

Application Review Criteria: ANA's six evaluation criteria categories are: Project Summary; Need for Assistance; Project Approach; Organizational Capacity; Project Impact/Evaluation; and Budget and Budget Justification/Cost Effectiveness.

Application Consideration: The Commissioner's funding decision is based on: an analysis of the application by the review panel, panel review scores and comments; an analysis by ANA staff; a review of ANA administrative policies and funding restrictions; a review of previous ANA grantee past performance; comments of State and Federal agencies having contract and grant performance-related information and other interested parties; and geographic distribution. The Commissioner makes grant awards consistent with the purpose of the NAPA (42 U.S.C. Section 2991 et seq.), all relevant statutory and regulatory requirements, this program announcement, and the availability of appropriated funds. The Commissioner reserves the right to award more, or less, than the funds described or under such circumstances as may be deemed to be in the best interest of the Federal Government. Applicants may be required to reduce or modify the scope of projects based on the amount of the approved award.

Please refer to *Section IV.2* of this announcement for information on non-Federal reviewers in the review process.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

3. Anticipated Announcement and Award Dates:

Not Applicable

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

Successful applicants will be notified through the issuance of a Notice of Award (NoA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail.

Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

2. Administrative and National Policy Requirements:

Grantees are subject to the administrative requirements in 45 CFR Part 74 (for non-governmental entities) or 45 CFR Part 92 (for governmental entities).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: http://www.hhs.gov/fbci/waisgate21.pdf.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at: http://www.whitehouse.gov/government/fbci/guidance/index.html.

HHS Grants Policy Statement

The HHS Grants Policy Statement (GPS) is the Department of Health and Human Services new single policy guide for discretionary grants and cooperative agreements. Unlike previous HHS policy documents, the GPS is intended to be shared with and used by grantees. It became effective October 1, 2006 and is applicable to all Operating Divisions (OPDIVS), such as the Administration for Children and Families (ACF), except the National Institutes of Health (NIH). The GPS covers basic grants processes, standard terms and conditions, and points of contact, as well as important OPDIV-specific requirements. Appendices include a glossary of terms and a list of standard abbreviations for ease of reference. The GPS may be accessed at http://www.acf.hhs.gov/grants/grants_related.html.

3. Reporting Requirements:

Grantees will be required to submit performance progress and financial reports periodically throughout the project period. Frequency of reporting is listed later in this section.

Beginning with FY 2009 awards, most ACF grantees will begin using the a Standard Form (SF) for required performance progress reporting (PPR). The SF-PPR is a standard government-wide performance progress reporting format consisting of a series of forms implemented by Federal agencies to collect performance information from award recipients. Most ACF grantees will begin using the standard format implemented through ACF's Office of Grants Management (OGM), entitled the "ACF-OGM-SF-PPR." Use of the ACF-OGM-SF-PPR will begin for new awards and continuation awards made by ACF in FY 2009. At a minimum, grantees will be required to submit the ACF-OGM-SF-PPR, which consists of the ACF-OGM-SF-PPR Coversheet and the ACF-OGM-SF-PPR Appendix B Program Indicators.

ACF Programs that utilize other SF-PPR reporting formats, or other reporting forms or formats that differ from the new ACF-OGM-SF-PPR, have listed those forms or formats below. Grant award documents will inform grantees of the appropriate performance progress report form or format to use beginning in FY 2009.

Grantees will continue to use the Financial Status Report (FSR) SF-269 (long form) for required financial reporting.

The SF-269 (long form) and the ACF-OGM-SF-PPR may be found at http://www.acf.hhs.gov/grants/grants_resources.html. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award.

Performance progress and financial reports are due 30 days after the end of the reporting period. Final program performance and financial reports are due 90 days after the close of the project period.

Final reports may be submitted in hard copy to the Grants Management Office Contact listed in Section VII. of this announcement.

Program Progress Reports: Quarterly
Financial Reports: Quarterly

The ANA required program progress report is the Objective Progress Report (OPR) (OMB No. 0980-204, expiration 12/31/2009).

The ANA required financial report is the SF-269 long form.

