

## **American Rescue Plan Act Emergency Native Language Funding Opportunity Announcement**

Funding Authority:

The American Rescue Plan Act (ARP), Section 11004 authorized Section 816 of the Native Americans Programs Act (NAPA) of 1974 (42 USC 2992d) to amend Section 803C of NAPA (42 USC 2991b-3) to create (g) Emergency Grants for Native American Language Preservation and Maintenance to award grants to entities eligible to receive assistance under subsection (a) (1) to ensure the survival and continuing vitality of Native American languages during and after the public health emergency declared by the Secretary with respect to the COVID-19 pandemic.

### **I. Program Description**

The Administration for Children and Families, Administration for Native Americans (ANA) announces the availability of Fiscal Year (FY) 2021 funds made available from the ARP for Native Languages. These funds will be used to make emergency awards to eligible recipients to ensure the survival and continuing vitality of Native American languages during and after the public health emergency with respect to the COVID-19 pandemic. Native languages and cultures are at a critical point in their existence due to the number of Elders and language speakers that have died as a result of the COVID-19 virus. Native languages are more than just words, as cultural values, tribal customs, and ceremony are embedded in them (Mmari, Blum, Teufel-Shone, 2010). Additionally, Indigenous languages serve as protective factors for Indigenous communities. Studies demonstrate that people who speak their Native language(s) have enhanced mental health and happiness, measured by lower rates of suicide, suicide attempts, and suicidal ideation than those without language knowledge (Hallett, Chandler, & Lalonde, 2007; Ball & Moselle, 2013; Dockery, 2011). This emergency funding is intended to support as many tribal and Native communities as possible in their efforts to maintain and preserve Native languages, as these are connected to also preserving Native culture and wellbeing.

Native American communities, including federally and state-recognized Indian Tribes, Alaska Natives, Native Hawaiian and Pacific Islander communities, have had disproportionately higher rates of virus infection cases and loss of life due to COVID-19. Social distancing and closures have limited the ability to meet in-person for language instruction, cultural activities, and ceremonial practices that utilize Native languages. Many Native communities are unable to conduct language programming virtually due to inadequate technology, broadband, and infrastructure. Native Tribes and communities are at different stages of language preservation efforts. Because the needs are so diverse and great, ANA wants to strategically and equitably use this funding to support the needs of as many entities as possible that the legislative authority allows.

After conducting Tribal Consultation and Listening Sessions with ANA's eligible entities, the funding will be distributed on an equal allocation basis to federally and state-recognized Tribal

governments or designees through emergency non-competitive awards. Some Tribes and Alaska Native villages have Tribally-chartered non-profit organizations that they may wish to designate to apply on their behalf. Only one award will be made to each Tribe. Eligible entities with a current ANA grant may be eligible to receive an ARP emergency award. ANA will accept an abbreviated application. Eligible entities must submit approximately 5-10 pages of a project narrative, a line-item budget and justification, and a simplified workplan in addition to other required grant application forms such as the [SF-424 and SF-424A](#). The proposed emergency language projects should be able to identify one or two of the following domains that will be the focus of the project:

- Resources and Documentation (for example: language instruction modules, recordings, transcribing, curriculum development, dictionary building)
- Instruction (teacher training, professional development, Master-Apprentice)
- Technology and Infrastructure (computer and devices, internet enhancements, IT networking)
- Planning (survey, community readiness or interest assessment, strategic plan)
- Elder or intergenerational engagement (Elder language instruction, Elder storytelling in the language, Elder speaker recordings)

Depending on the number of applications that ANA receives, Tribal applicants may be awarded between \$37,000-\$95,000, subject to the number of approvable applications and funding availability. Tribal applicants, or their designee, are encouraged to propose a project that could be adapted to this range, as budgets will most likely have to be adjusted. Funding is only available to eligible entities that have a living language. The language to be served must be a living language. Pre-award negotiations will be made to eligible recipients to finalize the budget before the award.

ANA will publish a separate Funding Opportunity Announcement (FOA) for ARP funds that will be awarded to pre-selected Native Hawaiian and Pacific Islander organizations.

### **Applicant Training and Technical Assistance**

ANA provides regional Training and Technical Assistance (TTA) Centers, as authorized by NAPA, to support grantees and potential applicants. Such support includes Pre-Application Workshops and a preliminary review of applications that are at least 75 percent completed. Applicants are encouraged to contact their regional TTA Center or view the ANA website about the available TTA services at <https://www.acf.hhs.gov/ana/assistance/applicant-training-technical-assistance>.

### **Intellectual Property**

Potential grantees are encouraged to educate themselves 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, potential grantees are encouraged to learn how such rights may be transferred via contracting with third parties that produce resources, data, and materials developed as a result of ANA funding. ANA is unable to provide legal advice or guidance on this matter; however, grant funds may be used for legal expenses relative to this matter.

### **COVID-19 Response**

If during the project period, ANA and/or grantees are required to adjust program and/or grantee requirements due to COVID-19 or another nationally declared emergency, ANA will exercise maximum flexibilities as needed. Requirements may be conducted virtually and/or timelines modified in consultation with ANA.

### **Subawards**

Recipients under this grant program may opt to transfer a portion of substantive programmatic work to other organizations through subaward(s). The prime recipient must maintain a substantive role in the project. ACF defines a substantive role as conducting activities and/or providing services funded under the award that are necessary and integral to the completion of the project. Subrecipient monitoring activities alone, as specified in 45 CFR § 75.352, do not constitute a substantive role. Furthermore, ACF does 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.

Subrecipient(s) must meet the eligibility requirements identified in the FOA, *Section III.1. Eligible Applicants*. Additionally, all subrecipient(s) must obtain a Data Universal Numbering System (DUNS) number, or after government-wide implementation, a Unique Entity Identifier assigned by the System for Award Management (SAM), if they do not already have one. Prime recipients are required to check the SAM to verify that the subrecipient(s) is/are not debarred, suspended, or ineligible.

Please reference the [Award Term and Condition on Subawards](#) on the [ACF Administrative and National Policy Requirements](#) website for further requirements involving subawards.

