



# Strengthening Our Circle

## September 2020

### TOP UPDATES

- **Grantee Glance:** As mentioned on the Monthly Call ANA is creating short surveys to gain more information from grantees in order to better understand and meet the needs of our grantees. The purpose of this month's survey is to provide ANA with information on best practices combating COVID-19 and adapting and potential visits by ANA staff. Your participation is voluntary, and the information provided will be kept private. Here is a link to the survey.
- **Closeout Procedure:** Projects ending in September, 2020 will have to complete several programmatic and financial reports for their closeout. As a reminder, the final OPR semi-annual report is due no later than 30 days after the end of the project period, and the Annual Data Report (ADR) is due no later than 90 days after the end of the project period. The second semi-annual Financial Status Report is due 30 days after the end of the project period and the final SF-425 financial report is due 90 days after the end of the project. If you purchased equipment for your project, you must also file an SF-428, Tangible Personal Property Report. Please look out for any closeout correspondence from your program specialist.
- **No Cost Extensions (NCE):** Grantees that anticipate an extension to their project after their closeout date may request an NCE. This allows grantees up to 12 months to complete incomplete activities with their remaining funds. Please reach out to your program specialist to receive more information on how to request and submit an NCE. The NCE due date for 9/30 grantees is August 14.
- **OPR Update:** As a reminder, grantees funded in FY2018 or after should use the OPR awarded 2018+ form found in the OLDC.
- **Training and Technical Assistance (TTA):** All ANA grantees are entitled to TTA free of charge. Technical Assistance is available to grantees to help you address project challenges, navigate the amendment process, and manage your community-based projects. During the public health emergency, all TTA services will be available electronically. For more information on TTA, please reach out to your program specialist. Currently all TTA is being provided electronically.
- **Grantee Volunteers Wanted:** ANA is proud of all the hard work that our grantees are doing in their communities and would like to feature a grantee during the Commissioner's Monthly Grantee Call. We need a volunteer for the month of September. ANA will provide a template to help grantees to prepare for the verbal presentation which will be no longer than 5-10 minutes. Please contact your Program Specialist if you would like to present during a future ANA Grantee Call.

### NEWS & OPPORTUNITIES

- **Grant Opportunity:** The Bureau of Indian Affairs announced that the Office of Indian Energy and Economic Development (IEED) is soliciting applications to the Living Languages Grant Program (LLGP). This \$3 Million grant program will fund between 15 and 60 grants, ranging from \$25,000-\$200,000, to federally recognized American Indian tribes and Alaska Native entities to document, preserve and revitalize Native languages and build active speaker capacity. Applications will be accepted until 11:59 p.m. ET on August 24, 2020. IEED's solicitation for LLGP funding and details on how to apply can be found in the [Federal Register](#) and at [Grants.Gov](#).

- **Grant Opportunity:** The Department of Education is issuing a notice inviting applications for new awards for fiscal year (FY) 2020 for Indian Education Discretionary Grants Programs. The purposes of this program are to (1) support schools that use Native American and Alaska Native languages as the primary language of instruction; (2) maintain, protect, and promote the rights and freedom of Native Americans and Alaska Natives to use, practice, maintain, and revitalize their languages, as envisioned in the Native American Languages Act of 1990 (25 U.S.C. 2901, *et seq.*); and (3) support the Nation's First Peoples' efforts to maintain and revitalize their languages and cultures, and to improve educational opportunities and student outcomes within Native American and Alaska Native communities. Please see the [Federal Register](#) and the announcement at [Grants.Gov](#). The deadline for this funding opportunity is August 28, 2020.
- **Grantee Highlights:** Please send any project highlights, milestones, event photos, or media coverage to your assigned Program Specialist so ANA can tweet, share on our Facebook and/or blog about them. Please be sure you include the signed photo release waiver. Follow ANA's [Twitter](#) @ANA\_ACFgov and our [Facebook](#) account, @Administration for Native Americans - ANA.

