

2025

Post Award Manual

Developed by the ANA Regional T/TA Centers

Western Region • Eastern Region • Pacific Region • Alaska Region



THE PICTURES FEATURED ON THE FRONT COVER ARE FROM:

- 1. Sitka Totem Pole**
- 2. Festival Pacific**
- 3. A quill medallion created through the ANA project's traditional craft class.** Burt Lake Band of Ottawa and Chippewa Indians cultural preservation project.
- 4. Montana tipis near Glacier National Park**

Introduction

BOOZHOO. ALOHA. BEZON. TA NA Á NÉE SEE. QAGAASAKUNG.

DAGOT'EE. NAYAAFABAA. MIQUE WUSH. KHAHOWYA. O-SI-YO. O'KII.

TANSI. SHODAAGE. HÁFA ADAI.

WELCOME to the Administration for Native Americans (ANA) Post Award Training. The goal of this training is to help you understand the federal requirements related to managing your new ANA project. Throughout this manual, "tribes" refers to federally recognized and non-federally recognized tribes, while "organizations" denotes Native non-profit organizations. Native Americans, as used in this manual, include American Indians, Alaska Natives, Native Hawaiians, Native Samoans, and the Native peoples of Guam and the Northern Mariana Islands.

GOOD LUCK on your ANA project, and if you have any questions, do not hesitate to contact your ANA Program Specialist and regional training and technical assistance center.

Yaw^kó. Miigwech. Gunalchéesh. Fa'afetai. Nia:went†

° Greetings in Ojibwe, Hawaiian, Shawnee, Plains Apache, Aleut, White Mountain Apache, Inupiaq, Ute, Chinook, Cherokee, Blackfeet, Cree, Crow and Chamorro.

†Thank you in Oneida, Anishinaabemowin, Tlingit, Samoan, Mohawk.

Table of Contents

BASICS OF MANAGING AN ANA GRANT	3
About ANA.....	4
Roles and Responsibilities	6
Planning and Organizing	10
GRANTSOLUTIONS	24
Setting Up a Login.gov Account	25
Accessing GrantSolutions	34
Navigating GrantSolutions	36
Getting Help Using GrantSolutions	38
ONGOING PROGRESS REPORT (OPR)	39
Accessing the Online Data Collection (OLDC) Portal	40
Second Semi-Annual Report	52
Finalizing the Ongoing Progress Report (OPR)	62
GRANT AMENDMENTS	72
Budget Modifications	77
Change In Key Personnel	79
No Cost Extension (NCE)	80
Entering Grant Amendments Into GrantSolutions	81
FINANCIAL MANAGEMENT SYSTEM	96
Payment Management System (PMS) Overview	97
Financial Reporting	132
UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS	138
Uniform Administrative Requirements for Federal Awards	139
Conclusion	162
APPENDIX 1: ABBREVIATIONS AND ACRONYMS	163
APPENDIX 2: ANA DEFINITIONS	164



Chapter 1

Basics of Managing an ANA Grant

About ANA

HISTORY OF THE ADMINISTRATION FOR NATIVE AMERICANS (ANA)

Housed under the Administration for Children and Families (ACF) within the Department of Health and Human Services (HHS), ANA has its roots in a collection of ideals that were officially brought together in January 1964 when President Lyndon B. Johnson declared a “War on Poverty.” In his call to action, President Johnson asked communities to prepare “long-range plans for the attack on poverty.” Eight months later, the Economic Opportunity Act was signed into law, and shortly thereafter, the Office of Economic Opportunity (OEO) began awarding grants. Early in the 1970s, the OEO was terminated.

However, in 1974, many of its “War on Poverty” concepts became the foundation for ANA. ANA was established in 1974 through the Native American Programs Act (NAPA). This new agency embraced the goal of Indian self-determination, which was endorsed by President Johnson in 1968 and later by President Nixon.

Today, ANA works to achieve its mission and goals and serves all Native Americans, including 574 federally recognized tribes, state recognized tribes, American Indian and Alaska Native organizations, Native Hawaiian organizations, and native populations throughout the Pacific basin (including American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands).

MISSION OF ANA

ANA promotes the goal of self-sufficiency for Native Americans by providing funding through competitive discretionary grants for community-based projects and for training and technical assistance to eligible tribes and Native organizations. Those tribes and organizations represent nearly 4.3 million individuals. ANA’s vision is to see that Native communities are thriving!

ANA GOALS

The major goals of ANA are to:

1. Foster the development of stable, diversified local economies and economic activities that will provide jobs, promote economic well-being, and reduce dependency on public funds and social services.

2. Support local access to, control of, and coordination of services and programs that safeguard the health and well-being of people and are essential to a thriving and self-sufficient community.
3. Increase the number of projects involving youth and intergenerational activities in Native American communities.

PHILOSOPHY OF ANA

ANA's philosophy of native self-sufficiency is based on the following core beliefs:

1. ANA believes a Native community is self-sufficient when it can generate and control the resources necessary to meet its social and economic goals, and the needs of its members.
2. ANA believes the responsibility for achieving self-sufficiency resides with the native governing bodies and local leadership.
3. ANA believes progress toward self-sufficiency is based on efforts to plan and direct resources in a comprehensive manner consistent with long-range goals.