## **II. Federal Award Information**

|                                |              |
|--------------------------------|--------------|
| Funding Instrument Type:       | Grant        |
| Estimated Total Funding:       | \$19,000,000 |
| Expected Number of Awards:     | 200-500      |
| Award Ceiling:                 | \$95,000     |
| Award Floor:                   | \$37,000     |
| Average Projected Award Amount | \$37,000     |

Anticipated Project Start Date: 9/7/2021 (upon award)  
Length of Project Period: 12-month project and budget period  
24-month project and budget period  
36-month project and budget period

Applicants may propose projects with project periods consisting of either 12, 24, or 36 months. The funds are available until expended. This is one-time funding, and no additional funds are available for projects that have multiple years. There is only one budget period for the duration of the project. Therefore, there is no non-competitive continuation award process for multiple year projects.

#### Additional Information on Awards:

For Tribes or their designees, the funds will be distributed on an equal allocation based on the total number of eligible applications that are received. As a result, the award ceiling and final budget amount may be increased or reduced. Recipients will be notified and asked to adjust their budget during the award negotiation process, prior to award. Tribal designee applicants must include an official letter from the tribal leader or Council that confirms that the Tribe's allocation will be awarded to the non-tribal entity.

ANA will publish a separate FOA for ARP funds that will be awarded to select Native Hawaiian and Pacific Islander applicants.

### **III. Eligibility Information**

#### Eligible Applicants –

- Native American tribal governments (federally recognized);
- Federally-recognized Indian Tribes, as recognized by the Bureau of Indian Affairs (BIA);
- Incorporated state-recognized Indian Tribes.

If designated by a federally-recognized or state-recognized Tribe to receive the Tribe's funding allocation, the following entities are eligible to receive an award. The designation must be submitted either by the Tribe as an official statement on letterhead or a resolution with its application:

- Incorporated non-profit multi-purpose community-based Indian organizations;
- Non-profit Native organizations in Alaska with village-specific projects;
- Incorporated non-profit Alaska Native multipurpose, community-based organizations;
- Tribal colleges and universities.

An eligible applicant is limited to one award under this FOA. Additionally, an eligible applicant may subaward to another eligible applicant. In this instance, the subrecipient may also choose to submit its own application for an ARP award to implement its own project. Eligible entities with

a current ANA grant may be eligible to receive an ARP emergency award. Incorporated non-profit, multi-purpose, community-based Indian organizations can also be incorporated non-profit Native schools, preschools, and/or child-care centers serving birth to grade 12 that teach and/or serve Native languages and students.

**Cost Sharing or Matching: No**

### **III.3 Other information on eligibility:**

#### **PROJECTS INELIGIBLE FOR FUNDING**

45 CFR §1336.33(b) has the effect of making the following projects ineligible for funding under this FOA:

- Projects for which a grantee will provide third-party training and technical assistance to other Tribes or Native American organizations or to non-members of the grantee 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 with core administration functions that essentially support only the applicant's ongoing administrative functions and are not related to the proposed project.
- 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.
- 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.
- The purchase of real estate.

#### **Application Disqualification Factors**

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

#### **Required Electronic Application Submission**

ACF requires electronic submission of applications at [www.Grants.gov](http://www.Grants.gov). **Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit

applications in paper format. Please note that an exemption request must be made at least 14 calendar days in advance of the application deadline. Additional information and the requirements for requesting an exemption from required electronic application submission are found in "ACF Policy for Requesting an Exemption from Electronic Application Submission" at [www.acf.hhs.gov/grants/howto#chapter-6](http://www.acf.hhs.gov/grants/howto#chapter-6).

### **Missing the Application Deadline (Late Applications)**

**The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*.** Electronic applications submitted to [www.Grants.gov](http://www.Grants.gov) after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from [www.Grants.gov](http://www.Grants.gov), will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to [www.Grants.gov](http://www.Grants.gov), on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period, and prior to the due date and time, which fail the [www.Grants.gov](http://www.Grants.gov) validation check, will not be received or acknowledged by ACF.

Each time an application is submitted via [www.Grants.gov](http://www.Grants.gov), the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

**The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*.** Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

## **IV. Application and Submission Information**

### **Electronic Application Submission:**

The electronic application submission package is available in the FOAs listing at [www.Grants.gov](http://www.Grants.gov).

### **Applications in Paper Format:**

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the "Select Grant Opportunity Package" available in the FOAs Grants.gov Synopsis under the Package tab at [www.Grants.gov](http://www.Grants.gov). See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to [www.Grants.gov](http://www.Grants.gov).

**Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) for assistance at [www.gsa.gov/fedrelay](http://www.gsa.gov/fedrelay).

**IV.2. CONTENT FOR ALL APPLICATION SUBMISSION FORMATS:****FORMATTING APPLICATION SUBMISSIONS****Authorized Organizational Representative (AOR)**

AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

**Point of Contact**

In addition to the AOR, a point of contact on matters involving the application must also be identified on the SF-424. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact should also be an employee of the applicant organization and not a contractor, such as a grant writer. The point of contact must be available to answer any questions pertaining to the application.

**Application Checklist**

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* of this announcement.

**Accepted Font Style**

Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font.

**English Language**

Applications must be submitted in the English language and must be in the terms of United States (U.S.) dollars. If applications are submitted using another currency, ACF will convert the foreign currency to U.S. currency using the date of receipt of the application to determine the rate of exchange.

**All applications must be double-spaced and in Times New Roman, 12-point font.**

**Application Elements Exempted from Double-Spacing Requirements**

The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the one-page Project Summary/Abstract, required

Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

### **Corrections/Updates to Submitted Applications**

When applicants make revisions to a previously submitted application, ACF will accept only the last on-time application for pre-review under the Application Disqualification Factors. The Application Disqualification Factors determine the application's acceptance for competitive review. See *Section III.3. Application Disqualification Factors* and *Section IV.2. Application Submission Options*.

### **Copies Required**

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package. Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

### **Signatures**

Applicants submitting electronic applications must follow the registration and application submission instructions provided at [www.Grants.gov](http://www.Grants.gov). The original of a paper format application must include original signatures.

### **Accepted Application Format**

With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around. If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for- page, meaning that applicants may not scan more than one page of a document onto a single page.

