

Notice of Funding Opportunity

**Application due May 20, 2024**

ADMINISTRATION FOR  
**CHILDREN & FAMILIES**








Administration for Native Americans (ANA)

# Social and Economic Development Strategies for Alaska (SEDS-AK)

Opportunity number: HHS-2024-ACF-ANA-NK-0051



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# Before you begin

If you believe you are a good candidate for this funding opportunity, secure your [SAM.gov](#) and [Grants.gov](#) registrations now. If you are already registered, make sure your registration is active and up-to-date.

## **SAM.gov registration (this can take several weeks)**

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI).

[See Step 2: Get Ready to Apply](#)

## **Grants.gov registration (this can take several days)**

You must have an active Grants.gov registration. Doing so requires a Login.gov registration as well.

[See Step 2: Get Ready to Apply](#)

## **Apply by May 20, 2024**

Applications are due by 11:59 p.m. Eastern Time on May 20, 2024.



To help you find what you need, this NOFO uses internal links. In Adobe Reader, you can go back to where you were by pressing Alt + Left Arrow (Windows) or Command + Left Arrow (Mac) on your keyboard.



# Step 1:

# Review the Opportunity

## In this step

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# Basic information

## Administration for Children and Families (ACF)

Administration for Native Americans (ANA)

This program supports community-based projects to promote the social and economic independence of Native American communities.

## Summary

ACF/ANA announces the availability of fiscal year 2024 funds for community-based projects for the SEDS-AK program.

SEDS-AK is designed to provide targeted support for village-specific projects to improve and strengthen the administrative and management capacity of Alaska Native tribal governments, which are central to social and economic self-sufficiency in Alaska. This announcement promotes economic and social self-sufficiency for Alaska Natives and is intended to respond to the unique governmental structures in Alaska. The SEDS-AK program supports the principle that social and economic development are interrelated and essential for the development of thriving Native communities.

## Funding details

Type: Grant

Estimated total program funding: \$1,000,000

Total expected awards: 2

The project period of performance can be 12 months, 24 months, or 36 months. ANA will award all federal funds at the start of the award.

Minimum award amount for the project and budget period (award floor): \$100,000

Maximum award amount is dependent on the project and budget period:

- 12-month project has a \$300,000 ceiling
- 24-month project has a \$600,000 ceiling
- 36-month project has a \$900,000 ceiling



Have questions?  
See [Contacts and Support](#).

## Key facts

### Opportunity Name:

Social and Economic Development Strategies for Alaska (SEDS-AK)

### Opportunity Number:

HHS-2024-ACF-ANA-NK-0051

### Federal Assistance

#### Listing:

93.612

## Key dates

### Application deadline:

May 20, 2024, 11:59 p.m. ET

### Expected award date:

September 30, 2024

### Expected start date:

September 30, 2024

Awards made under this funding opportunity are subject to federal funds availability. The maximum amount of federal funding you can spend each year is \$300,000 but you are not required to spend the same amount each year. For example, you could spend \$300,000 in year 1, \$250,000 in year 2, and \$150,000 in year 3.

# Eligibility

## Who can apply

## Eligible applicants

These types of organizations may apply based on [42 U.S.C. §2991b](#) and [45 CFR §1336.33](#);

- Federally recognized Indian tribes in Alaska, as recognized by the Bureau of Indian Affairs (BIA)
- Alaska Native villages as defined in the [Alaska Native Claims Settlement Act](#) and/or nonprofit village consortia
- Nonprofit Native organizations in Alaska with village-specific projects
- Incorporated, nonprofit, multipurpose community-based Indian organizations (including Urban Indian Organizations as defined by [25 U.S.C. §1603\(29\)](#))
- Urban Indian Centers in Alaska
- Native Community Development Financial Institutions (CDFIs) in Alaska
- Incorporated, nonprofit Alaska Native, and multipurpose community-based organizations
- Nonprofit Alaska Native Regional Corporations/Associations in Alaska with village-specific projects
- Nonprofit Alaska Native community entities or tribal governing bodies (Indian Reorganization Act or Traditional Councils), as recognized by the BIA
- Faith-based and community organizations in Alaska that meet the eligibility requirements. See [45 CFR part 87](#) and [42 U.S.C. 2000bb](#) et seq.

Individuals, including sole proprietorships, and foreign entities may not apply.

## Other eligibility criteria

### Assurance of Community Representation on Board of Directors

If you are not a federally or state-recognized tribe, Alaska Native tribal government, or public government agency in the U.S. territories, then you must provide documentation that a majority of your board members are representative of the Native American communities that ANA serves.

You must show that a majority of your board members represent a Native American community to be served. You must submit documentation that identifies each board member by name and indicates one or more of ANA's three categories of community representation for each:

1. Members of federally or state-recognized tribes
2. Persons who are recognized by members of the eligible Native American community to be served as having a cultural relationship with that community
3. Persons considered to be Native American as defined in [45 CFR §1336.10](#) and Native American Pacific Islanders as defined in section 815 of the [Native American Programs Act \(NAPA\)](#)

The second category of community representation requires a “cultural” relationship defined as lineage, familial, marriage, or other traditional or social connection to the community and not a business or work relationship (for example, someone who owns a business or is employed by an organization that serves the Native community).

The following entities are not exempt from this policy and must meet the assurance requirements:

- A Tribal college or university or a territorial public school or university governed by a board separate from the Tribe or territorial government
- An American Indian tribe, Alaska Native village, or public government agency in the Pacific territories applying as a nonprofit organization

Applicants that do not include this documentation in their [attachments](#) will be disqualified, and the application will not be considered for competition.

An example of the Assurance of Community Representation of the Board of Directors can be found on [ANA’s applicant resource page](#).

## Only one active award per assistance listing

To be eligible under this NOFO, you can’t have a current active ANA award under the Assistance Listing Number 93.612. Therefore, organizations with an ANA award that will continue beyond the start date of a possible new award and has the same Assistance Listing number as this NOFO are ineligible to apply for a new award and will be disqualified. The application will not be included in the competition. This disqualification factor does not impact organizations that have an ANA award under a different Assistance Listing number.

See [initial review](#) for disqualification factors.



## Cost sharing

This program requires you to contribute 20% of the project's total cost.

You can calculate this cost sharing requirement in one of two ways:

### Method 1: Start with the federal share

Calculation: Divide the federal requested amount by 4.

For example:  $\$100,000 / 4 = \$25,000$  in cost sharing.

### Method 2: Start with the total project cost

Calculation: Divide the total project costs by 5.

For example:  $\$125,000 / 5 = \$25,000$  in cost sharing.

## Types of cost sharing

You can meet your match requirement through any combination of:

- In-kind (non-cash) contributions from partners or other third parties
- Cash contributed by your organization
- Cash contributed by partners or other third parties

Please view [ANA's applicant resource page](#) for additional ways to meet your cost-sharing requirements.