VII. AGENCY CONTACTS

Program Office Contact:

Administration for Children and Families
Administration for Native Americans
ANA Applicant Help Desk
370 L'Enfant Promenade, SW.
Aerospace Building, 2nd Floor - West
Washington, DC 20447
Phone: 877-922-9262
Email: ana@acf.hhs.gov

For hearing or speech impaired callers, contact the Federal Relay Service at 1-800-877-8339 (TTY (Text Telephone) / ASCII (American Standard Code For Information Interchange)).

Grants Management Office Contact:

Tim Chappelle
Administration for Children and Families
Office of Grants Management
370 L'Enfant Promenade, SW.
Aerospace Building, 6th Floor - East
Washington, DC 20447
Phone: 202- 401-4855
Email: tim.chappelle@acf.hhs.gov

For hearing or speech impaired callers, contact the Federal Relay Service at 1-800-877-8339 (TTY (Text Telephone) / ASCII (American Standard Code For Information Interchange)).

VIII. OTHER INFORMATION

Checklist

You may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
SF-424	Referenced in Section IV.2 under "Forms" and found at http://www.acf.hhs.gov/grants/grants_resources.html	By application due date found in Overview and Section IV.3.
SF-424A	Referenced in Section IV.2 under "Forms" and found at http://www.acf.hhs.gov/grants/grants_resources.html	By application due date found in Overview and Section IV.3.
Table of Contents	Referenced in Section IV.2 of the announcement.	By application due date found in Overview and Section

		IV.3.
SF-424B	Referenced in Section IV.2 under "Forms" and found at http://www.acf.hhs.gov/grants/grants_resources.html	By application due date found in Overview and Section IV.3.
Resolution	Found in Sections I and III. To be submitted by all applicants. (See "Definitions" in Section I).	By application due date.
Proof of Non-Profit Status	Referenced in Section IV.2 of the announcement under "Eligibility Certification."	By date of award.
Governing Board Membership Documentation	Found in Sections I and III.	By application due date.
Certification Regarding Maintenance of Effort	Found in section IV.2 of the announcement under "Certifications" and found at http://www.acf.hhs.gov/grants/grants_resources.html.	By date of award.
SF-LLL	"Disclosure Form to Report Lobbying" is referenced in Section IV.2 under "Certifications" and found at http://www.acf.hhs.gov/grants/grants_resources.html Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.	By application due date found in Overview and Section IV.3.
Certification Regarding Lobbying	Referenced in Section IV.2 of the announcement under "Certifications" and found at http://www.acf.hhs.gov/grants/grants_resources.html	By date of award.
Grant Application Data Summary (GADS) Form	Found in Section IV.2. of the announcement under "Forms" and found at http://www.acf.hhs.gov/programs/ana.	By application due date.
Auditor Letter	Found in Sections IV.2 and V.	By application due date.

Indirect Cost Agreement	Found in Section V.	By application due date.
Non-Federal Share Waiver Request	Found in Section IV.2.	By application due date.
Letters of Support	Referenced in Section IV.2 of the announcement under "Project Description."	By application due date found in Overview and Section IV.3.
Documentation of Non-Federal Resources	Referenced in Section IV.2 of the announcement under "Project Description."	By application due date found in Overview and Section IV.3.
Third-Party Agreements	Referenced in Section IV.2 of the announcement under "Project Description."	By application due date found in Overview and Section IV.3.
ANA Project Abstract Form	Found in Sections IV.2 and V. Form may be found at http://www.acf.hhs.gov/programs/ana/programs/forms.html.	By application due date.
Project Narrative	Found in Sections IV.2 and V.	By application due date.
ANA Objective Work Plan (OWP) Form	Found in Sections IV.2 and V. Form may be found at http://www.acf.hhs.gov/programs/ana/programs/forms.html.	By application due date.
Budget and Budget Justification	Referenced in Section IV.2 of the announcement.	By application due date found in Overview and

		Section IV.3.
Other Attachments	Found in Section V. Supplemental support documentation including but not limited to: job descriptions, resumes, maps, organizational chart, etc.	By application due date.

Date: 11/24/2008   Quanah Crossland Stamps
Commissioner
Administration for Native Americans