### **The following are the required application components to include in a complete application for consideration:**

- Table of Contents
- Project Summary (limited to one single-spaced page)
- Approach (up to 10 pages)
  - Geographic Location
- Objective Work Plan (optional) or a Work Plan
- Project Budget and Budget Justification
  - Line Item Budget
  - Narrative Budget Justification

## **Application Appendices:**

- Tribal Resolution or Tribal Letter of Designation to an Eligible Entity (if applicant is not a Tribe)
- Governing Body Documentation
- Maintenance of Effort Certification (MOE)
- Legal Status of Applicant Entity, if applicable
- Indirect Cost Rate Agreement, if applicable
- Third Party Agreements, if applicable
- Other attachments, if necessary

The following must be included in the application package: Standard Forms (SFs); other forms approved by OMB, including the ANA Objective Work Plan (OWP), (OMB No. 0970-0452, expiration date 9/30/2023); and required certifications and assurances.

The OWP is an optional application form. The OWP form can be found at <https://www.acf.hhs.gov/ana/training-technical-assistance/objective-work-plan> or on [Grants.gov](https://www.Grants.gov). Applicants may submit either version of the OWP form with their application. Applicants may use their own version of a Work Plan.

For paper format application submissions, the following must be included with the application package: the SFs, other forms approved by OMB, including ANA OWP; and required certifications and assurances.

## **ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS:**

Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. Electronic applications will only be accepted via [www.Grants.gov](https://www.Grants.gov). **ACF will not accept applications submitted via email or via facsimile.**

**There are no restrictions on the number of files that applicants may submit. Application**

### **Upload Requirements**

ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs).

Applicants using Adobe Acrobat Reader software will be able to merge documents together, as needed. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

Applicants must ensure that the version of Adobe Acrobat Reader they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on "Applicants" at the top bar menu and select "Adobe Software Compatibility", which is listed under "Applicant Resources." The Adobe verification process allows applicants to test their

version of the software by opening a test Workspace PDF form. Grants.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions if an applicant is unable to open the test form.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants on filling out a Workspace PDF form. In addition, it addresses local network and/or computer security settings and the impact this has on use of Adobe software.

### **Required SFs and OMB-approved Forms**

SFs and OMB-approved forms, such as the [SF-424](#) application and budget forms and the [SF-P/PSL \(Project/Performance Site Location\)](#), and the OMB-approved ANA OWP form, are uploaded separately at Grants.gov. These forms are submitted separately from the other application files at Grants.gov and are not subject to the page limitations. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

### **Naming Application Submission Files**

**Carefully observe the file naming conventions required by [www.Grants.gov](http://www.Grants.gov). Limit file names to 50 characters (characters and spaces). Special fonts and characters of Native American languages should not be used to name files or other uploaded documents of the application.** Special characters that are allowed under Grants.gov's naming conventions, and are accommodated by ACF's systems, are listed in the instructions available in the Download Application Package at Grants.gov. Please also see [www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html](http://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html). File names that exceed 50 characters and spaces, and/or use special characters other than those accepted by Grants.gov, will not be accepted by Grants.gov. Those applications will not be received by ACF. Failure to follow the file naming conventions will cause a validation error when the application is submitted on Grants.gov. If rejected, the file name should be corrected by the applicant and resubmitted to Grants.gov prior to the application submission deadline.

### **Use only file formats supported by ACF**

It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that files are uploaded as PDF documents.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

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

### **Do Not Encrypt or Password-Protect the Electronic Application Files**

If ACF cannot access submitted electronic files because they have been encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

### **PAPER APPLICATION SUBMISSION INSTRUCTIONS:**

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options* for more information.

#### **Format Requirements for Paper Applications**

All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON). The order of application elements in paper format submissions must adhere to the sequence described under the “**Page Limitations and Content for All Application Submission Formats**” section. The order is also illustrated by the **Section VIII. Checklist**.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes. All pages must be numbered sequentially.**

#### **Addresses for Submission of Paper Applications**

See *Section IV.7. Other Submission Requirements* for addresses for paper format application submissions.

#### **Required Forms, Assurances, and Certifications**

**Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application.**

All required Standard Forms, assurances, and certifications are available in the Application Package posted for this FOA at [www.Grants.gov](http://www.Grants.gov).

- SF-424 -Application for Federal Assistance

- SF-424A - Budget Information - Non- Construction Programs and SF- 424B - Assurances - Non- Construction Programs
- Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration
- SF-Project/Performance Site Location(s) (SF-P/PSL)
- Maintenance of Effort (MOE) Certification
- Certification Regarding Lobbying (Grants.gov Lobbying Form)
- SF-LLL - Disclosure of Lobbying Activities
- ANA Objective Work Plan (OWP) - optional

### **Mandatory Grant Disclosure**

All applicants and recipients are required to submit, in writing, to the awarding agency and to the HHS Office of the Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. (Mandatory Disclosures, 45 CFR § 75.113)

Disclosures must be sent in writing to:

The 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:**

U.S. Department of Health and Human Services,  
Office of Inspector General,  
ATTN: Mandatory Grant Disclosures, Intake Coordinator,  
330 Independence Avenue, SW.,  
Cohen Building, Room 5527,  
Washington, DC 20201

**Fax:** (202) 205-0604 (Include “Mandatory Grant Disclosures” in subject line) or

**Email:** [MandatoryGranteeDisclosures@oig.hhs.gov](mailto:MandatoryGranteeDisclosures@oig.hhs.gov)

## **IV. The Project Description**

### **The Project Description Overview**

#### **General Expectations and Instructions**

The Project Description provides the majority of information by which an application is valued and ranked in competition with other applications for financial assistance. It must address all activities for which federal funds are being requested and all application requirements as stated

in this section. The Project Description must explain how the project will meet the purpose of the FOA, as described in *Section I. Program Description*. As a reminder, reviewers will be evaluating this section in accordance with *Section V.1. Criteria*.

The Project Description must be clear, concise, and complete. ACF is particularly interested in Project Descriptions that convey strategies for achieving intended performance. Project Descriptions are evaluated on the basis of substance and measurable outcomes, not length. Cross-referencing should be used rather than repetition.

