



2021

Pre-Application Training

Developed by the ANA Regional T/TA Centers
Pacific Region • Alaska Region • Western Region • Eastern Region



Questions about
Yesterday's Training?

What you will need for this session



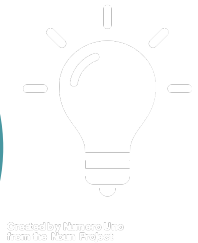
SEDS-GO Tool Kit
Pre App Manual



Funding Opportunity
Announcement (FOA)




SEDS-GO Worksheet
OWP Form



slido

- A.) What is your favorite native saying?
- B.) Use it in a sentence.

 Start presenting to display the poll results on this slide.



Page 6

Outcomes and Indicators

Outcomes and Indicators (0-6 points)

11. How well does the application describe one primary outcome per objective in a way that demonstrates what will change in the organization as a result of achieving the objective?
12. How well does the application provide one indicator per outcome that illustrates how the organization will track progress towards the outcome?
13. How well does the application identify a target for each indicator that is a quantifiable and measurable benchmark that will show improvement in the current status of the targeted challenge(s)?

Outcome

- ▶ Positive change as a result of the objective seen on the **community level** .
- ▶ Identify 1 outcome for each objective

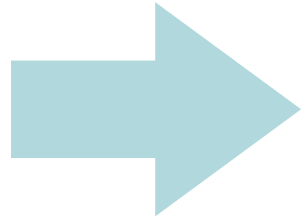
Indicator

- ▶ Identifies what the objective **intends change**
- ▶ Identify 1 indicator for each outcome

Target

- ▶ Identifies the **amount** of intended change
- ▶ Identify 1 target for each indicator

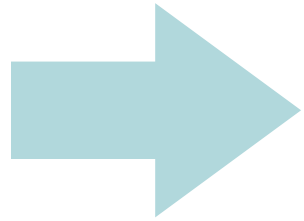
Address Element 11



Because SEDS - GO projects are building capacity, the Outcomes will be very similar. Suggest to use the format below:

Improve the organization's capacity to _____ [insert solution to targeted challenge here] _____.

Address Elements 12, 13



1. Identify Indicator(s) used to observe an outcome's intended change.
2. Identify Target(s) used to identify the amount of intended change.
3. Provide a narrative description on how the Indicator + Target will show improvement on the targeted challenge(s).


Our **Outcome** is to
"Improve the
organization's capacity to
manage finances
internally".

Our **Indicator** is the
"Implementation of a fully
functioning Finance
Department"

Our **Target** is 1, as in going
from having no finance
department to having 1.

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Outcome, Indicator or Target? "Staff become certified IT technicians"

 Start presenting to display the poll results on this slide.

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Outcome, Indicator or Target?

"5 Tribal Codes"

 Start presenting to display the poll results on this slide.

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Outcome, Indicator or Target? "Improve the organization's capacity to effectively manage federal grants"

 Start presenting to display the poll results on this slide.

Approach

- ▶ Introduction to the Applicant Organization (0-6)
- ▶ Targeted Challenge (0-6)
- ▶ Project Goal (0-6)
- ▶ SMART Objectives (0-6)
- ▶ Outcomes and Indicators (0-6)
- ▶ Description of Project Implementation Strategy (0-25)
- ▶ Objective Work Plan (0-15)

Organizational Capacity

Budget & Budget Justification

- ▶ Line-Item Budget (0-5)
- ▶ Budget Narrative (0-10)

Bonus Points 5 Points



Page 8

Objective Work Plan (OWP)

Objective Work Plan (OWP) (0-15 points)

21. How well does the OWP serve as a stand-alone document for project implementation, consistently state elements from the project narrative, and provide details about the how, when, and by whom activities will be completed?
21. How well does the OWP detail relevant milestone activities that lead to the achievement of each objective?
22. How well does the OWP demonstrate outputs that exhibit progression and are logical results of the successful completion of milestone activities within the proposed timeframe?



Build your Objective Work Plan (OWP) before writing the Approach narrative

- ▶ The OWP is a blueprint for project implementation
- ▶ The OWP will outline what you will want to describe in your project narrative
- ▶ You will need to submit one OWP for each budget year of an objective
- ▶ Lists a maximum of 25 key activities

Three Ways to Obtain the OWP Form

- ▶ **MS Word version** (.docx) can be downloaded from ANA's website: <https://www.acf.hhs.gov/ana/training-technical-assistance/objective-work-plan>
- ▶ **Grants.gov PDF** (fillable) version of the OWP form can be downloaded from the Grants.gov, SF -424 Family page: <https://www.grants.gov/web/grants/forms/sf-424-family.html>
- ▶ **Workspace online version** , embedded in the online Grants.gov Workspace application package.