ANA STRUCTURE AND LEADERSHIP

ANA is organizationally comprised of three operational Divisions and management operations staff. The Division of Program Operations (DPO) is primarily responsible for the pre-award and post-award administration of discretionary grants to eligible Tribes and nonprofit Native American organizations. The Division of Program Evaluation and Planning (DPEP) is responsible for evaluations of recipient project effectiveness and impact. The Division of Policy (DoP) is responsible for providing support and guidance to define, establish, and disseminate policy affecting Native American communities, including, but not limited to current recipients. The Management Operations Staff provides administrative, budget, technical, and logistics support to ANA.

ANA COMMISSIONER

The ANA Commissioner, appointed by the President of the United States and confirmed by the United States Senate, provides executive leadership for ANA. The Commissioner makes award decisions, implements special initiatives, and provides overall policy guidance to ANA.

Roles and Responsibilities

The recipient, ANA, the ACF Office of Grants Management, and the Payment Management System have specific roles and responsibilities in the implementation and management of an ANA grant.

THE RECIPIENT

You

The grant is an agreement between the awarded tribe or organization and the federal government. You are responsible for implementing the approved project on time and within budget. The recipient must comply with all federal regulations, including requesting approval for changes as outlined in this manual, 45 CFR Part 75 2 CFR Part 200, the HHS Grants Policy Statement (GPS) dated October 2025 (available at <https://www.acf.hhs.gov/policy-guidance/hhs-grants-policy-statement>) and by submitting required reports on time.

ADMINISTRATION FOR NATIVE AMERICANS (ANA)

Program Specialist

The primary purpose of a Program Specialist is to help you accomplish your project on time, within budget, and in compliance with federal regulations. The Program Specialist is your go-to source for assistance should you need to make any changes to your grant, and they provide the first level of approval for amendments. Each Program Specialist in the ANA Division of Program Operations has a portfolio of grants and is responsible for monitoring the programmatic activities and the financial elements that may impact the grant's programmatic activities. Some examples of when recipients should contact their Program Specialist are:

1. To discuss making changes to a project, such as key personnel changes, budget modifications, and no cost extensions
2. To request technical assistance:
 - With questions on ANA policies
 - With questions about the semi-annual Ongoing Progress Reports (OPRs) and other reporting requirements
 - With questions regarding how to track and monitor the project's progress

Outcome Evaluators

The Native American Programs Act (NAPA) calls for ANA to assess the outcome(s) and effectiveness of ANA funding in native communities at least once every three years. To meet this mandate, outcome evaluators in the ANA Division of Program Evaluation and Planning conduct outcome visits with projects that are ending. The purpose of the visit is to collect information on the overall outcome and effectiveness of funded projects on local communities. The visit is a chance for recipients to share the benefits, best practices, and general challenges met during the life of the project.

Specifically, the outcome evaluators:

1. Assess the outcomes of ANA funding on native communities
2. Increase ANA's knowledge about the recipients' successes and challenges and analyze data from the visits to improve ANA service delivery
3. Collect information from funded projects to increase transparency and collaboration by sharing the unique stories of ANA recipients with native communities, Congress, and the American public

Training and Technical Assistance Providers (TA Providers)

ANA provides free training and technical assistance (TTA) to potential applicants and current recipients through contractors in each ANA geographic region. Separate TTA centers exist for each of the four regions: East, West, Alaska, and Pacific. TA providers are experts in project management and development. They are knowledgeable of ANA policies and programs as well as other funding opportunities and partnerships. They can provide guidance electronically or at a recipient's site.

TA providers conduct:

1. One-on-one assistance to recipients in the administration and implementation of an ANA funded project
2. One-on-one assistance in preparing and submitting a grant application
3. Training in project development, pre-application, and post award trainings

OFFICE OF GRANTS MANAGEMENT (OGM)

OGM is an office within ACF that is responsible for awarding grants and monitoring the fiscal aspects of those grants. OGM provides guidance on the federal terms and conditions of awards,

issues the Notice of Award (NOA), approves all grant amendments, assists in the setting up of financial accounts to receive federal grant awards, and maintains the official grant file with the original copies of the applications, reports, and close-out information.

Grants Management Specialist

The Grants Management Specialist is responsible for overseeing and approving the financial management activities of the grant. Grants Management Specialists review the financial reports and work with the ANA Program Specialist to monitor the ANA grant.

Some examples of when recipients should contact their Grants Management Specialist are:

1. With questions regarding program income generation
2. With questions about the financial report, the SF-425
3. With questions regarding the terms and conditions of award

PAYMENT MANAGEMENT SYSTEM (PMS)

PMS is part of the Program Support Center for HHS and is responsible for all payment-related activities from the time of award through the closeout of the ANA grant. PMS makes payments to recipients, manages cash flow, reports disbursement data to OGM and coordinates the debt collection. PMS processes requests for payment and reviews the FFR-425 report to ensure the recipient does not have excess cash on hand.

Liaison Accountant

The Liaison Accountant is responsible for overseeing financial accounts for many grants. The Liaison assists recipients in resolving disbursement reporting as well as other PMS issues that recipients experience.

NOTE

ANA does not have access or control over the Department of Payment Management (DPM) or the Payment Management System (PMS). If you experience any technical difficulties, you will need to reach out to your Liaison Accountant.