### **Table of Contents**

List the contents of the application including corresponding page numbers. The table of contents may be single spaced.

### **Project Summary**

Provide a summary of the application project description. It must be clear, accurate, concise, and without cross-references to other parts of the application. The summary must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the Project Summary:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax, Cell)
- Email Address
- Website Address, if applicable

The Project Summary must be single-spaced, Times New Roman 12-point font, and limited to one page in length.

### **Geographic Location**

Describe the precise physical location of the project and boundaries of the area to be served by the proposed project.

### **Legal Status of Applicant Entity – Not applicable to Tribes**

If designated by a Tribe to be the eligible applicant entity, applicants must provide the following documentation:

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 Internal Revenue Services' (IRS) 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

Unless directed otherwise, applicants must include proof of non-profit status in the *Appendices* file of the application submission.

### **Additional Eligibility Documentation**

Applicants must provide a list of their Board of Directors and each member's affiliation to the Native Communities that ANA serves.

### **Tribal Resolution or Tribal Letter of Designation to an Eligible Entity (if applicant is not a Tribe)**

If the applicant has been designated by a Tribe to apply on their behalf for their allocation of funding, the application must include documentation from the respective Tribe in support of this designation. This can be done in form of a Tribal resolution or letter from the elected Tribal leader that approves of this designation. The applicant must also meet ANA's eligibility requirements as found at 42 U.S.C. § 2991b-3 and 45 CFR § 1336.33.

### **Required Governing Body Documentation**

All applicants must submit documentation demonstrating that the governing body of the organization on whose behalf the application is submitted approves the application's submission to ANA for grant award. Pursuant to 45 CFR §1336.33, if the applicant is a tribally authorized component or division of a tribal government, the applicant must also include documentation demonstrating that the governing body of the Tribe approves the application's submission to ANA for the grant award. All documentation submitted 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 depending on what is appropriate for the applicant's governance structure. This documentation should be included with the applicant'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.

## Approach

Applicants should outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application. The project approach should be up to 10 pages.

Projects should be centered on achieving one or two of the following domains:

- A. Resources and Documentation (for example: language instruction modules, recordings, transcribing, curriculum development, dictionary building)
- B. Instruction (teacher training, professional development, Master-Apprentice)
- C. Technology and Infrastructure (computer and devices, internet enhancements, IT networking)
- D. Planning (survey, community readiness or interest assessment, strategic plan)
- E. Elder or intergenerational engagement (Elder language instruction, Elder storytelling in the language, Elder speaker recordings)

The following information should be included in the project approach:

- Clearly identify how COVID-19 impacted the state of the language(s) and/or language learning in your community.
- Provide name of Native language(s) to be addressed by the project.
- Provide the status of the Native language. This can include, if known, the number of fluent and emerging speakers of the language(s) with details to include fluency levels; current language learning resources available for use within the community; a description of the existing language program(s); and participation in language preservation by current and emerging language speakers.
- State one project goal and no more than two objectives that will ensure the survival and continuing vitality of Native American languages to be achieved by the project during and after the public health emergency. Applicants may format their objectives using the SMART format (Specific, Measurable, Achievable, Relevant, and Time-bound). Objectives should align with the project goal.
  - Specific - a specific area for improvement.
  - Measurable – provide a quantifiable target to show the amount of change.
  - Achievable-given the proposed timeframe, approach, and resources, is the project going to be able to achieve its goal?
  - Relevant – to the project goal.
  - Time-bound – how long will it take to complete the objective.
- Describe the strategy for implementing the project. Include a project timeline that includes milestones and deliverables. Include project activities that will reach the project goal and objectives.
- Include a list of staff who will work on the project and summaries of their capabilities, competencies, and prior experience. Résumés can be included. Identify key personnel who will serve as the Principal Investigator/Project Director (PI/PD) and Authorized Organizational Representative (AOR) for the project. The AOR will have official signing responsibility for the grant. (See *Definitions in Appendix A* for PI/PD, and AOR). The AOR and PI/PD cannot be the same person. Describe how financial management and compliance

accountability will be managed. If known at the time of application submission, the applicant must disclose their intent to enter into subaward arrangements. For each proposed subaward, the applicant must include a description of the work to be performed by the subrecipient(s).

- Clearly describe the anticipated measurable outcomes of the project. What domain(s) will be targeted? Select one per objective.
- Include a plan for measuring the success of the project based on the project goal, objectives, and outcomes.
- Include a line-item budget and budget justification for grant funded expenditures. ANA may adjust the final funding level depending on the final number of applications that are received in response to this announcement.

### **Objective Work Plan (OWP) or Applicant Work Plan**

The ANA OWP format is optional. Applicants may choose to use an alternative Work Plan that includes activities, staff, and a timeline to complete work that aligns with the project's goal and objectives.

ANA's OWP is a stand-alone document that mirrors the project's implementation plan and identifies all the key elements of the project description including the project goal, objectives, milestone activities, outcomes, staff responsible, and time frame for the completion of each activity. Key project elements in the OWP should complement those stated in the project narrative and support consistency throughout the application. The OWP identifies how (through key activities), when (by established timeframes for key activities), and by whom (staff responsible for activity completion) the project will be implemented.

The OWP or applicant work plan should reflect a maximum of two objectives for the entire project period that are described in the application narrative. If there are two objectives, provide two OWPs.

Each objective can have a recommended maximum of 25 milestone activities for each budget period. Milestone activities are key activities needed to successfully achieve each objective.

ANA also requires Administrative Activities which should be included under one objective for each year of project implementation. They should be placed after all milestone activities, and do not count towards the 25 milestone activities. The ANA Administrative Activities are as follows:

- Reporting (Progress and Financial Reports)
- Post Award Training (first year of project only)
- Annual Grantee Meeting (optional and virtual)
- Project staff orientation (first year of project only or as needed)
- Data collection and evaluation
- Establish federal system account access and official grant file (first year of project only)

The OWP or workplan should include an output for each milestone activity.

The OWP form and its instructions are available in the FOA's Grant Application Package at [www.grants.gov](http://www.grants.gov) and on the Grants.gov Forms/SF-424 Family page at <http://www.grants.gov/web/grants/forms/sf-424-family.html>. The OWP form and its instructions are also available at

<https://www.acf.hhs.gov/ana/training-technical-assistance/objective-work-plan>. Applicants may use the OWP form found on the Grants.gov Workspace or from the ANA website.