OWP: Addressing the Elements

A. Use the OMB - Approved form

OMB Control Number 0970-0452
Expires 9/30/2023

Objective Work Plan (OWP)

Project Title:
Project Goal:
Project Year:

Objective # _:

Outcome

	Activities	Outputs	Project Staff	Start Date	End Date
1					
2					
3					
4					

Three Ways to Obtain the OWP Form

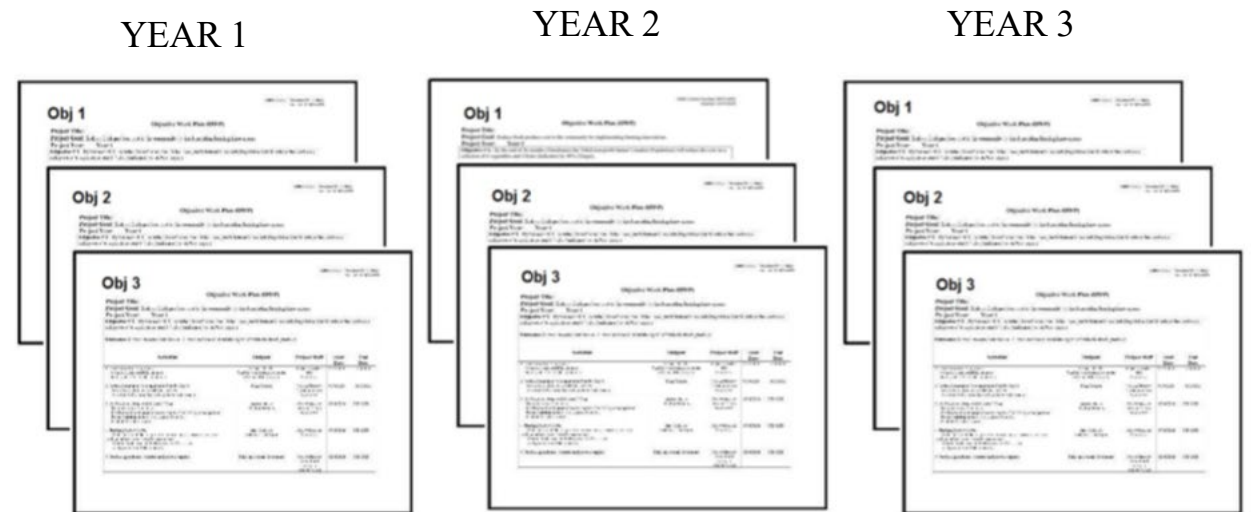
Online, fillable PDF version of the OWP

The screenshot displays the OWP form interface, which is organized into two identical sections for 'Project Year: 1' and 'Project Year: 2'. Each section begins with a 'Project Title:' label followed by a long, light-green input field. Below this is a 'Project Goal:' label with another light-green input field. A horizontal line separates the title and goal from the objective and outcome sections. In the objective section, there is a 'Project Year: 1' label, a 'Delete Project Year' button, an 'Objective #' dropdown menu, and a 'Delete Objective' button. This is followed by a light-green input field for the objective. Below the objective is an 'Outcome:' label with a light-green input field. A table with five columns follows: 'Milestone Activities', 'Outputs', 'Project Staff', 'Start Date', and 'End Date'. The first row of the table is highlighted in light green and contains the number '1' in the first column. To the left of the table is a small 'X' icon, and to the right is a '+' icon. Below the table is an 'Add Milestone Activity' button. A horizontal line separates the two project year sections. At the bottom of the form, there is an 'Add Objective' button.