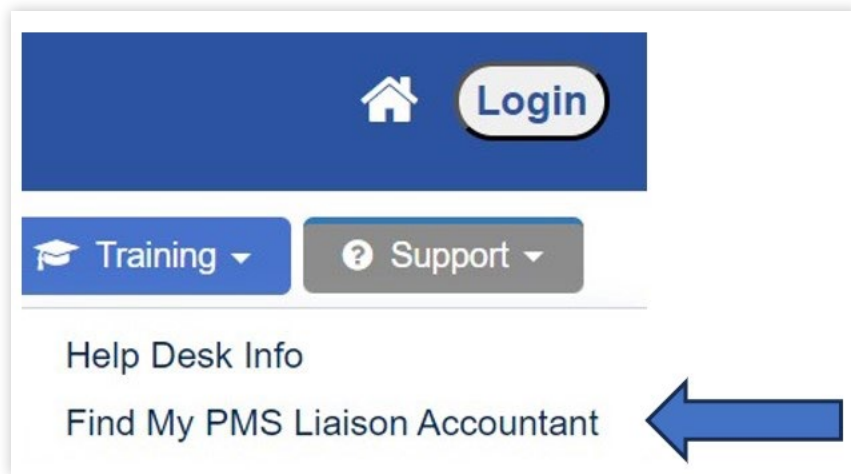


Figure: Find My PMS Liaison Accountant

To find your PMS Liaison Accountant, use this link <https://pms.psc.gov/find-pms-liaison-accountant.html> or go to the PMS home page (pms.psc.gov) and click on the “Support” tab. Next, choose the “Find My PMS Liaison Accountant” option.

You should now see the form below. Select the option that best describes your organization or Tribe and select more options from that pull down list.

Grants Awarded By U.S. Department of Health and Human Services (HHS) Agencies:	
HHS accounts are organized under four functional areas. Please select the area for your account to find your PMS Liaison Accountant.	
For State and US Territory Governmental Accounts Please Choose a State or Territory:	<input type="text"/> <input type="button" value="GO"/>
For University & Hospital Accounts Please Choose the State or Territory:	<input type="text"/> <input type="button" value="GO"/>
For Non-Profit & For Profit Accounts Please Choose the State or Territory:	<input type="text"/> <input type="button" value="GO"/>
For Indian Tribal Organizations Please Choose the State or Territory:	<input type="text"/> <input type="button" value="GO"/>
For International Accounts Please Choose the Awarding Agency:	<input type="text"/> <input type="button" value="GO"/>
Grants Awarded By Non U.S. Department of Health and Human Services (Non-HHS) Federal Agencies:	
Please select the specific Non-HHS Agency to find your PMS Liaison Accountant:	<input type="text"/> <input type="button" value="GO"/>

Figure: Choosing the State or Territory for Grants Awarded

Completing the above steps will allow you to find your PMS Liaison Accountant’s email information and other contact information.

Planning and Organizing

Getting a grant award is exciting and hectic all at the same time. Your approved project has a set start and end date. If you don't start implementing the work plan on time, you could fall behind and not be able to catch up before the end of the first year. Any delays in the first year can have a domino effect on subsequent years and impact the timely completion of activities. Once awarded, you need to immediately determine what the initial steps are to get your project started and how you will monitor your project. Effective project start-up helps to ensure you can handle all unforeseen challenges and complete the project successfully with minimal disruption to the timeline. Finalizing processes for carrying out your project, including the administrative activities, is important to limiting unnecessary disruptions later in the project. Examples are getting any new jobs advertised, developing data collection tools, and making sure everyone associated with the project fully understands what their responsibilities are for the project. This chapter will give you information about what needs to be done to get your project off to a good start. Management styles differ, but the content of this chapter is provided to assist you in thinking through and carrying out project start-up successfully.

THE PROJECT CYCLE

A project is different from a grant. The project is the goal, objectives, and activities a community works on to meet a defined set of outputs (products and services) and outcomes (community level changes). While the grant is the agreement between the recipient and the funding organization to fund the project. In other words, the project is the idea while the grant is the funding which makes that idea a reality. The process of planning and managing projects follows a logical, continuous cycle where each phase of the project leads to the next.

Recipients in the post award training have completed two steps of the project cycle, identify and design, and are now in the project implementation stage. Since project development is a continuous cycle, evaluating the implementation of the project allows recipients to identify and design improved implementation strategies, as well as potential future project ideas. Project evaluation is completed through monitoring practices that occur throughout all stages, allowing for small adjustments in the project's planning, design, and implementation to ensure success. There are certain monitoring activities the recipient must engage in to meet the funding requirements of the ANA grant, including submitting reports, documenting the match obligation, and tracking leveraged resources, partnerships, project-specific indicators, and community support.

In 2024, ANA changed how it awards new grants. Since 2024, all Notice of Awards (NOA) provide for up to a 3-year period of performance or period of performance (see #19 on your NGA).

The longer budget period will cut down on some grant paperwork, such as completing a non-competing continuation application each year in order to get your next year's funding. The only exception to completing an NCC is for four or five-year Esther Martinez grants that will require one NCC to be submitted in Year three to years four and five, as originally requested. In addition, you will not have to submit a carry over budget amendment to bring your previous year's unspent funding forward into the next year. The decrease in grant paperwork (NCC and COB amendments), means that you will need to closely monitor activity progress and the spending of your award funds to keep your project on schedule and within budget.

