

## **Office of Native American Programs (ONAP) Training and Technical Assistance (T&TA) Frequently Asked Questions - September 2012**

### **1. When “teams” are mentioned in the NOFA, what constitutes a “team”?**

T/TA providers may be working in tandem with other providers as well as ONAP staff.

### **2. How does ONAP envision the Cooperative Agreement process working for these funds? What are the timelines expected?**

The Cooperative Agreements will be worked out as a Statement of Work with each successful recipient. It is expected that the funds will last two years. However, there is no guarantee of a specific schedule as the T/TA is demand/response based on the need of our grantees.

### **3. Eligible Activities: Where is Section 1.A?**

This was a typo, and it should read Section I.A (as in the letter “I”).

### **4. What are examples of “group learning”?**

Classroom training, webinar sessions

### **5. Where are the Threshold Requirements?**

They are not listed in the ONAP NOFA, but in Section III of the General Section of the HUD NOFA which is available on grants.gov.

### **6. Is there a timeline to which the T/TA provider must respond back to the ONAP? Will the T/TA provider be managing the workload and requests?**

ONAP will be managing the workload and volume of requests. ONAP expects the T/TA provider to respond within 5-10 business days of notification.

### **7. How will “needs assessments” be performed? If a T/TA is denied based on the needs assessment, who will notify the tribe?**

ONAP HQ will contact the T/TA provider after a request has been made. The T/TA provider will then contact the tribe and/or perform a site visit as a needs assessment to assess the level of need and associated costs to remedy the need. ONAP will notify the tribe if the request is denied based on the needs assessment.

### **8. How will T/TA providers coordinate plans and activities with other providers?**

This coordination will be run by direction from ONAP HQ.

### **9. What are the joint training sessions that ONAP may require NOFA awardees to attend?**

The joint training sessions are mandatory and will generally cover HUD policy (ex. Customer Service). ONAP HQ will determine which conferences or training sessions awardees will be required to attend.

**10. Will there be an automated T/TA request system for tribes?**

No, all requests for T/TA will go from tribes to their respective Area Offices, who will then get in touch with ONAP HQ.

**11. Must all materials and tools be reviewed by ONAP prior to their use? How long is the anticipated turnaround?**

Yes. Materials must be reviewed by ONAP HQ and possibly the Area Offices. ONAP anticipates approximately 5 business days to approve/disapprove.

**12. Can a T/TA provider employee attend a training session that is being put on by the NOFA recipient solely for the purposes of only educating the employee?**

No. An employee may attend a regularly scheduled T/TA session for IHBG recipients, but no exclusive sessions for the employee.

**13. Where are "indirect" costs listed in the budget?**

There is no category for indirect costs as the NOFA recipient may not use NOFA funds to pay for them. The T/TA providers will need to make a business decision on how to absorb those costs.

**14. As the NOFA says there can be no fee or profit paid to any T/TA provider, can tuition or fee for services be charged by a T/TA provider?**

There can be no fee or profit paid by any T/TA provider. All T/TA sessions under the NOFA are to be free to the attendees. If an organization wishes to put on T/TA with funds other than T/TA funds under the NOFA, they may do so.

**15. Are consultant salaries based on the area where the consultant lives or the area in which services are provided?**

The area services are provided. Also, consultant salaries are to be capped at the equivalent of a General Schedule Step 10 federal employee (Section III, C.2.m of the NOFA General Section)

**16. What is the dollar figure of the administrative cost cap?**

The amount is to be determined by ONAP HQ

**17. What is the minimum score an applicant must have in Rating Factor #1 in order to be considered for funding?**

There was a typo in the NOFA. The current minimum score needed is 42.

**18. When the NOFA asks for applicants to “identify any other technical assistance awards received in the past 24 months,” are any points attributed to this?**

Any awards that have been awarded to the T/TA provider, even if the funds have not been released yet, should be included in the application. ONAP is looking to assess the T/TA experience of its applicants.

**19. What is meant by “managed multiple and large T/TA awards” in “multiple locations simultaneously”?**

“Multiple locations simultaneously” means that there is the possibility that several T/TA events may be going on at the same time in different locations, and the provider must have the capacity to successfully run these events concurrently.

**20. Will ONAP accept written testimonials or feedback about potential applicants?**

No, ONAP will be reviewing its own internal feedback records, and will not be accepting any outside feedback.

**21. Can support staff that have a direct role in supporting the delivery of T/TA from administrative purposes be listed in the application?**

If the staff are providing some type of management or oversight, then yes.

**22. How does an applicant document that they are a “tribally owned entity”?**

An applicant can demonstrate that they are a tribally owned entity by providing a narrative explaining how they satisfy the definition of “tribally owned entity” as defined in the NOFA.

**23. Are “annual” staff salaries acceptable when identifying the budget?**

As the system will be demand/response, hourly rates may be more feasible (and annual salaries can be derived from this rate).

**24. Will travel be allowable for “related travel” or only for travel related to T/TA delivery?**

All training and travel requests must be related to T/TA delivery. All travel and training requests must be sent to HQ first, which will then determine whether to approve such requests.

**25. Are scholarships allowable to be paid out of the NOFA funds?**

No.

**26. Is research an allowable funding activity with NOFA funds?**

No.

**27. Is there a projected award announcement date?**

Mid to late November 2012.

**28. What is the projected start date?**

January 1, 2013

**29. If applying for both Category 1 and Category 2, does an applicant need to submit two separate, complete packages, one for each category?**

Yes.

**30. For the 424-CB form, does the construction portion need to be filled out?**

No, but the remaining sections do.

**31. Are the Needs Assessments primarily for grantees or ONAP staff?**

Needs assessments are primarily for grantees, although there may be instances where assessments of ONAP staff will be needed.

**32. Is a logic model required?**

No.

**33. For leverage, does an applicant need to provide a dollar amount?**

Provide a percentage of the applicant's budget as requested in the NOFA.

**34. For travel budgets and admin budgets, should an applicant come up with assumptions on award amount, travel locations, delivery of services, etc. and list those assumptions?**

Yes.

**35. Are the budget costs meant to be those of administering the award or delivering the award?**

Both.