OWP: Addressing the Elements

B. Fill in the Project Title

**C. Fill in the Project Year –
One OWP for each budget
year/objective**



OWP: Addressing the Elements

D. Copy and Paste the following

- ▶ Project Goal
- ▶ T.T.I.P. Objective
- ▶ Outcome

E. List each Milestone Activity in chronological order

- ▶ Start-Up Activities
- ▶ Project Specific Activities
- ▶ Administrative Activities

OWP: Addressing the Elements

F. Start - Up Activities Include:

- ▶ Office Set - Up
- ▶ Recruit & Hire Staff
- ▶ Solidify Partnerships (MOUs, Commitments, etc.)
- ▶ Initiate Outreach Plan
 - ▷ Recruit & Enroll Project Participants
 - ▷ Recruit Volunteers

OWP: Addressing the Elements

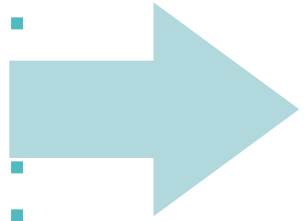
G. Administrative Activities are required and placed at the end of one objective for each project year and include:

- ▶ Project staff orientation
- ▶ Establish federal system account & official grant file
- ▶ Post Award Training (1st year of project only)
- ▶ Grantee Meeting
- ▶ Data collection and evaluation
- ▶ Reporting (OPR, ADR, SF-425, DPM)

OWP: Addressing the Elements

H. For each Milestone & Administrative Activity, input the following:

- ▶ The resulting Output
- ▶ Person(s) response for implementing
- ▶ Time frame (start and end dates) for completing



Example: Start - Up Activities

	Activities	Outputs	Project Staff	Start Date	End Date
1	Hire Finance Officer	signed job offer, HR file	ED, PM	9/30/2021	11/30/2021
2	Finalize MOUs with partnering organizations	4 MOUs	PM	10/1/2021	12/30/2021
3	Set up Finance Office	office for FO w/furniture, equip, laptops, internet	ED, PM	11/15/2021	11/30/2021
4	Purchase and install Accounting, Firewall Software	software licenses	PM, IT	12/1/2021	12/15/2021



Example: Project - Specific Activities

	Activities	Outputs	Project Staff	Start Date	End Date
5	Training on Accounting software	registrations	PM, FO	12/15/2021	6/1/2022
6	Training on Accounting software	Registration, certification	PM, FO	12/15/2021	6/1/2022
7	Training on Non Profit Finance Management	Registration, certification	PM, FO	1/7/2022	8/1/2022
8	Transition of Accounts from consultant to staff	Account Files	PM, FO	2/1/2022	3/1/2022
9	Training on Federal Reporting Requirements	Certifications	FO	3/1/2022	4/1/2022
10	Quarterly meetings with BOD to review financial reports	meeting minutes	FO, ED, PM, BOD	3/1/2022	9/29/2022
11	Create Financial Policies (Internal Controls, Procurement, Travel, Inventory)	draft policies	FO, PM, ED	4/1/2022	7/1/2022
12	Annual 990 form to IRS	Files	FO, ED, PM	5/1/2022	5/15/2022
13	Prepare for Annual Audit	Audit Report	FO, ED, PM	5/1/2022	6/1/2022
14	Present Financial Policies to BOD for approval	Approved Final Policies	FO, ED, PM, BOD	7/1/2022	8/1/2022
15	Train Staff on Financial Policies	Training sign in sheets	FO, PM	8/1/2021	8/15/2022



Example: Administrative Activities

Activities	Outputs	Project Staff	Start Date	End Date
Administrative: Establish federal system account access and official grant file	Accounts are ready for project implementation	ED, Project Manager Financial Officer	9/30/2021	10/30/2021
Administrative: Orientation Onboard Administrative and Project Staff Review ANA workplan, policies and procedures Meet with Partners	Signed employee Handbooks Handout copies of work plan	All staff	9/30/2021	12/31/2021
Administrative: Implement Outcome Strategy Design spreadsheets, database, purchase software	Data Collection protocols Data Collection Tools Data Analysis Quarterly Reports	Project Manager, All Staff	9/30/2021	9/29/2022
Administrative: Reporting (ANA Bi-annual and Annual, PMS Quarterly/Bi-Annual/Annual)	OPR, ADR, FSR, etc reports submitted	Project Manager Financial Officer	9/30/2021	9/29/2022
Administrative: Attend ANA Post Award Training	Staff development, Travel expense documentation	Project Manager Financial Officer	11/1/2021	1/30/2022
Administrative: Attend ANA Grantee Meeting	Staff development, Travel expense documentation	Project Manager Master Language Teacher	2/1/2022	3/1/2022