## Cost-sharing commitments

You must follow through on your promise of cost sharing funds even if you promise more than required. We put these commitments in the Notice of Award (NoA). You'll have to include your funds when you fill out your Federal Financial Reports.

If you don't provide your promised amount, we may have to decrease your award amount or use other enforcement actions.

## Cost-sharing waiver

You may request a waiver of the requirement for a 20% cost sharing match. Submit the waiver request with your application as an attachment. See [cost-sharing waiver request](#).

We will consider a waiver only if you meet the requirements in [45 CFR §1336.50\(b\)\(3\)](#). A waiver is not guaranteed.

# Program description

The goal of the program is to promote social and economic independence of Alaska Native peoples.

SEDS-AK projects focus on the following three connected concepts that form a foundation for sovereignty and self-determination:

- Social development that supports programs and services that safeguard the health, well-being, and culture of Alaska Native peoples
- Economic development that supports the development of stable, diversified local economies that provide jobs and business opportunities that promote economic well-being in Alaska Native communities
- Governance that assists Tribes, Native organizations, and Alaska Native tribal governments to increase their ability to enhance administrative infrastructure and capacity to develop and enforce laws, regulations, codes, and policies that benefit the community

Funded SEDS-AK projects will include specific strategies for enhancing or improving community conditions and achieving community goals.

You can find a list of our currently funded projects [on ANA's recipient website](#), but this list is only a limited selection of the kinds of projects we are interested in funding. Successful applications vary widely. As you consider whether your project may be a good fit for this opportunity, we encourage you to interpret our program's goals broadly. To learn more about the program areas of interest for this NOFO, see [ANA's Program Areas page](#).

Program-specific terms and concepts in this NOFO can be found on [ANA's applicant resource page](#).

## Indigenous Knowledge

We recognize Indigenous Knowledge and encourage you to incorporate it into your project.

Per the November 2022 Executive Order [Guidance for Federal Departments and Agencies on Indigenous Knowledge](#):

“Indigenous Knowledge is a body of observations, oral and written knowledge, innovations, practices, and beliefs developed by Tribes and Indigenous Peoples through interaction and experience with the environment. It is applied to phenomena across biological, physical, social, cultural, and spiritual systems. Indigenous Knowledge can be developed over millennia, continues to develop, and includes

understanding based on evidence acquired through direct contact with the environment and long-term experiences, as well as extensive observations, lessons, and skills passed from generation to generation.”

## Legislative priority areas

In accordance with [42 U.S.C. §2991b-2, Establishment of Administration for Native Americans](#), we will prioritize funding for applications seeking assistance to develop:

- A tribal code or courts system for purposes of economic development, including commercial codes, training for court personnel, and the development of nonprofit subsidiaries or other tribal business structures
- A Native community development financial institution, including training and administrative expenses
- A tribal master plan for community and economic development and infrastructure

## Federal evaluation

Under section [811 of NAPA](#), ANA is required to provide an evaluation of funded projects including evaluations that describe and measure the success of such projects, their effectiveness in achieving stated goals, and their structure and mechanism for delivery of services.

ANA undertakes a federally sponsored evaluation strategy to assess the effectiveness and success of approved projects. The federal evaluation strategy will include review of recipient-level documentation including, but not limited to, the Ongoing Progress Reports (OPR), which is approved under Office of Management and Budget (OMB) control number 0970-0452 (expiration date 9/30/26). Recipients agree to participate fully in the federal evaluation and to follow evaluation protocols established by ANA.

Federal project evaluations are completed when evaluators use a structured information collection tool approved under OMB control number 0970-0379 (expiration date 6/30/25) during end-of-project site visits from ANA. The site visit reviews information provided through the recipient’s initial application and OPRs to evaluate the progress toward achieving the project’s goal and objectives by project staff throughout the project period.

## Funding policies and limitations

We do not allow the following costs under this NOFO:

- Construction
- Purchase of real property
- Major renovation

Additionally, [45 CFR §1336.33\(b\)](#) has the effect of making the following projects ineligible for funding under this NOFO:

- Projects for which a recipient will provide third-party training and technical assistance to other tribes or Native American organizations or to non-members of the recipient organization
- Projects that require funding 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 support ongoing social service delivery programs or the expansion, or continuation, of existing social service delivery programs
- Projects that do not further the three interrelated ANA goals of economic development, social development, and cultural preservation
- The purchase of real estate
- Projects from consortia of tribes that do not include documentation from each participating consortium member specifying their role and support. Projects from consortia must have goals and objectives that will encompass the participating communities. ANA will not fund projects by a consortium of tribes that duplicate activities for which participating member tribes also receive funding from ANA

See [45 CFR §75.420 – 75.475](#) for information on costs that are always unallowable or have restrictions.

### Indirect costs

Indirect costs are those for a common or joint purpose across more than one project and that cannot be easily separated by project.

To charge indirect costs you can select one of two methods:

**Method 1 – Approved rate.** You currently have an indirect cost rate approved by your cognizant federal agency.

**Method 2 – *De minimis* rate.** Per [45 CFR §75.414\(f\)](#), if you have never received a negotiated indirect cost rate, you may elect to charge a *de minimis* rate. If you are awaiting approval of an indirect cost proposal, you may also use the *de minimis* rate. If

you choose this method, costs included in the indirect cost pool must not be charged as direct costs.

The *de minimis* rate is 10% of modified total direct costs (MTDC). See [45 CFR §75.2](#) for the definition of MTDC. You can use this rate indefinitely.

Learn more at [45 CFR §75.414](#), Indirect Costs.

## Subawards

The prime recipient must maintain a substantive role in the project. We define a substantive role as conducting funded activities and providing services that are necessary and integral to completing the project. Monitoring your subrecipient's activities is not a substantive role. See [45 CFR §75.352](#) for information on subrecipient monitoring.

We do not fund awards where the role of the applicant is primarily to serve as a conduit for passing funds to other organizations unless that arrangement is authorized by statute.

Subrecipients must meet the [eligibility requirements](#) of this NOFO.

## Required attendance at post-award meetings

You must have the project director and a financial management staff person working on the project attend post-award training during the first year of the award and attend an annual ANA Recipient Meeting during each year of their ANA award. You must budget for all expenses associated with this required attendance.

## Statutory authority

This program is authorized under section 803(a) of the [Native American Programs Act of 1974 \(NAPA\)](#), 42 U.S.C. §2991b.



# Step 2:

# Get Ready to Apply

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# Get registered

## SAM.gov

Your entity must have an active registration with SAM.gov. This includes having a Unique Entity Identifier. SAM.gov registration can take several weeks. Begin that process today. Registration is valid for 1 year before renewal is required.

To register, go to [SAM.gov Entity Registration](#) and click Get Started. From the same page, you can also click on the Entity Registration Checklist for the information you will need to register.