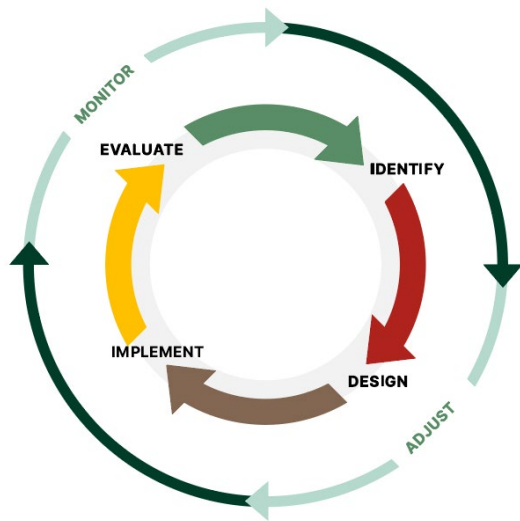


Figure: Project Cycle Diagram

THE GRANT YEAR

During the period of performance, recipients will engage in project and administrative activities, including start-up activities, on-going activities, and close-out. The following pages provide an outline of activities that are common to most projects.

PROJECT TYPICAL SCHEDULE FOR NATIVE LANGUAGE GRANTS													
IMPLEMENTATION ACTIVITY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
STARTUP ACTIVITIES FIRST YEAR ONLY													
➤ Receive and review award documents													
➤ Hire Project Staff		According to OWP											
➤ Orient Staff on project, roles, responsibilities, policies and procedures		As staff are hired											
➤ Establish GrantSolutions.gov account													
💰 Establish the PMS account (if your organization does not have one)													
➤ Establish the grant file													
➤ Develop Outcome Tracker													
➤ Develop and implement data collection protocols													
➤ Attend Mandatory Post Award Training in first project year													
➤ Onsite Proactive visit (new recipients that haven't had a ANA grant for 3 years or more only).													
ONGOING ACTIVITIES FOR THE LIFE OF THE PROJECT													
➤ Implement Objective Work Plan (OWP) project activities													
➤ Collect project data													
💰 Regularly draw down funds from PMS													
➤ Complete the Non-competing Continuation (NCC) application link in GrantSolutions for multi-year grants awarded 2023 and before. [Does not apply to 2024 Recipients and beyond]													
➤ Complete final drawdown of funds for the report period 2 days before the end of the period so PMS has all period expenditures an matches your account records													
➤ Submit 1st programmatic report (OPR) in OLDC no later than January 30th													
💰 Submit 1st Federal Financial Report (FFR) in PMS no later than January 30th													
➤ Submit (NCC) application if a multi-year grantee [Does not apply to 2024 Recipients]													
➤ Annual ANA grant recipient meeting													
➤ Look at the status of activities and expenditures for the year in April. If all activities look like they will be completed, ensure you are spending down all your funds for the year. Talk to your PS about how to spend down in May.													
💰 Complete final drawdown of funds for the report period 2 days before the end of the period so PMS has all period expenditures													
➤ Monitor expenses versus budget													
➤ Submit 2nd programmatic report (OPR) in GrantSolutions no later than July 30 th													
💰 Submit 2nd FFR in PMS no later than July 30th													
REQUIRED ANNUAL FEDERAL FINANCIAL REPORT (FFR) IN PMS													
💰 Liquidate the previous year's project financial obligations and complete a drawdown by October 30 from the previous year before submitting the annual financial report													
💰 Submit Annual FFR in PMS no later than September 28													
CLOSEOUT ACTIVITIES													
➤ If this is your last year, review and update the last 2nd programmatic reports for accuracy and correct as necessary in OLDC													
➤ Possibly participate in an ANA impact visit if in final year													
💰 Liquidate all project financial obligations and complete the final drawdown by October 24 for the project before submitting the final financial report													
💰 In the final year, submit project cumulative FFR in PMS by October 28													