## UPCOMING REPORTS

Report Name	Type of Report	Reporting Period	Report Due Date	Where to Submit
OPR*	Objective Progress Report	Semi-Annually	9/30 Grantees were due 5/30, 7/1 Grantees were due 7/30	Online Data Collection (OLDC) Please note grantees funded in FY18 and after, should use the OPR for 2018+
Quarterly SF-425 (FCTR)*	Federal Cash Transaction Report	Quarterly	All Grantees: 1/30, 4/30, 7/30 and 10/30	Payment Management System (PMS)
Semi-Annual SF-425	Federal Financial Report	Semi-Annually	9/30 Grantees: were due 5/30, 7/1 Grantees: were due 7/30	If awarded after 2016, submit to PMS. If awarded earlier, then submit as a Grant Note in Grant Solutions

*\*If you received a 2019 ANA award, you will not be required to report your first Semi-Annual OPR until 6 months into the project. You will have to complete the Quarterly SF-425 Federal Cash Transaction Report (FCTR) in the Payment Management System (PMS).*

For more information on reporting requirements, please visit our [Reporting Requirements page](#).

## COMMISSIONER'S MONTHLY GRANTEE CALL

The last grantee call was held on July 28, 2020. We wish to acknowledge thank all who participated! We would also like to thank the Kula No Na Po'e Hawaii for volunteering to share their ANA funded project. So that we can acknowledge all participants, it is important to clearly pronounce the name of your organization and spell it out in order to be included in the call. If you were on the call, but your organization is not listed, please let us know. As a reminder, the monthly grantee call is held on the 4<sup>th</sup> Tuesday of every month at 3PM ET. Also, please let us know if you find the calls helpful, or contact your assigned Program Specialist if you need any clarification or wish to discuss any specific topic from the call.

Aaniih Nakoda College  
Alaska Native Justice Center  
Aleutian Pribilof Islands Association  
American Indian Family Center  
American Indian Health and Family Services

American Indian Science and Engineering Society  
Angoon Community Association  
Aroostook Band of Micmacs  
Bdote Learning Center

Bois Forte Tribal Government  
 Capacity Builders Incorporated  
 Cherokee Nation  
 Chippewa Cree Tribe  
 Choctaw Nation of Oklahoma  
 Clare Swan Early Learning Center  
 Confederated Northern Mariana Islands Public  
 School Systems  
 Confederated Salish and Kootenai Tribes  
 Coquille Indian Tribe  
 Cow Creek Band of Umpqua Tribe of Indians  
 Eastern Shawnee Tribe of Oklahoma  
 Federated Indians of Graton Rancheria  
 Fond du Lac Reservation  
 Great Lakes Indian Fish and Wildlife Commission  
 Halua Hula O Ka'eo  
 Hālau Ke'alaokamaile  
 Hawaiian Community Assets  
 High Bridge Area Chambers of Commerce  
 INPEACE  
 Ka'ehu  
 Kai Loa Incorporated  
 Kanehunamoku Voyaging Academy  
 Keres Children's Learning Center  
 Ketchikan Indian Community  
 Kiowa Tribe  
 Kula No Na Po'e Hawaii  
 Little Traverse Band of Odawa Indians  
 Lower Elwha K'lallam Tribe  
 Native American Youth and Family Center

Michigan Indian Legal Services  
 Migizi Communications  
 National Women's Indian Health Resource  
 Center  
 Native American Connections  
 Native American Indian Center of Central Ohio  
 Native Pride  
 Northwest Portland Area Indian Health Board  
 Ohkay Owingeh Tribal Administration  
 Ohogamiut Traditional Council  
 Oklahoma Native Assets Coalition  
 Papahana Kuaola  
 Para I Probecchu'n I Taotao-Ta  
 Partners in Development Foundation  
 Pascua Yaqui Tribe  
 Riverside San Bernardino County Indian Health  
 Rural America Initiatives  
 Salish Kootenai College  
 San Carlos Apache Language Preservation  
 Sanctuary Incorporated  
 Spokane Tribe of Indians  
 Sun'aq Tribe of Kodiak  
 Sustainable Molokai  
 Thlopthlocco Tribal Town  
 Tolowa Dee-ni' Nation  
 Tunica-Biloxi Tribe  
 Turtle Mountain Community College  
 Waadookodading  
 White Mountain Apache Tribe  
 Wopanaak Language Reclamation Project