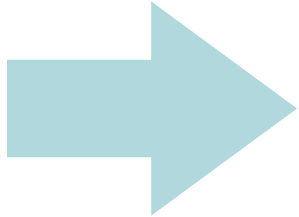
Page 9

Description of Project Implementation Strategy

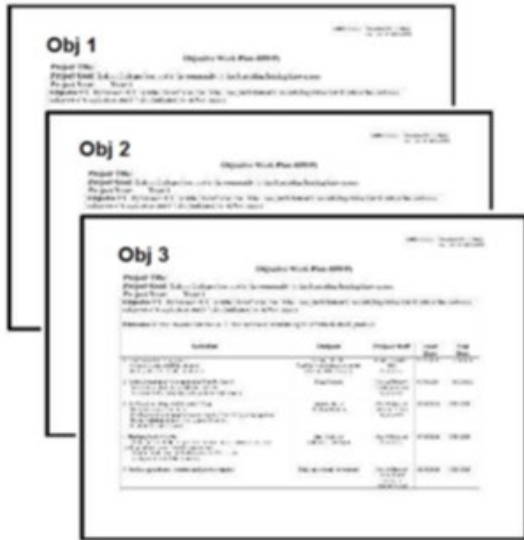
Description of Project Implementation Strategy (0-25 points)

14. How well does the applicant's implementation strategy address the targeted challenge(s), and in turn, leads to the accomplishment of the project objective(s) and goal?
15. How well does the project implementation strategy expand on the OWP, to include all additional tasks and the methodology for accomplishing those tasks and activities?
16. How well does the application describe existing, available, and tangible resources and services that are committed to the project such as meeting space, equipment, supplies, licenses, permits, etc.?
17. How well does the application detail a plan to secure additional resources such as supplies, equipment, licenses, permits, and contracted services needed to support successful project implementation?

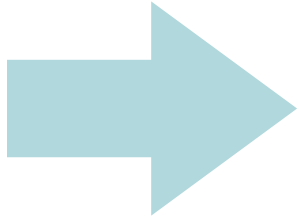
Address Element 14 & 15



1. Using the completed OWP as an outline, narratively describe the implementation plan.
2. Be sure the narrative clearly addresses the targeted challenge.



Address Element 16 & 17



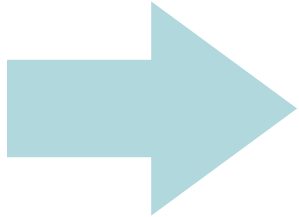
1. Brainstorm all resources necessary to implement project
2. Divide list into “Available” or “Obtain”
3. Describe how you will secure the resources under “Obtain”

Available	Obtain	Resource/Service	Source	Cost/Value \$
X		Office Space for FO	TICC	\$ 1000/mo.
	X	Laptop, Printer	TBD	\$ 3200
X		Office Furniture	TICC	\$ 2000
	X	Accounting & Firewall Software	ABC Technologies	\$ 3,000
	X	Federal Reporting Requirement Training	Native Learning Center	Free \$ 1,200 value

Description of Project Implementation Strategy (0-25 points)

18. How well does the implementation strategy cite potential obstacles and challenges to accomplishing project goals and provide effective solutions?
19. How well does the application describe the methods and tools that the organization will use to effectively measure and monitor project progress?
20. How well does the application describe the staff needed to monitor project progress?

Address Element 18



All projects will experience challenges at some point during the life of the project.

Acknowledge those most likely to occur and provide a contingency or backup plan to address them.

Contingencies to Consider:

Staff/Participant Turnover

Late Start

Loss of partnerships

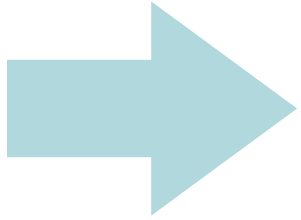
Loss of project site

National disasters (ex: fires, flooding)

Public health crises

COVID Contingencies

- ▶ How long might the effects of the pandemic linger?
- ▶ Provide virtual or socially distanced alternatives to in-person activities.
- ▶ Provide alternatives to travel.