Color/Symbol Code

- 💰 Financial Responsibility
- Program Responsibility

Figure: Native Language Annual Task Schedule

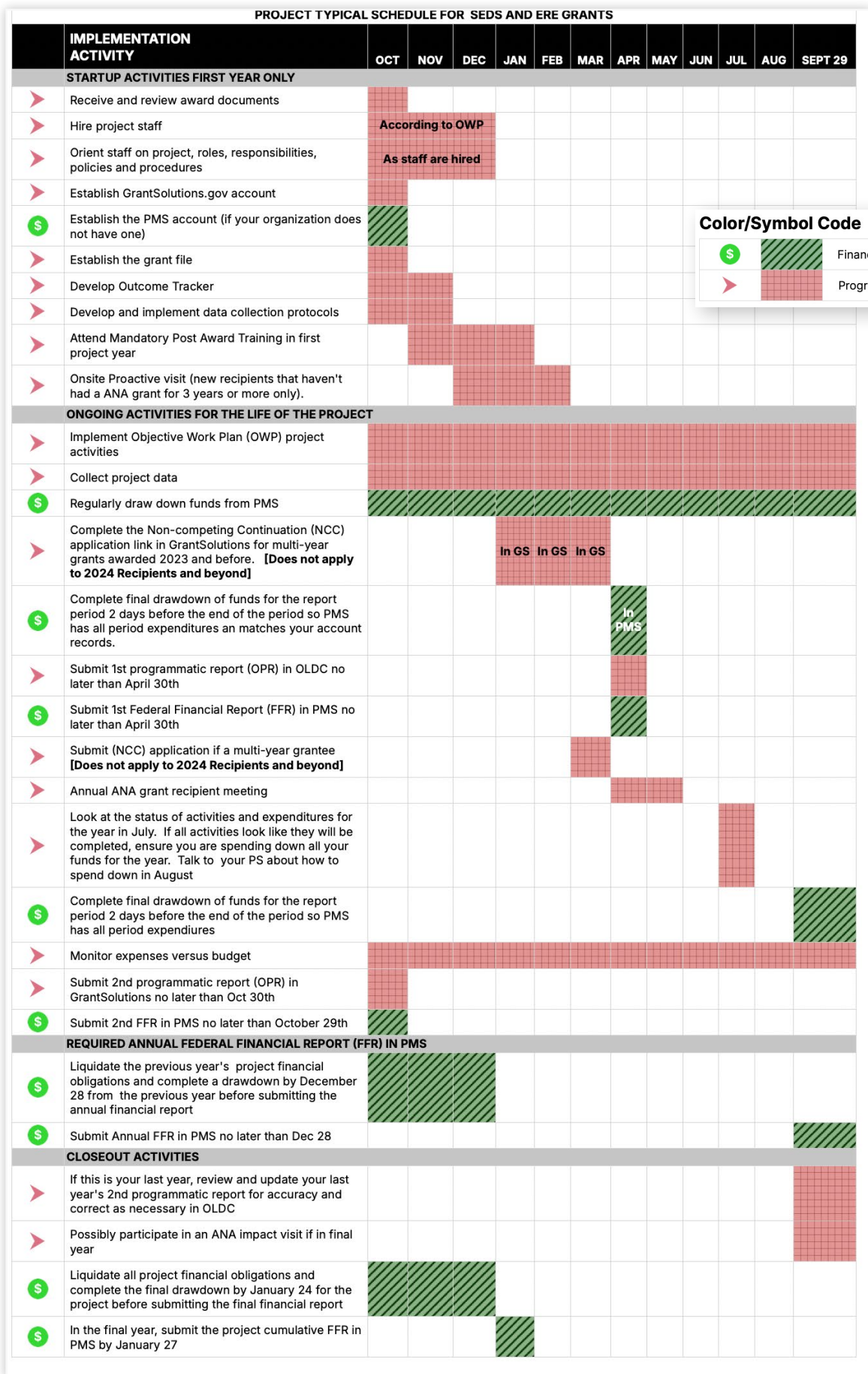


Figure: SEDS, ERE and SEDS-Alaska Annual Task Schedule

THE GRANT FILE

The grant file is a physical or digital collection of important grant-related documentation. If you hire new staff or experience staff turnover, maintaining a grant file will enable a smooth transition and ensure that everyone is aware of the grant status and the role they play. The following is a list of recommended grant file sections:

1. Notice of Award Documents
 - a. Current Notice of Award (NOA) and Previous (NOAs) (if applicable)
2. Project Documents
3. Reporting
4. Community Involvement Documentation
5. Project Data Tracking
6. Correspondence between Recipient and ANA

Each section of the grant file section listed above is detailed below with the types of information you should include in the section. This is not all inclusive, as managers you can include other documentation that you feel is needed.

1. GRANT AWARD DOCUMENTS

This section will include both the current and any amended Notice of Award documents. There are several documents included in the grant award documents. The overall document can be as many as 20 pages. The content is discussed below.

Notice of Award (NOA)

The NOA is official government correspondence to the tribe or organization. The NOA is sent to the authorizing official and announces the award of funding for the proposed project. The NOA provides key reference information to the recipient, such as:

- Performance Period
- Reporting Requirements
- Information on setting up a PMS account
- Discretionary General Terms and Conditions

The NOA is the official award document establishing the agreement between the recipient and the government and is used by HHS for discretionary financial assistance programs such as ANA. The NOA states the Federal award, Non-Federal Share obligation, and approved budget category amounts. No costs can be incurred prior to start of the period of performance and the receipt of the NOA unless prior approval has been granted by ACF/ANA. The purpose of the NOA document is to:

- Notify the recipient and others of the ANA grant award.
- Incorporate by reference all terms and conditions of the award.
- Record the obligation of ANA funds.

1. When Does a Recipient Receive an NOA?

- A NOA is prepared and sent to the recipient with an award letter to signify the grant award has been made.
- A recipient will receive a new NOA when OGM issues approval for a change to the grant that requires prior approval, such as a key personnel change, budget modification, or no cost extension.

The NOA form includes key reference information for the recipient. The information listed below uses the NOA numbers to easily find the information on the form.

11) Award number: The award number is the grant number the recipient should reference in all correspondence with ANA and include on program and financial reports. The first 8 characters are the federal award identifier. They are followed by 2 digits indicating the year covered under the NOA. The last 2 digits indicate the NOA version with 00 indicating that it is the initial NOA for the budget period. Any amendments made to the award during the budget period will result in the issuance of a new NOA and the last 2 digits will change to reflect the NOA version (-01, -02, etc.)

7) Project Director or Principal Investigator: The individual designated to be ANA's contact person on issues relating to the grant.

9) Awarding Agency Contact Information: This is your assigned Office of Grants Management Specialist.

10) Program Official Contact Information: This is your assigned Program Specialist. They are your first point of contact for questions on your grant.