## Grants.gov

You must also have an active account with [Grants.gov](#). You can see step-by step instructions at the Grants.gov [Quick Start Guide for Applicants](#).

**Need help? See [Contacts and Support](#).**

# Find the application package

The application package has all the forms you need to apply. You can find it online. Go to [Search Grants](#) at Grants.gov and search for opportunity number HHS-2024-ACF-ANA-NK-0051. Click the opportunity number's search result. Then, click the "Package" tab.

If you can't use Grants.gov to download application materials, you may request them from the [Grants Management Contact](#).

If you are also unable to apply through Grants.gov, see [exemptions for paper submissions](#).

# Join the webinar

ANA has an on-demand pre-application webinar about the NOFOs. The pre-application webinar and materials are accessible on ACF's [ANA events website](#).

The pre-application webinar is available throughout the 60-day duration of the open application period. Viewing the webinar is voluntary. The [webinar is available on demand on the website](#). The presentation will only include information provided in this NOFO. Opting not to view the webinar will not affect eligibility, application scoring, or the selection process.

In the event of a discrepancy between the information provided in the webinar and the NOFO, the NOFO takes precedence.

## Learn more

Visit [Applying for an ACF Grant Award](#) on the ACF Grants Page.





# Step 3: Prepare Your Application

## In this step

Application contents and format

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# Application contents and format

## Application components

The following are the required components of the completed application:

- [Table of contents](#)
- [Project summary](#)
- [Project narrative](#)
- [Organizational capacity](#)
- [Line-item budget and budget narrative](#)
- [Attachments](#)
- [Standard forms](#)

## Required format

Page limit: 100 pages. We have clearly marked in the [application checklist](#) all components that are not included in this page limit.

File Format: Portable Document File (PDF) is recommended, but not required. ACF supports the following file formats when you attach files to the Project Narrative Attachment and the Other Attachments Form:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Paper Size: 8.5 by 11 inches

Margins: 1 inch all around

Language: English

If possible, include page numbers

Do not include external links to information you want reviewers to assess.

## Fonts

Font: Times New Roman

Size: 12-point font

Footnotes and text in tables and graphics may be 10-point.

## Spacing

Table of contents: Must be single-spaced

Project summary: Must be single-spaced

Project Narrative: Must be double-spaced

Line-Item budget and Budget narrative: Can be single-spaced

Attachments: As needed

Tables and footnotes throughout: Can be single-spaced

## Table of contents

At the beginning of your application, include a table of contents that guides a reader through the contents of files in your application.

## Project summary

**Not included in the page limit.**

Provide a one-page summary of the project description. Do not cross-reference to other parts of the application. The summary must include:

- At the top, the project title, applicant name, address, phone numbers, email addresses, and any website URL
- A brief description of the project, including the needs and population you will address and your proposed services

## Project narrative

The project narrative is where you address all your proposed activities. It is a critical section of your application, which we evaluate and rank against other applications using the [merit review criteria](#). Remember that substance and measurable outcomes are more important than length. We are particularly interested in project narratives that convey strategies for achieving intended goals and objectives.

In it, you must:

- Explain how the project will meet the purpose of the NOFO, as described in the [program description](#) section.
- Make sure your narrative is clear, concise, and complete.
- Use cross-referencing rather than repetition.
- Be sure to include any required supporting documents noted. You generally provide these in your [attachments](#).
- Use the headings and order of the sections that follow.

## Geographic location

Provide the precise physical location of your project and boundaries of the area you will serve. If you will include any subrecipients in your project that will serve the geographic areas, those locations must be included as well.

You will also provide information related to your site in the Project/Performance Site Location(s) form. See [Standard Forms](#).

## Past ANA project performance

ANA provides project-specific funding and not ongoing program funding. If you are proposing a project that is similar, in whole or in part, to previously funded activities, please provide a detailed description of what was achieved by the earlier project. In addition, provide explicit details and an explanation of how the proposed project is different and not a duplicate of the previously funded project.

## Current community condition

Identify **one** current community condition the proposed project will address. While ANA understands that communities face many conditions at the same time, you should identify only **one** current community condition that the proposed project will address.

Include recent data, either qualitative or quantitative, to describe the status of the current community condition and its relevance to your proposed project. Examples of kinds of data you might use include unemployment rates, language proficiency levels, health disparity rates, or water or soil contamination levels. Use local data when available.

An example of a current community condition is: “Currently, the Tribe does not have the capacity required to apply for funding to meet the community’s public health and housing needs, due to a lack of governing documents and necessary knowledge, skills, and abilities.”

## Project goal

In a single sentence, state a project goal that will be achieved by the end of the project. The project goal should describe an improvement to the current community condition.

Additionally, describe how the project goal is relevant to this opportunity and explain how the project goal is achievable by the end of the project period.

An example of a project goal is: “Increase the capacity of Tribal Council members and staff through developing governing documents and training tribal government members so they can apply for funding and implement programs to address community public health and housing needs.”

## Objectives

Describe the results your project will achieve and how it will achieve them.

Identify up to three objectives for the entire project period.

Well-written objectives help set program priorities and targets for progress and accountability. We recommend that you avoid verbs that may have vague meanings to describe the intended outcomes, like “understand” or “know,” because it may prove difficult to measure them. Instead, write objectives that document action, such as: “At the end of 36 months, 10 Tribal Council and staff members will increase their knowledge, skills, and abilities in tribal governance to a score of four out of five.”

Each objective can include:

- A timeline describing when the objective will be completed. This should be expressed in project years (for example: “By the end of 36 months”)
  - A description of what will be completed through the objective (for example, “Increase their knowledge, skills, and abilities”)
  - A measure of the amount of change expected by the end of the project (for example, “To a score of four out of five”)

An example of how to write an objective can be found on [ANA’s applicant resource page](#).

## Project implementation plan

Tell us the story of who you are and what you want to accomplish with your project, including the following:

- What your timeline will be
- How will you achieve your goals and objectives
- Who will be involved

- What resources you will need to be successful

Describe your plan to implement the project. Describe the scope of your proposed project and explain in detail how you will accomplish it. Account for all functions or activities you identify in your application.

Discuss all the steps that must be taken in order to implement each objective and to achieve the expected outcomes. You will also submit your plan using the objective work plan form. See [Standard Forms](#).

Present this plan as a narrative that provides more information on the objectives, activities, and outputs presented in the objective work plan (OWP). Outputs are the direct, tangible results of activities. This is often expressed as a target number of activities completed and/or people served. Include all necessary steps and realistic timeframes to achieve each objective. Do not copy the OWP directly into the narrative to complete this section.

If a license or permit is needed for any of the activities in your proposed project, your implementation plan should describe how and when it will be obtained.

Explain potential obstacles, barriers, or challenges that could delay the project or hinder you from accomplishing the project goals. Identify strategies you will use to address them. Challenges you might address include partnerships falling through, weather, and low participant recruitment.