## UPCOMING ANA EVENTS

The 2020 HHS Annual Regional Tribal Consultation sessions will be virtual this year. These sessions are designed to provide Tribal leaders with the opportunity to address HHS on how the Department can improve Tribal outreach and coordination and to discuss programmatic and policy issues and concerns with Tribes. Please see below for the dates for each respective consultation session:

- August 18, 2020: Region 10
- August 26, 2020: Region 4
- August 27, 2020: Region 2
- September 1, 2020: Region 1

Details, points of contact, and draft agendas can be found at the [registration link](#) . In addition, we ask that if Tribal leaders are sending a representative to speak on their behalf at either session(s), they must provide a letter of delegation. These letters can be uploaded at the time of registration. In addition, please do not hesitate to contact [Consultation@hhs.gov](mailto:Consultation@hhs.gov) with any questions. We look forward to seeing you at these session(s).

## TIP OF THE MONTH

### *Filling out the SF-424A*

The SF-424A is a common financial form that grantees will complete during the course of their ANA project. The SF-424A differs from the SF-424 in that it gives more information on how the federal and non-federal shares are broken down into categories. While the form looks like a lot of work, this example from our [Grants Management Toolkit](#) is a great reference:

**BUDGET INFORMATION - Non-Construction Programs**

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. NL - Grant Languages Pro	93.587			\$195,721.00		\$195,721.00
2. NL - Grant Languages Pro	93.587				\$49,024.00	\$49,024.00
3.						
4.						
5. Totals				\$195,721.00	\$49,024.00	\$244,745.00
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)	
	(1) NL - Grant Languages Prog	(2) NL - Grant Languages Prog	(3)	(4)		
a. Personnel	\$102,638.00	\$27,085.00			\$129,723.00	
b. Fringe Benefits	\$30,135.00	\$7,952.00			\$38,087.00	
c. Travel	\$8,000.00				\$8,000.00	
d. Equipment						
e. Supplies	\$1,616.00				\$1,616.00	
f. Contractual						
g. Construction						
h. Other	\$24,923.00	\$8,038.00			\$32,961.00	
i. Total Direct Charges (sum of 6a-6h)	\$167,312.00	\$43,075.00			\$210,387.00	
j. Indirect Charges	\$28,409.00	\$5,949.00			\$34,358.00	
k. TOTALS (sum of 6i and 6j)	\$195,721.00	\$49,024.00			\$244,745.00	
7. Program Income						

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8 NL - Grant Languages Program					
9 NL - Grant Languages Program	\$49,024.00				\$49,024.00
10 NL - Grant Languages Program					
11 NL - Grant Languages Program					
12. TOTAL (sum of lines 8-11)	\$49,024.00				\$49,024.00
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$195,721.00	\$41,286.00	\$41,520.00	\$60,802.00	\$52,113.00
14. Non-Federal	\$49,024.00	\$12,256.00	\$12,256.00	\$12,256.00	\$12,256.00
15. TOTAL (sum of lines 13 and 14)	\$244,745.00	\$53,542.00	\$53,776.00	\$73,058.00	\$64,369.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. NL - Grant Languages Program	\$189,858.00				
17. NL - Grant Languages Program					
18. NL - Grant Languages Program					
19. NL - Grant Languages Program					
20. TOTAL (sum of lines 16-19)	\$189,858.00				
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:		22. Indirect Charges: 2015 IDC rate 16.98%			
23. Remarks:					

## QUESTIONS?

If you are running into problems or have any questions regarding your project, reporting requirements, or are experiencing technical issues, please contact your Program Specialist, Grant Management Specialist, and/or your [Training and Technical Assistance Provider](#). Each person is only a phone call away. We are happy to help.

*\*If you have a question about anything contained in the message above, please contact your [program specialist](#) directly.*