Summary Federal Award Financial Information section contains:

19) Budget Period. The budget period is the time frame during which expenses can be incurred for grant activities.

20) Total Amount of Federal Funds Obligated – this is your federal award for the period of performance.

24) Total Approved Cost Sharing or Match – this is your non-federal share (NFS) for the budget period. The recipient must ensure that it meets the non-federal share requirement even if it exceeds the minimum amount required by law, regulation, or other ACF provision. Failure to provide this amount of NFS will result in a proportional reduction of the federal share or other disallowance action.

28) Authorized Treatment of Program Income. This authorizes the use of program income generated because of grant activities.

33) Approved Budget. The federal and non-federal dollar amounts for the object class categories approved for the grant.

35) Award Terms and Conditions. These include both standard terms as well as special terms the government is requiring of the recipient.

2. PROJECT DOCUMENTS

- Approved OWP. The approved OWP serves as a blueprint for project implementation and is an essential reference for reporting requirements. Progress on the project is reported semiannually in the OPR.
- Approved Outcome Tracker(s) – The Outcome Tracker submitted to ANA within 30 days of receiving the award contains an approved indicator, means of measurement and annual benchmarks for tracking successful completion of each Objective.
- Current 424a and budget. The current 424a and budget must match the current NOA.
- Revised project application if applicable. The revised project application includes the information submitted during negotiations with ANA and OGM.
- Original project application. that was initially submitted to ANA for funding consideration.
- Staff orientation letters. Staff orientation letters are a recipient's internal management tool to track project staff orientation to the project, the grant, and the post award manual. Recipients do not need to submit these letters to ANA.

The approved OWP serves as a blueprint for project implementation and is an essential reference for reporting requirements. Progress on the project is reported semiannually in the OPR. The approved indicator(s) are used to gauge progress in meeting the project goal. The current 424a and budget must match the current NOA. The revised project application includes the information submitted during negotiations with ANA and OGM. The original project application is what was initially submitted to ANA for funding consideration.

Staff orientation letters are a recipient's internal management tool to track project staff orientation to the project, the grant, and the post award manual. Recipients do not need to submit these letters to ANA.

3. REPORTING

ANA requires reporting on grant functions throughout the period of performance. The following reports will be required each year of the project, regardless of length (from 12 months to 60 months and beyond). Recipients must submit Semiannual reports to ANA and to PMS.

- Ongoing Progress Report (OPR). Submitted semi-annually, the OPR is the report that will document your project status and inform ANA of any successes or challenges the project has experienced.
- Federal Financial Report. The FFR is comprised of various reports submitted through the PMS on a semi-annual and year-end basis. More detail is provided on all reporting mechanisms in later chapters of this manual.

4. COMMUNITY INVOLVEMENT DOCUMENTATION

ANA seeks to fund community development projects that reflect the cultural values, collective vision, and long-range development goals of native communities. ANA supports this approach because community involvement in the project planning and project implementation phases is a key factor in achieving success. In addition, many funding agencies look favorably on applications that document community involvement in the planning and implementation of a project. Track community involvement through detailed

- Meeting sign-in sheets and meeting minutes
- Publicity/marketing materials
- Testimonials
- Other

These are good tools to demonstrate to funding organizations and the public the extent of community involvement in the project.

5. PROJECT DATA TRACKING

Recipients should collect quantitative data (e.g., the number of partnerships formed, partners' contribution to the project, etc.) as well as qualitative data (e.g., collecting the anecdotes and

viewpoints that tell the story of the project) during the course of the period of performance. ANA asks for this data through semiannual OPRs and during outcomes visits.

It is recommended that you keep detailed records of:

- Leveraged resources tracking (recommended, but not required)
- Jobs created as a result of the project
- Partnership tracking, including sources of non-federal share if using volunteers, third-party vendors, etc.
- Project-specific indicator tracking (Outcome Tracker)
- Photos
- Other tracking documents developed by the recipient

6. CORRESPONDENCE BETWEEN RECIPIENT AND ANA

Official and unofficial correspondence between the recipient and ANA should be included in the grant file for reference. ANA recommends the correspondence be organized as follows: official correspondence under one tab; a phone log broken down by quarter under another tab; and emails and letters broken down by chronological order, including any requests for grant actions under the third tab.

DATA MANAGEMENT

Monitoring and evaluating your project are important parts of project implementation. Determining what, when, who and how the information is to be collected should be a startup activity. There are several parts of the application that will help you determine what information needs to be collected. Start with the Outcome Tracker, it will identify your indicator for successful objective implementation and what to use as a means of measurement. It also gives you the targets you are trying to reach each year to demonstrate progress on your project. The Approach narrative will tell you more about key activities and the implementation plan for your project. The objective work plan will provide the blueprint for project implementation. It is a snapshot of the project's milestone activities, assigned key personnel, and the outputs and outcomes you expect to produce during the period of performance. It also establishes a timeline for completing those tasks to ensure the project is implemented within the period of performance. The Approach narrative can provide more information about the milestone activities and their implementation to discern additional data

points to collect. This information, combined with required reporting information, will give you a complete picture of how you document successful implementation of your project.

The specific type of data to be collected will vary based on the goal and objective(s) of the project. ANA has developed a data tracking tool that can be modified and used by recipients for their project. There are other data issues beyond the collection plan to consider before you begin collecting data.