Identify the measures you will take to ensure that the positive changes achieved by the project will be sustained beyond the end of the project. These can include resources, staff, or partners that are needed to sustain positive changes from the project.

## Community-based strategy

Community involvement in project design and implementation is one of the key factors in determining if a project will be successful.

- Describe your experience working on projects within the community. Describe the community's participation and engagement in past projects.
- Describe how the community was involved in identifying the need for the project and how their feedback was incorporated into the project design. Explain who or what members of the community, including the tribal council or board, were involved to identify the need for the project.
  - You can also demonstrate the extent of community involvement during project planning by including supporting documentation (including, but not limited to, stakeholder meeting agendas, sign-in sheets, surveys, and focus group notes). A narrative to describe community involvement is acceptable and additional documents are optional. If you include them, you should

submit them under documents for community support in the [attachments](#) section.

## Population to be served

Describe the participants or beneficiaries who will take part in the project's activities. Explain how they will benefit from participating.

- Identify how participants will be recruited for the project, including any outreach activities related to recruitment, if applicable.
- Identify outreach activities that will be used to maintain community awareness, involvement, or participation in the project. Examples of outreach activities include community meetings, news media, social media, events, and publications.

## Outcomes

Outcomes are measurable changes that will result from the achievement of the implementation plan. Outcomes can include, but are not limited to, increases in capacity and changes in knowledge, awareness, attitudes, skills, or behaviors. Outcomes can be the same or different for each objective.

- Identify an outcome for each objective.
- Show clear connections between the outcomes, the current community condition, the project goal, and the objectives.

An example outcome is: "Due to training in governance, the tribal government will have the capability to manage the programs the community needs."

## Objective work plan (OWP)

We require you to submit an OWP. Please refer to [Standard Forms](#) for the OWP form that you must use.

The OWP is a blueprint for achieving project objectives. It arranges major steps based on the implementation plan and includes details like:

- Key activities: The "how" of the project
- Timeframes: "When" these activities should be accomplished
- Responsible staff: "Who" will carry out each activity
- Outcomes: Outcomes describe the most significant change the objective will produce. Include the primary outcome for each objective as stated in the project narrative.
- Outputs: Outputs are the direct, tangible results of activities. This is often expressed as a target number of activities completed or people served. The outputs are logical results of the successful completion of activities within the proposed timeframe.

The OWP should be a work plan for each objective and each year.

- The OWP should have no more than three objectives, as stated in the project narrative.
- The OWP should include all activities needed to successfully achieve each objective. Each objective can have up to 25 activities per year. The budget period for this NOFO begins September 30 and ends September 29 for each year of the project.
- If an objective spans more than 1 year, the OWP should provide details about which activities will occur in each year.

We strongly encourage you to review the OWP form and instructions at [Grants.gov](https://www.grants.gov).

## Organizational capacity

This section of your application will describe the organization's data management plan and staffing plan, including qualifications and experience of staff, partnerships, and consultants.

### Data management plan

Describe a data management plan that will be used during implementation to collect information that you can use to improve the project over time. This plan must:

- Describe which staff will be responsible for data collection, tracking, and reporting
- Describe how you will monitor ongoing activities to measure progress toward the project's objectives
- Include the data collection tools and processes that will measure each objective
- Include examples of tools such as Excel spreadsheets, logic models, surveys, assessments, Indigenous Knowledge in the form of community observations or interviews, and outcome trackers
- Include data collection tools that need to be developed and explain how you will develop them, as necessary
- Include a timeline for how you will review and use data collected to make adjustments to the project

### Staffing plan

You may provide your staffing plan in a narrative format or by attaching project-specific job descriptions.

- Identify all staff, partners, and consultants (filled and unfilled) supporting the project. Each person's role and responsibilities should be explained. If known, please include the names of staff members who will fill key roles.



- Explain recruitment and hiring process for positions (staff, partners, and consultants) that need to be filled.
- Identify the principal investigator/project director (PI/PD) and authorized organizational representative (AOR) for the project (see [definitions](#)). The AOR and PI/PD cannot be the same person, and the separation of these duties must be identified.
  - PI/PD responsibilities include monitoring progress and maintaining oversight of program reporting, staff, and partners.
  - AOR will have official signing responsibility for the award.
  - If a permanent PI/PD or AOR is unknown, identify who will take on the role until the position is filled and provide a timeline for filling the role with permanent personnel.
- Describe how the project will continue if positions become vacant at any time during the project period.

## Partnerships and consultants

- Identify each partner or consultant and explain how they will support project activities. Include scopes of work, MOUs, or letters of commitment.
  - If the project does not plan on including these entities then please indicate so by stating: “Our project will not include the support of partners, consultants or subrecipients.”
- Describe plans to finalize partnership agreements if not completed and contingency plans for partnerships or consultant agreements if they fall through.
- Identify processes for communicating with partners or consultants and explain how agreements will be managed and maintained.

## Oversight plan

Recipients are required to ensure proper oversight in accordance with [45 CFR part 75](#), subpart D. Oversight is the process by which an entity’s senior management ensures projects are performed in compliance with award requirements.

Provide a plan for oversight that:

- Describes key oversight staff who will be responsible for overseeing project staff and, if applicable, partners, consultants, or subrecipients.
- Describes key oversight staff who will be responsible for complying with applicable tribal policies and procedures, as well as state and federal financial laws and regulations. These responsibilities will include drawing down federal funds and ensuring internal controls are in place when authorizing expenditures.

There should be a clear separation of duties between the financial staff and the program staff.

- Identifies systems for record-keeping, financial management, and reporting to oversight bodies.
- Explains procedures to avoid conflicts of interest.

## Line-item budget and budget narrative

The line-item budget and budget narrative support the information you provide in the Budget Information SF-424-A. See [Standard Forms](#).

It justifies the costs you ask for and includes added detail, including detailed calculations for the “object class categories” in the Budget Information Standard Form. You will provide this information for each year of the period of performance. See [Funding Details](#).

As you develop your budget, consider:

- If the costs are necessary, reasonable, allocable, and consistent with your project’s purpose and activities
- How you calculate your costs in ways that are clear and repeatable
- How funds are restricted, See [funding policies and limitations](#)

We encourage you also to review the Standard Form instructions.

To create your line-item budget and narrative see detailed instructions on [ACF’s budget information page](#).

In general, you must:

- Provide a budget that reflects expenditures in 12-month increments.
- Indicate the method you will use for your indirect cost rate, if applicable. See [Indirect Costs](#) for further information.
- Include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated.
- For any cost sharing, include a detailed listing of any funding sources identified in Block 18 of the SF-424 Application for Federal Assistance.