### **Third-Party Agreements**

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. Letters of Commitment and MOUs must both clearly describe the roles and responsibilities for project activities and the support and/or resources that the third-party (i.e., subrecipient, contractor, or other cooperating entity) is committing. The Letters of Commitment and MOUs must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization. General letters of support are **not** considered to be third-party agreements.

Applicants should provide Letters of Commitment or MOUs between recipients and third-parties (i.e., subrecipients, contractors, or other cooperating entities). In addition to clearly describing the roles and responsibilities for project activities and support and/or resources that the third-party is committing, these agreements must detail work schedules and estimated remuneration with an understanding that a finalized agreement will be negotiated once the successful applicant is awarded the grant.

Collaboration/consortia applicants must provide letters of commitment or MOUs identifying the primary applicant and all collaborators that are responsible for project activities.

### **The Project Budget and Budget Justification**

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, the [SF-424A](#). Applicants are encouraged to review the form instructions in addition to the guidance in this section. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

**Special Note:** *The Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2021 and Consolidated Appropriations Act, 2021,*

*(Division H, Title II, Sec. 202), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary of an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is \$199,300. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

Provide a budget using the SF-424A for each year of the proposed project.

Provide a budget justification, which includes a budget narrative and a line-item detail, for each year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

### **Line Item Budget and Budget Justification**

Detailed line-item budgets and budget justifications are separate documents required for each year of the project. The detailed line-item budget contains a line item for each cost and the annual total for both the federal and non-federal share and is broken into the same cost categories on the SF- 424A. This funding announcement does not require non-federal share or cost share.

It is suggested that budget amounts and computations be presented in a columnar format as follows: first column, object class categories; second column, federal budget; next column(s), non-federal budget(s); and last column, total budget.

The budget justification provides the cost calculations and breakdown for each line item. 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.

The budget justification also provides a brief explanation of the need for this line-item expenditure relating to the accomplishment of the project. See below for more explanation on each object class category.

For applicants proposing to use subaward(s), if the total amount budgeted for subawards exceeds 50 percent of total direct costs for the budget period, the applicant must provide a justification for issuing a subaward for the portion of the project and must explain how the prime recipient plans to maintain a substantive role in the project. Applicants must explain why the participation of the subrecipient is necessary, and why the applicant cannot achieve the objectives without the subrecipient(s)' participation.

Applicants are strongly encouraged to use the ANA Application Toolkit, found on the [ANA website](#), for the templates to complete the Line Item Budget and Budget Justification sections of their application.

## **Post-Award Training**

Applicants must attend a virtual post-award training that will be held within 60 days after the award. No travel is required.

## **Annual ANA Grantee Meeting**

Applicants may attend the annual ANA-sponsored grantee meeting (winter 2022) and/or the National Native American Languages Summit tentatively planned for Fall 2021. Options for virtual participation will be provided therefore no travel is required.

## **General**

The budget justification includes a budget narrative and a line-item detail. Applications should only include allowable costs in accordance with 45 CFR Part 75 Subpart E.

## **Application Submission Options**

### **Electronic Submission via [www.Grants.gov](http://www.Grants.gov)**

This section provides the application submission and receipt instructions for ACF program applications. Please read the following instructions carefully and completely.

### **Electronic Delivery**

ACF is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. ACF applicants are required to submit their applications online through Grants.gov.

### **How to Register and Apply through Grants.gov**

Read the following instructions about registering to apply for ACF funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

Organization applicants can find complete instructions here:

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

***Obtain a DUNS Number:*** All entities applying for funding, including renewal funding, must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizations DUNS" on the SF-424 form.

For more detailed instructions for obtaining a DUNS number, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

**Register with SAM:** In addition to having a DUNS number, organizations applying online through Grants.gov must register with the System for Award Management (SAM). All organizations must register with SAM in order to apply online. Failure to register with SAM will prevent your organization from applying through Grants.gov.

For more detailed instructions for registering with SAM, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

**Create a Grants.gov Account:** The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process. Completing this process automatically triggers an email request for applicant roles to the organization's E-Business Point of Contact (EBiz POC) for review. The EBiz POC is a representative from your organization who is the contact listed for SAM. To apply for grants on behalf of your organization, you will need the AOR role.

For more detailed instructions about creating a profile on Grants.gov, refer to:

<https://www.grants.gov/web/grants/applicants/registration.html>

**Authorize Grants.gov Roles:** After creating an account on Grants.gov, the EBiz POC receives an email notifying them of your registration and request for roles. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of your organization. You will be able to submit your application online any time after you have been approved as an AOR.

For more detailed instructions about creating a profile on Grants.gov, refer to:

<https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>

**Track Role Status:** To track your role request, refer to:

<https://www.grants.gov/web/grants/applicants/registration/track-role-status.html>

When applications are submitted through Grants.gov, the name of the organization's AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC must authorize individuals who are able to make legally binding commitment on behalf of the organization as an AOR; this step is often missed and it is crucial for valid and timely submissions.

#### **How to Submit an Application to ACF via Grants.gov**

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each FOA, you can create individual instances of a workspace.

The following is an overview of applying via Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: <https://www.grants.gov/web/grants/applicants/apply-for-grants.html>

**Create a Workspace:** Creating a workspace allows you to complete an application online and route it through your organization for review before submitting.

**Complete a Workspace:** Add participants to the workspace, complete all the required forms, and check for errors before submission.

**Adobe Reader:** If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or ACF forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drive(s), then accessed through Adobe Reader.

**NOTE:** Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

**Mandatory Fields in Forms:** In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

**Complete SF-424 Fields First:** The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

**Submit a Workspace:** An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application **at least 24-48 hours prior to the close date** to provide you with time to correct any potential technical issues that may disrupt the application submission.

**Track a Workspace:** After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the package. The number will be listed on the Confirmation page that is generated after submission.

For additional training resources, including video tutorials, refer to: <https://www.grants.gov/web/grants/applicants/applicant-training.html>

Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at [support@grants.gov](mailto:support@grants.gov). For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support

Center and get a ticket number. The Support Center ticket number will assist ACF with tracking your issue and understanding background information on the issue.