DATA SECURITY

Masking (securing) of participants' personal information is required. In addition to complying with [45 CFR Part 75.303](#) for personally identifiable information, consider how you will ensure that information provided to you throughout the project cannot be linked to specific individuals, i.e. masking or coding of participants. In addition, consider how will you control the storage of data, i.e. double locked system with only designated individuals having access to data. Also ensure that your Tribe or organization has a plan for how long to retain records and the disposition of documents after the project ends.

OWNERSHIP OF DATA

Who has ownership of the data and intellectual property? Does your organization or Tribe have codes or policies that detail who has ownership of the data and intellectual property and if so, where will the final data and intellectual property be stored and who has access to it?

EXPANDED USE OF DATA

Evaluate if the data you collect could be used by other departments or organizations to assist them in either identifying other challenges in the community or ways to address challenges. If so, identify who to share data with and what data can be shared.

The following is an example of the information that would be included in a data management plan.

RECIPIENT REPORTING

Upon receipt and acceptance of a grant award from ANA, the recipient is responsible for submitting progress and financial reports. Report Due dates vary by the type of grant you have.

Reporting is done by project year. The exception is the close out reports that are cumulative for the period of performance.

Timely reporting is a requirement of the grant. Recipients are encouraged to submit reports as early as possible to avoid any last-minute circumstances that might result in delinquent submissions. Missing report deadlines may result in consequences that might restrict funds, require additional monthly reporting, or relinquishing of the award. Grant amendments are not possible if there are any unsubmitted required reports.

SEMI-ANNUAL REPORTING

- The Performance Progress Report [also known as the Ongoing Progress Report (OPR) or semi-annual OPR report] is due 30 days after the close of the six-month period. Reports are completed and submitted in the Online Data Collection System (OLDC) within GrantSolutions. An example of the OWP section of the report is contained in the Appendices. There is additional information collected in the second semi-annual report each year.
- The Federal Financial Report/Financial Status Report (FFR) is due 30 days after the close of the six-month period. Reports are completed and submitted in the Payment Management System (PMS).

ANNUAL REPORTING

- The annual FFR (which is in addition to the semi-annual report) is cumulative for the year and captures funding that had not been paid out before the budget year ended.
- Tangible Property Report (SF-428) [see note on next page] form is filled out and uploaded to GrantSolutions as a grant note. Only needed in year you buy equipment.

The two annual reports are due 90 days after the close of the budget year.

CLOSEOUT REPORTING (END OF GRANT)

ANA requires an End-of Project summary report in order to officially close out your grant. We will go over the report in the Ongoing Progress Report chapter.

- Tangible Personal Property Report Final Report (SF-428). Recipients that purchase any tangible personal property (general equipment examples include, but are not limited to, vehicles, trailers/modular units (not affixed to land), and portable generators) are required to complete a Final SF-428 report which should also be submitted along with the final report within 120 days from the end of the period of performance. The final SF-428 report must be cumulative, covering all years of the grant term. Please upload the SF-428 reports as a Grant Note in GrantSolutions using the following naming convention: Correspondence-Budget Information Request- 428-Annual or Final-YYYY.

NOTE

If you did NOT have any project purchases that meet the definition of Equipment to report, you do not need to submit this report.

ANA REPORTING INFORMATION
NATIVE LANGUAGE GRANT RECIPIENTS

Report	Frequency	Report Period	Due	Where to Submit
FFR (SF-425) Federal Financial Report	Twice a Year	July 1 to December 31 January 1 to June 30	January 30 July 30	http://pms.psc.gov
	Annual Reports	Cumulative for the Year	September 28	
	At the End of the Period of Performance	Cumulative for the Period of Performance	October 28	
OPR Ongoing Progress Report	Twice a Year**	July 1 to December 31 January 1 to June 30	January 30 July 30	http://grantsolutions.gov In the OLDC system
	At the End of the Project Period	Cumulative for All Years of the Project	October 30 of the year the project ends	
SF 428 Tangible Personal Property Report	Annually	Cumulative for the Year	September 30	http://grantsolutions.gov Upload as a grant note
	At the End of the Project Period	Cumulative for All Years of the Project	October 30 of the year the project ends	

Figure: Native Language Reporting Requirements

ANA REPORTING INFORMATION
SOCIAL AND ECONOMIC DEVELOPMENT STRATEGIES/ENVIRONMENTAL REGULATORY ENHANCEMENT GRANT RECIPIENTS

Report	Frequency	Report Period	Due	Where to Submit
FFR (SF-425) Federal Financial Report	Twice a Year and	September 30 to March 31 April 1 to September 29	April 30 October 29	http://pms.psc.gov
	Annual Reports	Cumulative for the Year	December 28	
	At the End of the Period of Performance	Cumulative for the Period of Performance	January 27	
OPR Ongoing Progress Report	Twice a Year**	September 30 to March 31 April 1 to September 29	April 30 October 30	http://grantsolutions.gov In the OLDC system
	At the End of the Project Period	Cumulative for All Years of the Project	January 30 of the year the project ends	
SF 428 Tangible Personal Property Report	Annually	Cumulative for the Year	December 30	http://grantsolutions.gov Upload as a grant note
	At the End of the Project Period	Cumulative for All Years of the Project	January 27 of the year the project ends	

Figure: SEDS and ERE Reporting Requirements

NOTE

ANA's goal is for all recipients to get the needed support to fully implement their funded projects. ANA Program Specialists and TA Providers closely review the reports to monitor progress, provide technical assistance when necessary, and better understand the ANA funded projects.