Budgets should include a column for each of the following and should be organized in this order:

- Object class categories (sections of cost types for the line items)
- Federal share (or costs that will be covered by the federal award)
- Match (cost share). This can be cash or in-kind and is the required 20% total project cost to be contributed by the applicant

The budget narrative provides the cost calculations and breakdown for each line item for each year of the project. The budget narrative also provides a brief statement of the need for, or benefit of, this line-item expenditure relating to the accomplishment of the project.

- For example, personnel wage rate per hour multiplied by the number of hours to equal the annual salary listed for personnel, or vendor quotes for equipment over \$5,000
- For example: “Xerox Copy Machine, \$5215 (see quotes). This is for the mass production of training materials required.”

## Cost sharing

The application should include attachments with information or documentation, such as commitment letters from partners, vendors, tribal resolution, or board resolution, to demonstrate how the required 20% commitment of cost-share contributions will be met.

## Required ANA travel costs

Travel costs for two people to attend post-award training for two days during the first year of your grant award. You should follow your organization’s travel policies to develop this budget.

The Alaska post-award training is usually held in Anchorage.

Additionally, you should budget for two people to attend the Annual Grant Recipient Meeting, which is usually held in Washington, DC, each project year.

## Proprietary or personally identifiable information

In your application, you may identify salary or other proprietary information or personally identifiable information. We will remove this information from applications before they go to reviewers.

If you have an [exemption for paper submission](#), you can protect salary information and any proprietary information by placing that information only in the original application. You can remove the information from the copies, keeping summary information.

## Attachments

You will upload attachments in Grants.gov using the Other Attachments Form. These attachments are included in the overall application page limit, unless it says otherwise in this section.

### Indirect cost agreement

If you include indirect costs in your budget using an approved rate, include a copy of your current agreement approved by your [cognizant agency for indirect costs](#). If you use the *de minimis* rate, you do not need to submit this attachment.

See [indirect costs](#) for more information.

### Proof of nonprofit status

If your organization is a nonprofit, you need to attach proof. We will accept any of the following:

- A reference to your listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations
- A copy of a current tax exemption certificate from the IRS
- A letter from your state's tax department, Attorney General, or another appropriate state official saying that your group is a nonprofit and that none of your net earnings go to private shareholders or others
- A certified copy of your certificate of incorporation or similar document, showing that your group is a nonprofit
- Any of these documents for a parent organization, along with a statement signed by an official of the parent group that your organization is a nonprofit affiliate

### Governing body documentation

- All applications should include documentation demonstrating that the governing body of the organization approves the application's submission to ANA. Without ANA's receipt of signed and dated documentation prior to the start of the award of grant funds, the applicant's project cannot be approved.
- Documentation must be signed and dated by an official of the governing body. In signing the application, the governing body agrees that the applicant organization will assume the obligation imposed by applicable federal regulations and other terms and conditions of the award, including any assurances, if the grant is awarded.

- Written board resolutions, meeting minutes from the governing body, and/or letters from the authorizing official reflecting approval are acceptable documentation.

## Assurance of Community Representation on Board of Directors

The assurance documentation is not required from federally or state-recognized tribes, Alaska Native villages, or public government entities in the U.S. territories. It is required for applications from the following groups:

- Native nonprofit organizations
- Tribal colleges governed by a board that is separate from the governing body of a tribe
- American Indian Tribes or Alaska Native villages that apply as nonprofits

If you do not submit required documentation with the application, your application will be disqualified. (See [eligibility](#).)

An example of the Assurance of Community Representation on the Board of Directors can be found on [ANA's applicant resource page](#).

## Letters of support

Attach statements from community, public, or commercial leaders that support your project. At minimum, each letter of support must identify the person writing the letter, the organization they represent, the date, and their reasons for supporting the project.

## Maintenance of effort certification

Not included in the page limit.

You will self-certify your maintenance of effort. Place this certification on your organization's letterhead. See the wording at [ACF's website](#).

## Other attachments

Please include the following attachments:

- Documents that demonstrate community support
- Position descriptions
- Resumes
- Third-party agreements, if applicable
- Commitment letters from partners or vendors
- Governing body documentation such as tribal or board resolution
- Commitment of cost sharing and matching requirement documentation

- Permits or other certifications, if applicable
- Organizational Chart
- Council/Board of Directors

## Cost-sharing waiver request

Applicants may request a waiver of the 20% cost sharing and match requirement. To receive a waiver or a reduction in the required match, you must provide ANA with written documentation of your need. This request must establish whether the applicant satisfies all of the waiver criteria in [45 CFR §1336.50\(b\)\(3\)](#). Do not assume that we have approved your waiver request until you receive written notification from us. Waiver requests will not result in a deduction of points in the evaluation of the application.

For inquiries about the waiver process, contact your regional technical assistance provider. You can find your center at ANA's [Training and Technical Assistance](#) webpage.

## Standard forms

You will need to complete some standard forms. Upload the following standard forms at Grants.gov. You can find them in the NOFO [application package](#) or review them and their instructions at [Grants.gov Forms](#).

Forms	Submission requirement
Application for Federal Assistance (SF-424)	With the application.
Budget Information for Non-Construction Programs (SF-424A)	With the application.
Disclosure of Lobbying Activities (SF-LLL)	If applicable, with the application or before award.
Key Contacts	With the application.
Grants.gov Lobbying Form	With the application or before award.
Project/Performance Site Location(s) (SF-P/PSL)	With the application. Cite your primary location and up to 29 additional performance sites.
Objective work plan (OWP)	With the application.



# Step 4:

# Learn About Review and Award

## In this step

Application review	<a href="#">32</a>
Award notices	<a href="#">39</a>

# Application review

## Initial review

We review each application to make sure it meets basic requirements. We won't consider an application that:

- Requests funding above the [award ceiling](#)
- Is submitted after the [deadline](#)
- Is from an individual, including a sole proprietorship, or a foreign entity
- Is received in paper format that didn't have a previously approved exemption from ACF
- Is from an applicant organization that has one active ANA award with the same [Assistance Listing number](#) as this NOFO that will go beyond the start date of a possible new award
- Is from an applicant organization that failed to meet or document the [Assurance of Community Representation on Board of Directors](#)

We will let you know if your application is disqualified within 30 days of the application deadline by email. You won't receive notice from ACF if your application failed Grants.gov validation checks.

Also, if you don't follow page limit or formatting requirements, we will remove pages from your application before it goes to the merit review. We will let you know if this happens.

We will also remove blurred or illegible pages and any file formats that are not supported.

## Merit review

A panel reviews all applications that pass the initial review. The reviewers use the criteria in this section to score the applications.

Additionally, our reviewers typically are not federal employees. See [proprietary and personally identifiable information](#).