Details needed to describe methods, tools and staff to Monitor Progress:

- What data will be collected
- How often data will be collected
- Who will collect and analyze the data
- Systems or Tools to be used (and/or developed) to capture and store the data
- How data will be used during the project and in the future



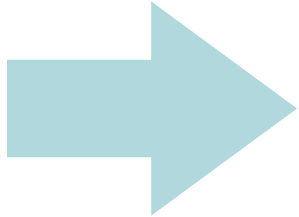
Page 10

Organizational Capacity

Organizational Capacity (0-15 points)

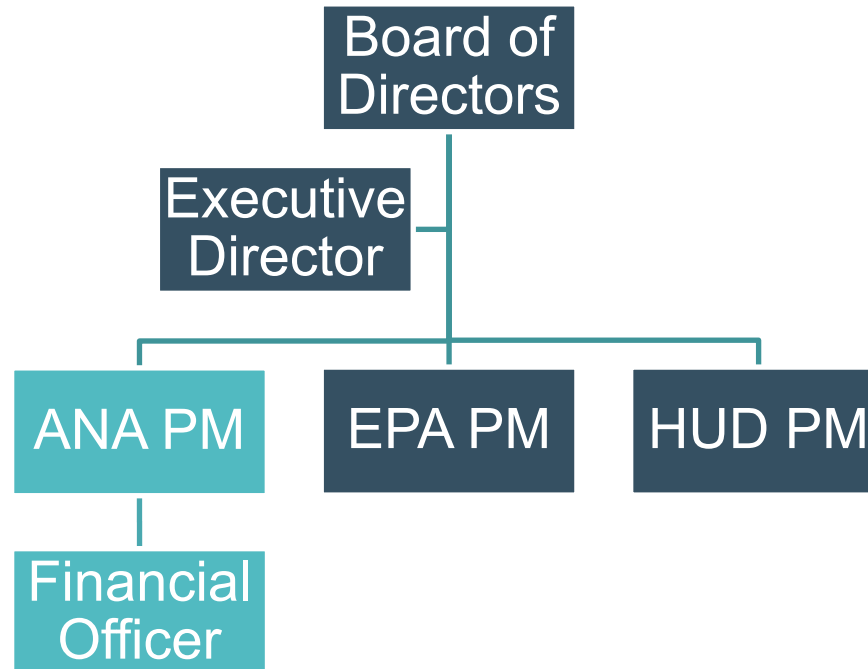
24. How well does the application clearly document a staffing/organizational structure that will support full implementation upon receipt of award, including identification of a PI/PD, project staff, and timeframe and strategy for filling vacant positions?
25. Through resumes, curricula vitae, or other evidence, how well does the application document that the combined experience of the proposed PI/PD, key project staff, and key partners have sufficient knowledge, experience, and capabilities to carry out and manage the proposed project?

Address Element 24 & 25

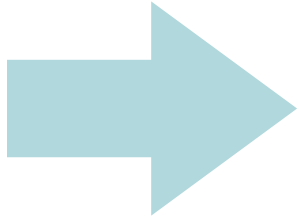


Details needed to describe staffing/organizational structure:

- Include an Organizational Chart
- Demonstrate where ANA project staff falls within the organization.
- Connect to Tribal Council or the Board of Directors



Address Element 25



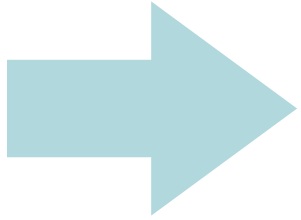
Details needed to describe staffing plan:

- List Key Positions
- Identify Person by name or if the position needs to be filled
- List Qualifications, Roles/Responsibilities
- Describe hiring policies, timeframes

Key Staff Position	List Person if Identified or already in Position	Qualifications	Roles/Responsibilities	Expected Hire Date (if vacant)	Resume or JD attached?
Project Manager	Jason Mamoa	5 yrs with org, project management exp,	Project management, reporting, staff& consultant supervision		Resume
Financial Officer	TBD	Bachelors Degree in related field; 5 yrs experience	Oversee implementation of finance department, accounting, financial reporting	11/30/2021	JD

Organizational Capacity (0-15 points)

26. As requested in Section IV.2. The Project Description, Plan for Oversight of Federal Award Funds and Activities, how well does the application describe a plan for proper oversight of federal award funds, including the identification of staff and internal controls for financial management, demonstrated knowledge or experience in following federal cost principles, proper and timely disbursement of funds, and accurate accounting practices? If the applicant organization has identified financial management as a targeted challenge, how well does the application describe a plan to secure a partnership or consultants who will enhance the organization's ability to provide proper oversight of federal award funds?
27. How well does the application detail a plan to ensure the effective management over and coordination of activities by any partners, contractors and subcontractors, and consultants, including third - party agreements or contracts?