### **Timely Receipt Requirements and Proof of Timely Submission**

All applications must be received by 11:59 p.m., ET, on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ACF successfully retrieves the application from Grants.gov, and acknowledges the download of submission, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application.

Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by ACF.

Applicants with slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

### **Issues with Federal Systems**

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at [www.acf.hhs.gov/sites/default/files/documents/systems\\_issue\\_policy\\_final\\_0.pdf](http://www.acf.hhs.gov/sites/default/files/documents/systems_issue_policy_final_0.pdf).

### **Request an Exemption from Required Electronic Application Submission**

To request an exemption from required electronic submission please refer to ACF's "Policy for Requesting an Exemption from Required Electronic Application Submission" document for complete guidance at: [www.acf.hhs.gov/sites/default/files/documents/acf\\_policy\\_for\\_requesting\\_an\\_exemption\\_from\\_required\\_electronic\\_0.pdf](http://www.acf.hhs.gov/sites/default/files/documents/acf_policy_for_requesting_an_exemption_from_required_electronic_0.pdf)

### **Paper Format Application Submission**

**An exemption is required for the submission of paper applications. See the preceding section on "Request an Exemption from Required Electronic Application Submission."**

Applicants with exemptions that submit their applications in paper format, by mail or delivery,

must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.7.* of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m., ET, on the due date.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* in this announcement.

### **IV.3. Unique Entity Identifier and System for Award Management (SAM)**

All applicants must have a DUNS Number (<http://fedgov.dnb.com/webform>) and an active registration with the System for Award Management (SAM.gov/SAM, <https://www.sam.gov>).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM must be active throughout the life of the award.

**Plan ahead. Allow at least 10 business days after you submit your registration for it to become active in SAM and at least an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.**

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of their efforts to register for, or renew a registration, at SAM. User Guides are available under the “Help” tab at <https://www.sam.gov>.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

#### **IV.4. Submission Dates and Times**

##### **Due Date for Applications:**

06/25/2021

##### **Explanation of Due Dates**

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Other, Application Disqualification Factors*.

##### **Electronic Applications**

The deadline for submission of electronic applications via [www.Grants.gov](http://www.Grants.gov) is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via [www.Grants.gov](http://www.Grants.gov) unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via [www.Grants.gov](http://www.Grants.gov) are available at: [www.grants.gov/web/grants/applicants/apply-for-grants.html](http://www.grants.gov/web/grants/applicants/apply-for-grants.html).

Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

##### **Mailed Paper Format Applications**

The deadline for receipt of mailed, paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

### **Hand-Delivered Paper Format Applications**

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.7. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

### **No appeals will be considered for applications classified as late under the following circumstances:**

- Applications submitted electronically via [www.Grants.gov](http://www.Grants.gov) are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

### **Emergency Extensions**

ACF may extend an application due date when circumstances make it impossible for an applicant to submit their applications on time. Only events such as documented natural disasters (floods, hurricanes, tornados, etc.), or a verifiable widespread disruption of electrical service, or mail service, will be considered. The determination to extend or waive the due date, and/or receipt time, requirements in an emergency situation rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. HHS Awarding Agency Contact(s)*.

### **Acknowledgement from [www.Grants.gov](http://www.Grants.gov)**

Applicants will receive an initial email upon submission of their application to [www.Grants.gov](http://www.Grants.gov). This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Applicants will also receive an email acknowledging that the received application is in the

**Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged by ACF.

**Acknowledgement from ACF of an electronic application's submission:**

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from [www.Grants.gov](http://www.Grants.gov) by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

**Acknowledgement from ACF of receipt of a paper format application:**

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

#### **IV.6. Funding Restrictions**

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the federal program objectives are allowable with prior written approval from the federal awarding agency. (45 CFR §75.442)

Proposal costs are the costs of preparing bids, proposals, or applications on potential federal and non-federal awards or projects, including the development of data necessary to support the non-federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs and allocated currently to all activities of the non-federal entity. No proposal costs of past accounting periods will be allocable to the current period. (45 CFR §75.460)

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. Costs of prosecution of claims against the federal government, including appeals of final HHS agency decisions, are unallowable under 45 CFR §75.435 (g).

Activities that qualify as major alterations and renovations are not allowable under this FOA.

See *Section III.3. Other, Projects Ineligible for Funding* for a list of projects that are ineligible for funding under 45 CFR §1336.33. See *Section V.2. Review and Selection Process* for a list of projects that ANA will not fund.

#### **IV.7. Other Submission Requirements**

Submit paper applications to one of the following addresses. Also see *ACF Policy on Requesting an Exemption from Required Electronic Application Submission* at [www.acf.hhs.gov/grants/howto#chapter-6](http://www.acf.hhs.gov/grants/howto#chapter-6).

### **Submission By Mail**

Tim Chappelle

U.S. Department of Health and Human Services

Administration for Children and Families

Office of Grants Management - [HHS-2021-ACF-ANA-XN-0001]

Mary E. Switzer Memorial Building

330 C Street, S.W., 3<sup>rd</sup> Floor

Washington, DC 20201

### **Hand Delivery**

Tim Chappelle

U.S. Department of Health and Human Services

Administration for Children and Families

Office of Grants Management - [HHS-2021-ACF-ANA-XN-0001]

Mary E. Switzer Memorial Building

330 C Street, S.W., 3<sup>rd</sup> Floor

Washington, DC 20201

### **Electronic Submission**

See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via [www.Grants.gov](http://www.Grants.gov). For all submissions, see *Section IV.4. Submission Dates and Times.*

## **V. Application Review Information**

### **V.1. Criteria**

This funding is non-competitive due to nature of addressing the emergency of the imminent loss of Native American languages. All applications will be screened by ANA staff to ensure the eligibility of only one award per federal or state recognized Tribe or their designee. All applications that are screened as eligible will receive an equal allocation award, based division of the total number of applications received from federal and state-recognized Tribes.