## Criteria

Criterion	Total number of points = 100
1. Project narrative	75 points
2. Organizational capacity	15 points
3. Line-item budget and budget narrative	10 points

### Project narrative (75 points total)

This section of the review criteria includes all components of the project narrative section of your application. Reviewers will evaluate if your proposed strategy to complete the project is feasible, effective, community-based, and likely to achieve intended outcomes. In reaching their conclusions, reviewers will consider the degree to which the following narrative elements are clear, logical, and detailed.

#### Current community condition – 0 to 5 points

1. Identifies one current community condition to be addressed by the project.

#### Project goal – 0 to 7 points

2. Describes how the project goal is achievable by the end of the project period.

#### Objectives – 0 to 8 points

3. Identifies no more than three objectives that describe a measurable achievement relevant to the project goal within a given timeframe.

#### Project implementation plan – 0 to 15 points

4. Provides a detailed plan to implement and achieve each objective.
5. Includes specific strategies to address obstacles or barriers that could impede the progress or success of the project.
6. Identifies resources, staff, and partners who will ensure that the project's positive outcomes are sustained.

#### Community-based strategy – 0 to 12 points

7. Clearly demonstrates a connection to the community to be served, including the ability to directly work with the project participants or beneficiaries.
8. Describes how the community was involved in identifying the need for the project and how their feedback was incorporated into the project design.

### Population to be served – 0 to 7 points

9. Describes the participants or beneficiaries to be served by the project and explains how they will benefit from it.

### Outcomes – 0 to 6 points

10. Demonstrates clear connections between the objectives, the outcomes, the current community condition, and the project goal.

### OWP – 0 to 15 points

11. Aligns with the project narrative and implementation plan and provides details of how, when, and by whom project activities will be completed.
12. Identifies outputs that will demonstrate progress toward the project goal. The outputs are logical results of the successful completion of activities within the proposed timeframe.

## Organizational capacity (15 points total)

This section of the review criteria includes all components of the organizational capacity section of your application. Reviewers will evaluate whether the application demonstrates that key staff and management have the expertise, knowledge, and credentials necessary to oversee federal funds, partners, and delivery of project objectives. In reaching their conclusions, reviewers will consider the degree to which the following sections are clear, logical, and detailed.

### Data management plan – 0 to 3 points

13. Describes a strategy for using data to monitor and report progress toward project objectives.
14. Identifies staff responsible for data collection, tools, storage, and management.

### Staffing plan – 0 to 5 points

15. Identifies all staff supporting the project and how they will support project activities and be managed.
16. Explains the recruitment and hiring process for positions (including PI/PD, staff, partners, and consultants) that need to be filled.

### Partnerships and consultants – 0 to 2 points

17. Identifies partners and consultants and explains their role in supporting project activities.

## Oversight plan – 0 to 5 points

18. Describes a plan for proper oversight of federal award funds, including the identification of staff and internal controls for financial management and accurate accounting practices.

## Line-item budget and budget narrative (10 points total)

Reviewers will consider the degree to which the application designates adequate resources to carry out the proposed activities while ensuring that the proposed costs are reasonable based on the geographical location of the applicant. In reaching their conclusion, reviewers will consider the following:

19. The application includes a detailed line-item budget with appropriate object class categories for every year of the project, including costs allocated for federal and non-federal shares, and delineates staff by full-time equivalent or percentage of time to the project.
20. The application includes a budget narrative for every year of the project. The budget narrative provides a breakdown of how all costs are calculated for each entry in the line-item budget and includes a basis for estimated costs, such as equipment, personnel, and travel. Vendor quotes are provided for equipment over \$5,000.
21. The expenditures listed in the line-item budget and budget narrative align with the implementation plan and OWP.

## ANA internal review of proposed projects

ANA staff review and analyze the applications ranked highest as a result of the merit review and scoring.

We use this internal review to determine each application's consistency with the purposes of NAPA, all relevant statutory and regulatory requirements, and the NOFO requirements.

ANA has a preference for funding projects that:

- Are community-driven
- Reflect a strong relationship between planned activities and intended results
- Demonstrate a realistic action plan for sustainability
- Promote social and economic self-sufficiency in emerging, unserved, or under-served Native communities

## Selection process

When making funding decisions, we consider:

- Merit review results, which are key in making decisions but are not the only factor
- ANA internal review results
- Organizations serving emerging, unserved, or under-served populations
- Agency-funded projects by considering geographic distribution
- Past performance of the applicant

We may:

- Fund applications in whole or in part
- Fund applications at a lower amount than requested
- Decide not to allow a prime recipient to subaward if they may not be able to monitor and manage subrecipients properly
- Decide not to fund a project with high start-up costs or unreasonably high operating costs
- Choose not to fund applicants with management or financial problems
- Designate your application as “approved but unfunded” if it was successful but there was not sufficient funding to make an award. You may receive funding if additional funds become available within the fiscal year
- Choose to fund no applications under this NOFO

We will not fund:

- An incomplete application
- A disqualified application

## Commissioner’s discretion

ANA’s Commissioner has discretion to make all final funding and award decisions. In exercising discretion in award selection, the Commissioner may choose not to fund any proposed project that:

- Does not further the purpose of the funding opportunity
- Is by a national or regional organization that has not justified its position as the best applicant organization to address the community’s needs
- Appears to have originated or was designed by consultants outside of the community who have provided a major role for themselves in the performance of the project, and who are not members of the applicant organization, tribe, or village

- Was submitted by an organization that has received funding for two consecutive projects under the Assistance Listing number 93.612
- Has a flawed implementation plan and is not likely to be successful or cost-effective
- Allows only one community or region to receive a disproportionate share of the funds available for award
- Is identical or similar in whole, or in part, to previously funded projects proposed by the same applicant
- Duplicates activities for which any consortium member also receives or has received funding from ANA
- Contains contingent activities that may impede, or indefinitely delay, the progress of the project
- Has the potential to cause unintended harm to participants, or could negatively impact the safety of individuals
- Provides loan capital
- Includes human subject research as defined at [45 CFR §46.102](#) (d) and (f)
- Is duplicative of projects funded by other federal agencies
- Is from a consortia of tribes that do not include documentation from each participating consortium member specifying their role and support. Projects from consortia must have goals and objectives that will encompass the participating communities. ANA will not fund projects by a consortium of tribes that duplicate activities for which participating member tribes also receive funding from ANA
- Includes activities that were previously implemented without federal assistance

No project shall be approved for assistance under this title unless the ANA Commissioner is satisfied that the activities to be carried out under the project will be in addition to, and not in substitution for, comparable activities previously carried out without federal assistance.

## Community-based funding preference

ANA reserves the right to prioritize funding to community-based Native American organizations serving their local communities and populations.

If your organization is a non-local, national, or regional organization proposing a project to serve multiple communities, or to be performed in a different geographic location, you must:

- Clearly demonstrate that the need for the project was originated by each community being served, and that the community and/or tribal government supports the proposed project

- Describe how each community was selected
- Identify and describe the intended beneficiaries
- Demonstrate community involvement in the development of the project
- Discuss a community-based delivery strategy for the project
- Include proposed project goals, objectives, and outcomes that address goals of the community being served
- If a national or regional organization, describe your membership and define how your organization operates

The type of community to be served will determine the type of documentation necessary to support the project.