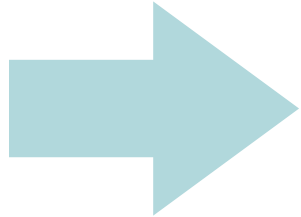


To ensure proper oversight of federal funds:

- **Describe financial internal controls, policies and procedures**
 - Should align with 2 CFR Part 200 and 45 CFR Part 75
- **Identify financial staff, contractors and their experience**
- **Attach resumes, job descriptions, statements of qualifications.**
- **List any experience successfully managing [federal] grants**
- **Cite recent clean audits, if applicable.**

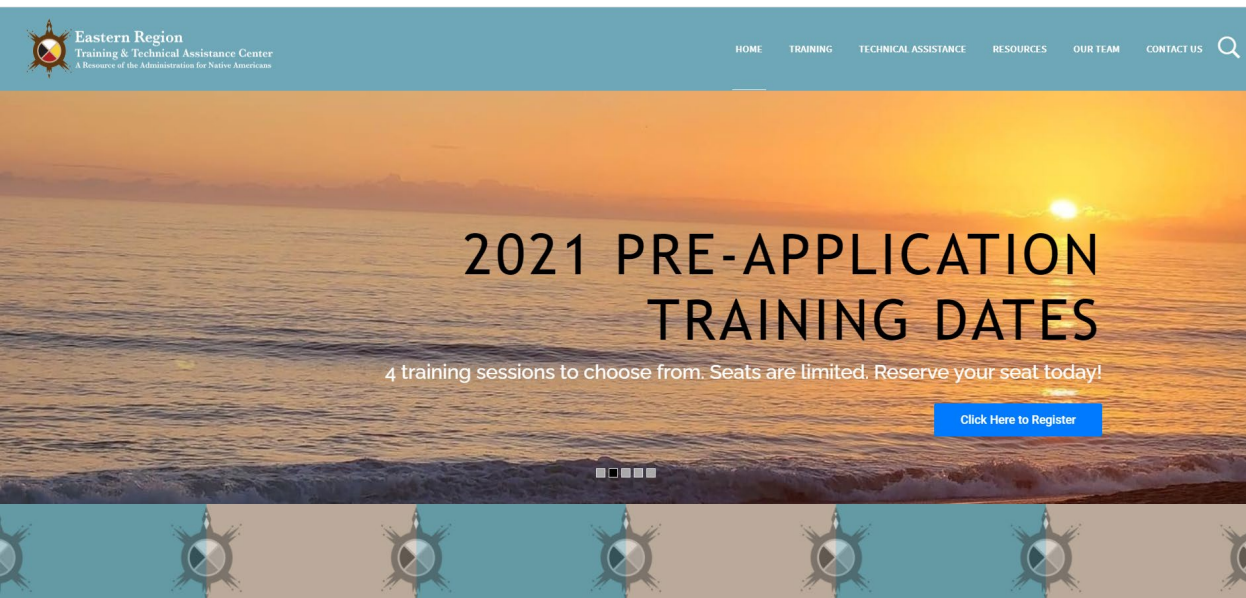


If your Targeted Challenge is “Financial Management”, be sure to include partnerships or consultants that will address grant management requirements until your organization is able to do so.



To ensure effective management of third -party agreements:

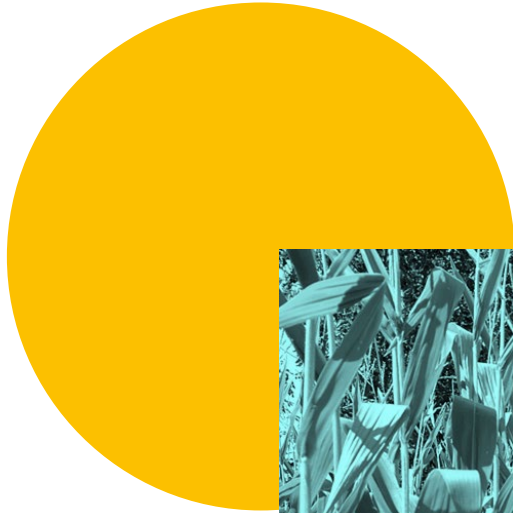
- List key partnerships and consultants
- Identify their responsibilities, qualifications and experience
- Attach resumes, job descriptions, statements of qualifications, scopes of work
- Identify staff person who is responsible for oversight/management
- Describe any procurement policies, RFP or selection process



About the Eastern Region TTA Center

Free training and technical assistance

- ▶ www.anaeastern.org
- ▶ 888.221.9686
- ▶ anaeastern@mn-e.com



▶ acf.hhs.gov/ana