1. Is the applicant a federal or state-recognized Tribe? If not, have they been designated by a federal or state-recognized Tribe to receive their allocation?
2. Has only one application been received per federal or state recognized Tribe?
3. Has the Tribe documented the status of their living language?
4. Does the application propose a project that aligns with one of the 5 domains that will preserve and protect the vitality of the applicant's native language during and after the COVID-19 pandemic?

### **V.2. Review and Selection Process**

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

application. No grant award will be made to an applicant or subrecipient that does not have a DUNS number (<http://fedgov.dnb.com/webform>) and an active registration at SAM ([www.sam.gov](http://www.sam.gov)). See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)*.

### **Initial ACF Screening**

Each application will be screened to determine whether it meets the eligibility criteria.

### **Only One Award Per Tribal Entity**

ANA will only make one award to a federal or state-recognized tribal entity. A Tribe may elect to designate a non-profit entity to apply for this funding on their behalf if a letter from the Tribe is included in the application. For example, if a Tribe has a tribal college that they want to designate to receive the funds, then that will be allowed. However, if the Tribal College and the Tribe submits an application, then the Tribal College will not receive an award. Tribal non-profit entities that are not designated by a Tribe will not be awarded.

Applicants not selected for funding will be notified of an ineligible determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

### **ANA Internal Review of Proposed Projects**

ANA staff will perform an internal review and analysis of the applications. This internal review is used to determine the application's consistency with the purposes of NAPA, all relevant statutory and regulatory requirements, and the requirements of the relevant FOA. Based on the number of eligible applications ANA receives in response to this announcement, the final budget and other application requirements may be negotiated prior to award.

ANA has a preference for funding projects that are community-driven, reflecting a strong relationship between planned activities and intended results, demonstrate a realistic action plan for sustainability, and promote social and economic self-sufficiency in emerging, unserved, or underserved native communities.

ANA's Commissioner has discretion to make all final funding and award decisions.

## **VI. Federal Award Administration Information**

### **VI.1. Federal Award Notices**

Successful applicants will be notified through the issuance of a Notice of Award (NoA) 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, email, or by

GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.6. Funding Restrictions*, if applicable. Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk.

Grantees may translate the federal award and other documents into another language. In the event of inconsistency between any terms and conditions of the federal award and any translation into another language, the English language meaning will control. Where a significant portion of the grantee's employees who are working on the federal award are not fluent in English, the grantee must provide the federal award in English and in the language(s) with which employees are more familiar.

## **VI.2. Administrative and National Policy Requirements**

Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at: <http://www.acf.hhs.gov/administrative-and-national-policy-requirements>.

ANA manages the discretionary grant program in accordance with 45 CFR 1336 - Native American Programs, which can be found at: <http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=46843cfa0cbdd53e439af59c85fa3381&ty=HTML&h=L&mc=true&n=pt45.4.1336&r=PART>.

## **HHS Grants Policy Statement**

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the NoA. The HHS GPS is available at <https://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-1>

## **VI.3. Reporting**

Performance Progress Reports:           Semi-Annual

Recipients under this FOA will be required to submit a performance progress report and federal

financial reports (SF425s) periodically throughout the project period. Information on reporting requirements is available on the ACF website at <https://www.acf.hhs.gov/grants/discretionary-post-award-requirements#chapter-2>.

ANA grantees are required to report project progress using the Post-Project Report (OMB No. 0970-0490, expiration date 01/31/2023) at the end of the project. For additional information on reporting requirements and due dates, please refer to the following website: <https://www.acf.hhs.gov/ana/training-technical-assistance/reporting-requirements>.

For planning purposes, the frequency of required reporting for awards made under this announcement are as follows:

Financial Reports:     Semi-Annual

## **VII. HHS Awarding Agency Contact(s)**

### **Program Office Contact**

Carmelia Strickland  
U.S. Department of Health and Human Services  
Administration for Children and Families  
Administration for Native Americans, [HHS-2021-ACF-ANA-XN-0001]  
330 C Street, SW. 4th Floor  
Washington, DC 20201  
Phone: (877) 922-9262  
Fax: (202) 690-7441  
Email: [anacomments@acf.hhs.gov](mailto:anacomments@acf.hhs.gov)  
URL: <https://www.acf.hhs.gov/programs/ana/>

### **Office of Grants Management Contact**

Tim Chappelle  
U.S. Department of Health and Human Services  
Administration for Children and Families  
Office of Grants Management  
[HHS-2021-ACF-ANA-XN-0001]  
330 C Street, S.W., 3rd Floor  
Washington, DC 20201  
Phone: (202) 401-4855  
Email: [tim.chappelle@acf.hhs.gov](mailto:tim.chappelle@acf.hhs.gov)

### **Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) at [www.gsa.gov/fedrelay](http://www.gsa.gov/fedrelay).

## **VIII. Other Information**

### **Reference websites**

ACF Funding Opportunity Announcements [ami.grantsolutions.gov/](http://ami.grantsolutions.gov/).

ACF "How To Apply For A Grant" <https://www.acf.hhs.gov/grants/howto>.

ACF Property Guidance <https://www.acf.hhs.gov/grants/real-property-and-tangible-personal-property>

Grants.gov Accessibility Information [www.grants.gov/ web/grants/accessibility-compliance.html](http://www.grants.gov/web/grants/accessibility-compliance.html).

Code of Federal Regulations (CFR) <http://www.ecfr.gov/>.

United States Code (U.S.C.) <http://uscode.house.gov/>.

Administration for Native Americans (ANA) webpage: <https://www.acf.hhs.gov/ana/programs>

ANA technical assistance providers offer project development training and pre-application training for potential applicants free of charge. Technical Assistance providers may also be contacted within an applicant's region to answer questions at <https://www.acf.hhs.gov/ana/assistance>

Project development training materials can be found at <https://www.acf.hhs.gov/ana/training-technical-assistance/project-planning-and-development-participant-manual>

Pre-application training materials can be found at [Application Toolkit | The Administration for Children and Families \(hhs.gov\)](http://www.hhs.gov/ana/application-toolkit)

ANA Application Toolkit provides examples and templates that may be useful to applicants [2021 ANA Application Toolkit | The Administration for Children and Families \(hhs.gov\)](http://www.hhs.gov/ana/application-toolkit)

[The Center for Linguistic and Cultural Competency](http://www.hhs.gov/olsh/cclcc/) in Health Care and National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care help organizations provide culturally and linguistically appropriate services to better serve our nation's increasingly diverse communities. The Center helps fulfill the requirements of Pub. L. 101-527.