In order to maximize the reach of its funding, ANA applicants that have implemented two consecutive projects within the same Assistance Listing number may not be funded for a third consecutive project within the same Assistance Listing number if other applicants who have not received ANA funding in the past three years are within the scoring range to be funded.

## Risk review

Before making an award, we review the risk that you will not prudently manage federal funds. If you had a past federal award, we need to make sure you've handled those awards well and demonstrated sound business practices. We use SAM.gov [Responsibility / Qualification](#) to check this history for all awards over \$250,000.

If we find a significant risk, we may choose not to fund your application or to place specific conditions on the award.

For more details, see [45 CFR §75.205](#).

## Appeals

Pursuant to [45 CFR §1336.35](#), you can appeal your application's rejection if it is found ineligible or if the activities it proposes are ineligible for funding. Disqualifications described in the [initial review](#) section are not eligible for appeal.

To appeal a disqualified application:

- You must submit a notice of appeal in writing.
- Your notice of appeal must clearly identify the reason you are appealing, as well as evidence in support of your argument.
- You must send your notice of appeal within 30 days of receiving notice that your application or project activities were found ineligible.
- You must attach a copy of the decision to your notice of appeal.

You can [file an appeal online](#).

Alternatively, you can deliver or mail your notice of appeal to:

**The HHS Departmental Appeals Board**

200 Independence Avenue, SW  
Washington, DC 20201

If you mail your notice of appeal, use registered or certified mail.

See [45 CFR §1336.35](#) for procedures for more information about filing an appeal.

# Award notices

## How we make awards

If you are successful, we will email or transmit through our grant systems a NoA to your authorized official.

We will email you if your application is disqualified or unsuccessful.

The NoA is the only official award document. The NoA tells you about the amount of the award, important dates, and the terms and conditions you need to follow. Until you receive the NoA, you have not received an award. Project costs that you incur before you receive a NoA are at your own expense and cannot be reimbursed.

If you want to know more about NoA contents, go to [Notice of Award](#) at ACF's website.



# Step 5:

# Submit Your Application

## In this step

Application submission and deadlines	<a href="#">41</a>
Application checklist	<a href="#">44</a>



# Application submission and deadlines

## Deadlines

### Application

Due on May 20, 2024.

- For electronic submissions, the due time is 11:59 p.m. ET.
- If you receive an exemption from electronic submission, the due time is 4:30 p.m. ET. See [exemptions for paper submissions](#).

Grants.gov creates a date and time record when it receives the application. If you submit the same application more than once, we will accept only the last on-time submission.

The grants management officer may extend an application due date based on emergency situations such as documented natural disasters or a verifiable widespread disruption of electric or mail service.

## Submission methods

### Grants.gov

You must submit your application through Grants.gov unless we give you an exemption for a paper submission. See [Get Registered](#).

For instructions on how to submit in Grants.gov, see the [Quick Start Guide for Applicants](#). Make sure that your application passes the Grants.gov validation checks or we will not get it. Do not encrypt, zip, or password protect any files.

See [contacts and support](#) if you need help.

### Issues with federal systems

If you experience a systems issue with Grants.gov or SAM.gov, please refer to ACF's [Policy for Applicants Experiencing Federal Systems Issues](#).

## Exemptions for paper submissions

We need to give you an exemption before you can apply on paper. See the [ACF Policy for Requesting an Exemption from Required Electronic Application Submission](#). Once we have approved your exemption, download your forms package under the “Package” Tab in Grants.gov.

To submit your application, mail it to:

**Thomas Berry**

U.S. Department of Health and Human Services

Administration for Children and Families

HHS-2024-ACF-ANA-NK-0051

330 C Street, SW

3rd Floor

Washington, DC 20201

(202) 875-1834

[thomas.berry@acf.hhs.gov](mailto:thomas.berry@acf.hhs.gov)

The requirements include:

- Print your application and all copies are one-sided.
- Applicants must submit one original and two copies of the complete application, including all standard forms and OMB-approved forms.
- You must submit the original and both copies in a single package. If you plan to submit more than one application under this NOFO or others, you must submit them separately. Clearly label each package with the NOFO title and funding opportunity number.
- Your authorized organization official must sign the application. One application copy must include an original signature.

## Other submissions

### Intergovernmental review

This NOFO is not subject to Executive Order 12372, Intergovernmental Review of Federal Programs. No action is needed.

### Mandatory disclosure

You must submit any information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. See Mandatory Disclosures, [45 CFR §75.113](#).

Send written disclosures to:

**ACF at Administration for Children and Families**

U.S. Department of Health and Human Services, Office of Grants Management

ATTN: Grants Management Specialist

330 C Street, SW

Switzer Building

Corridor 3200

Washington, DC 20201

AND TO

The Office of Inspector General at [grantdisclosures@oig.hhs.gov](mailto:grantdisclosures@oig.hhs.gov).

# Application checklist

Make sure that you have everything you need to apply:

Component	How to upload	Included in page limit?
<input type="checkbox"/> <a href="#">Project summary</a>	Use the Project Abstract Summary Form.	No
<input type="checkbox"/> <a href="#">Project narrative</a>	Use the Narrative Attachment form.	Yes
<input type="checkbox"/> <a href="#">Line-item budget and budget narrative</a>	Use the Budget Narrative Attachment form.	Yes
<p><a href="#">Attachments</a></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Indirect cost agreement, if applicable</li> <li><input type="checkbox"/> Proof of nonprofit status, if applicable</li> <li><input type="checkbox"/> Governing body documentation</li> <li><input type="checkbox"/> Assurance of Community Representation on Board of Directors, if applicable</li> <li><input type="checkbox"/> Letters of support and letters of commitment</li> <li><input type="checkbox"/> Maintenance of effort certification</li> <li><input type="checkbox"/> Other attachments</li> </ul>	<p>Insert each in a single Other Attachments form.</p> <p>Not required at the time of application. Due prior to award.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p>
<p><a href="#">Standard forms</a></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Application for Federal Assistance (SF-424)</li> <li><input type="checkbox"/> Budget Information for Non-Construction Programs (SF-424A)</li> <li><input type="checkbox"/> Disclosure of Lobbying Activities (SF-LLL)</li> <li><input type="checkbox"/> Assurance for Non-Construction Program (SF424B)</li> <li><input type="checkbox"/> Grants.gov Lobbying Form</li> <li><input type="checkbox"/> Project/Performance Site Location(s) (SF-P/PSL)</li> <li><input type="checkbox"/> Objective work plan (OWP)</li> </ul>	Upload using each required form.	<p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>Yes</p>



# Step 6:

# Learn What Happens After Award

## In this step

Post-award requirements and administration [46](#)

# Post-award requirements and administration

## Administrative and national policy requirements

There are important rules you'll need to follow if you get an award. You must follow:

- All terms and conditions in the NoA
- The rules listed [45 CFR part 75](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards in effect at the time of award and any updates
- The HHS [Grants Policy Statement](#) (GPS). This document has terms and conditions tied to your award. If there are any exceptions to the GPS, they'll be listed in your NoA
- All federal statutes and regulations relevant to federal financial assistance, including those highlighted in HHS Administrative and National Policy Requirements. See also ACF [Administrative and National Policy Requirements](#)
- [45 CFR Part 87 Appendix A, Equal Treatment for Faith-Based Organizations](#)

## Compliance with background checks and applicable child safety laws

All recipients must comply with applicable federal, tribal, and state laws with respect to criminal history record checks and clearances through child abuse and neglect and sex offender registries.

## Conflict of interest standards

You must disclose in writing any potential conflict of interest to us, in accordance with [45 CFR §75.112\(a\)](#) and other subsequent applicable HHS awarding agency's policy.

Members of the governing body of recipient organizations cannot hold paid employment under an ANA-funded project, in order to preserve the independence and impartiality of governing body members and avoid conflicts of interest.

There is an exception to this rule under [45 CFR §1336.50 \(f\)](#), which permits the Chief Executive of the recipient organization to serve as project staff with the salary and expenses of the Office of Chief Executive as allowable costs under the ANA award, provided such costs are directly related to the project and do not include the costs of general government. You must request prior approval from ANA for such an exemption.

## Response to nationally declared emergency

ANA will exercise maximum flexibility as needed and appropriate for current awards. Requirements may be conducted virtually and/or timelines modified in consultation with ANA.

## Intellectual property

We encourage you to educate yourself on intellectual property rights and the protection of ownership to language materials, history, music and dance, ceremonies, and other forms of knowledge and cultural practices that originate from Native communities. See [45 CFR §75.322](#) and [Appendix II to Part 75, Contract Provisions for Non-Federal Entity Contracts under Federal Awards](#). Moreover, we encourage you to learn how such rights may be transferred via contracting with third parties that produce resources, data, and materials developed because of ANA funding. ANA is unable to provide legal advice or guidance on this matter; however, funds may be used for legal expenses relative to this matter.

## Reporting

If your application is funded, you will have to submit financial and performance reports. To learn more about reporting, see [Reporting](#) at the ACF website.

Performance report forms: Ongoing Progress Report (OMB Number: 0970-0452, expiration: 9/30/26)

Performance report frequency: Semi-annually

Financial report forms: SF425-Federal Financial Report

Financial report frequency: Semi-annually, annually

Tangible Personal Property Report: SF428

Tangible Personal Property Report frequency: Annually, final

## Outcome tracker

An outcome tracker will be developed for each project objective during the post-award process with technical assistance from ANA and is not required to be submitted with the application. The outcome tracker will align with information from the application to include a means for measurement and annual targets for achievement. The outcome tracker is designed to support project staff in monitoring progress during project implementation (OMB control number 0970-0452, expiration date September 30, 2026).

The outcome tracker will be developed with assistance from ANA staff after the award for each project objective to include the current community condition, project goal, objective, primary outcome, indicator, the means for measuring the indicator, and outputs.

An example outcome tracker can be found on ANA's [applicant resource page](#).

## Business plan

When federal grant funds will be used to support a business operation, you must provide a business plan with your application. This business plan should include:

- Executive summary
- Description of the industry
- Description of the products or services to be produced, sold, or marketed
- Market research
- Marketing plan
- Operational plan
- Assessment of risks and assumptions
- Financial statements (if already in operation)
- Forecasted balance sheet, operational statements (including project operational costs), and cash flow projections

## Non-discrimination and assurance

If you receive an award, you must follow all applicable nondiscrimination laws. You agree to this when you register in SAM.gov. You must also submit an Assurance of Compliance ([HHS-690](#)). To learn more, see the [Laws and Regulations Enforced by the HHS Office for Civil Rights](#).





# Contacts and Support

## In this step

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SAM.gov	<a href="#">51</a>
Reference websites	<a href="#">51</a>
Paperwork Reduction Act disclaimer	<a href="#">52</a>

# Agency contacts

## Program

### **Carmelia Strickland**

U.S. Department of Health and Human Services

Administration for Children and Families

HHS-2024-ACF-ANA-NK-0051

330 C Street, SW

4th Floor

Washington, DC 20201

(877) 922-9262

(202) 690-7441

[anacomments@acf.hhs.gov](mailto:anacomments@acf.hhs.gov)

## Grants management

### **Thomas Berry**

U.S. Department of Health and Human Services

Administration for Children and Families

HHS-2024-ACF-ANA-NK-0051

330 C Street, SW

3rd Floor

Washington, DC 20201

(202) 875-1834

[thomas.berry@acf.hhs.gov](mailto:thomas.berry@acf.hhs.gov)

## Applicant training and technical assistance

ANA provides regional training and technical assistance centers, as authorized by NAPA, to support recipients as well as potential applicants. Such support includes pre-application workshops and a preliminary review of applications that are at least 75% completed.

Applicants are encouraged to contact their regional training and technical assistance center or [view the ANA website](#) to learn about the training and technical assistance services.

# Grants.gov

Grants.gov provides 24-hours-a-day, 7-days-a-week support. You can call 1-800-518-4726 or email [support@grants.gov](mailto:support@grants.gov). Hold on to your ticket number.

# SAM.gov

If you need help, you can call 866-606-8220 or live chat with the [Federal Service Desk](#).

## Reference websites

- [U.S. Department of Health and Human Services \(HHS\)](#)
- [Administration for Children and Families \(ACF\)](#)
- [ACF Funding Opportunities Forecasts and NOFOs](#)
- [ACF How to Apply for a Grant](#)
- [Grants.gov Accessibility Information](#)
- [Code of Federal Regulations \(CFR\)](#)
- [United States Code \(U.S.C.\)](#)
- [Administration for Native Americans \(ANA\)](#)
- [Access to Capital Clearinghouse | Indian Affairs \(bia.gov\)](#)
- ANA technical assistance providers offer project development training and pre-application training for potential applicants free of charge. You can contact technical assistance providers through our [Training & Technical Assistance](#) page.
- Project development training materials can be found at in the [Project Planning and Development Participant Manual](#).
- The [applicant resource page](#) provides examples and templates that may be useful to applicants.
- [Definitions](#) provide program-specific terms and concepts in this NOFO.
- [The Center for Cultural and Linguistic Competency](#) in Health Care and National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care helps organizations provide culturally and linguistically appropriate services to better serve our nation's increasingly diverse communities.

# Paperwork Reduction Act disclaimer

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