[The Office of Minority Health Resource Center \(OMHRC\)](http://www.hhs.gov/omhrc/), created in 1987, is a one-stop source for minority health literature, research and referrals for consumers, community organizations, and health professionals. OMHRC also offers capacity building and technical assistance services designed to increase the strength and competence of health care agencies and programs. OMHRC is authorized by section 1707 of the Public Health Service Act.

## **Application Checklist**

Applicants may use this checklist as a guide when preparing an application package.

All forms, certifications, and OMB-approved forms are required and uploaded directly to the Grants.gov application package, or included in paper submission when a waiver is approved. These required application elements are identified at the beginning of the checklist.

The additional application elements identified in the checklist are ordered based on the preferred order of application assembly, as stated below.

- SF-424 – Application for Federal Assistance
- SF-424A – Budget Information – Non-Construction Programs and SF-424B – Assurances-Non-Construction Programs
- Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration
- SF-Project/Performance Site Location(s) (SF-P/PSL)
- Maintenance of Effort (MOE) Certification
- Certification Regarding Lobbying (Grants.gov Lobbying Form)
- Required Governing Body Documentation/Tribal Resolution
- Tribal Designation Letter (if applicable)
- Project Summary
- Table of Contents
- The Project Description and Approach
- The Objective Workplan (OWP) or other Work Plan
- Line-Item Budget and Budget Justification
- Indirect Cost Rate Agreement (IDR)
- Proof of Non-Profit Status (if designee)
- Third-Party Agreements (also, MOUs and Consortia Agreements)

## **Appendix**

### **DEFINITIONS**

Program-specific terms and concepts in this FOA are based on the following definitions:

*Alteration and Renovation:* Generally defined as work required to change the interior arrangements or installed equipment in an existing facility so that it may be more effectively used for its designated purpose or adapted for an alternative use to meet a programmatic requirement.

*Authorized Organization Representative (AOR):* The individual named by the applicant/recipient organization, who is authorized to act for the applicant/recipient and to assume the obligations imposed by the federal laws, regulations, requirements, and conditions that apply to grant applications or awards.

*Beneficiaries:* Individuals within the community that benefit from the project.

*Board Resolution:* A current, signed, and dated document reflecting a formal decision voted on by the applicant's official governing body in support of the project for the entire project period. The resolution must indicate who is authorized to sign documents and negotiate on behalf of the Tribe or organization. The resolution should indicate that the community was involved in the project planning process and includes the specific dollar amount of any eligible matching funds (if applicable). A board resolution is an acceptable form of governing body documentation of approval for the project.

*Budget Period:* The interval of time (usually 12 months) into which a project period is divided for budgetary and funding purposes. Funding of individual budget periods sometimes is referred to as 'incremental funding. For ARP awards, the funds are available until expended.

*Community to be served:* Geographical/organizational community that benefits from the project.

*Construction:* Construction of a new building or major alteration and renovation of an existing building, including the installation of fixed equipment, but excluding the purchase of land and ancillary improvements (e.g., parking lots or roads). Please note construction costs are not allowable under this funding opportunity.

*Governing Body:* A body that meets one of the following criterion: (1) consisting of duly elected or designated representatives, (2) appointed by duly elected officials, or (3) selected in accordance with traditional tribal means. The body must have authority to enter into contracts, agreements, and grants on behalf of the organization or individuals who elected, designated, appointed, or selected them.

*Living Language* –A language that is still being used and spoken by people.

*Milestone Activities:* Milestones, benchmarks, and/or events throughout project implementation to achieve project goals and objectives.

*Minor Alterations and Renovations:* Changes to physical characteristics that would not involve expansion, new construction, development or repair of parking lots, or activities that would change the footprint of the facility. Costs are allowed up to the lesser of an amount below \$250,000 or 25 percent of the total approved budget for a budget period.

*Objectives:* Brief statements that describe in a measurable way what will be expected to be achieved by the end of a project period and will lead to the achievement of the project goal. ANA permits a maximum of two project objectives for the entire project period. The project objectives are required to include measurable achievements. Each project objective must relate to one primary outcome and lead to the achievement of the project goal. Each objective must include a targeted achievement for the domain. The target must be connected to the domain.

*Objective Work Plan (OWP):* The plan for achieving the project objectives and producing the outputs and expected outcomes for each objective. The OWP is a stand-alone document that mirrors the project's implementation plan and identifies all the key elements of the project description including the project goal, objectives, milestone activities, outputs and outcomes, staff responsible, and timeframe for the completion of each activity.

*Outcome(s):* The expected change that will result from the achievement of the objectives. Outcomes can include an overall increase in capacity, a change in intended knowledge,

awareness, attitudes, skills, behaviors; etc. Outcome are measured through the indicator(s). ANA requires at least one outcome per objective. Outcomes can be the same or different for each of the project objectives.

*Output:* Tangible products or services that result from the completion of milestone activities. Outputs also can be used to monitor progress toward achieving project objectives but are not the same as outcomes.

*Principal Investigator/Program Director (PI/PD):* The individual designated by the recipient to direct the project or program being supported by the grant. The PI/PD is responsible and accountable to officials of the recipient organization for the proper conduct of the project, program, or activity. See 45 CFR §75.2.

*Project Goal:* A tangible statement of what a project should achieve.

*Project Participants:* Those individuals directly taking part in project activities (i.e., unemployed single parents that are taking financial literacy classes, youth interns, fluent Elders selected to be the master in the master-apprentice, teacher candidates, newly elected council members to be trained, etc.).

*Project Period:* The time during which the non-federal entity may incur new obligations to carry out the work authorized under the federal award. The federal awarding agency or pass-through entity must include start dates and end dates of performance in the federal award. See 45 CFR §§ 75.210(a)(5) and 75.352(a)(1)(v).

*Real Property:* Land, including land improvements, structures, and appurtenances thereto, but not moveable machinery and equipment. See 45 CFR §75.2.