Please see the back cover for regional TA center contact information.



Chapter 2

GrantSolutions

GrantSolutions

GrantSolutions is an online grants management system that Federal staff utilize to monitor awards and approve any grant amendments. Recipients use this site to access their grant documents and submit and track requests for changes and continuations to their projects. [GrantSolutions.gov](https://www.grantsolutions.gov) is the website that houses the various modules used by the system, including the Grants Management Module (GMM), where the grant files and amendments can be submitted, as well as the On-Line Data Collection (OLDC), where recipient Ongoing Progress Reports (OPRs) are completed and submitted. Specifically, it is where:

- The official electronic grant file and history are available, including:
 - Approved application
 - Notice of awards
 - Awarded amendments
 - Official correspondence
- Any grant amendments are submitted for approval
- Programmatic reports are completed and submitted to ANA.

The Grant File Section of this manual went over creating a local grant file for keeping project related original/source documentation on the project. GrantSolutions is not a replacement for a physical/digital grant file. GrantSolutions access is limited to only a few staff. Your physical grant file will contain much more information and is available and can be reviewed by both project and organizational staff, as needed.

Setting Up a Login.gov Account

NOTE

The Login.gov sign-up process is regularly improved and updated. Screenshots contained in this manual are up-to-date as of the time of publication, but may become outdated. Check Login.gov's registration guide for current guidance.

GrantSolutions uses the generic government services login entitled [Login.gov](https://www.login.gov). If you do not have a Login.gov account, please use the following process for creating one:

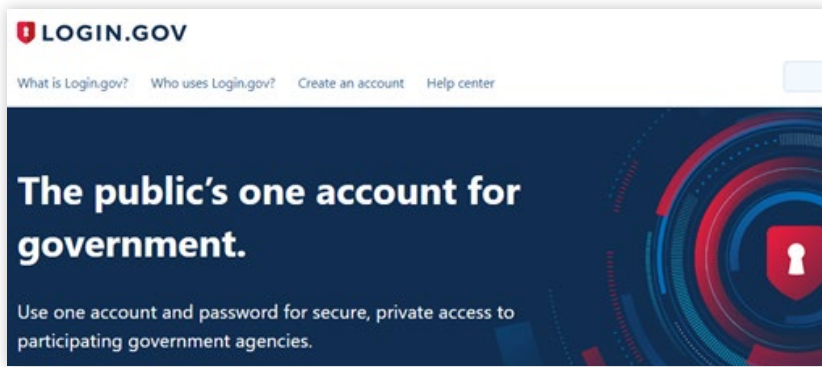


Figure: Login.gov home page screenshot

1. In your browser, go to <https://login.gov>
2. Just above the navy-blue graphic on the top left of the page, find and click on the "Create an account" button.

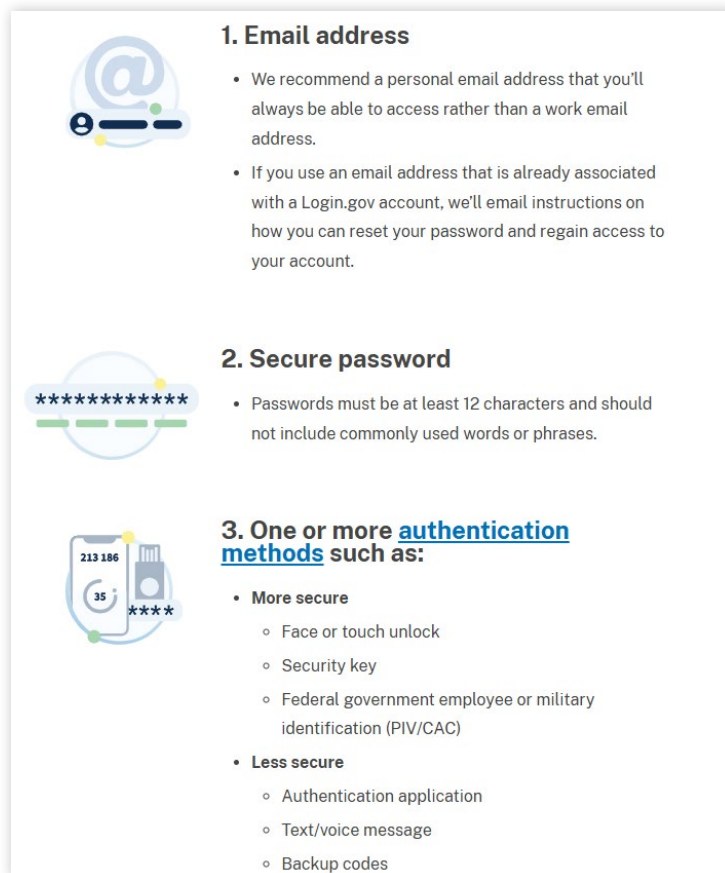


Figure: Screenshot for creating an account with Login.gov

3. Read the directions for creating an account.
4. Scroll down to the "Create an account" blue button at the bottom center of the page.

LOGIN.GOV

Create your account

Enter your email address

Select your email language preference

Login.gov allows you to receive your email communication in English, Spanish or French.

English (default)

Español

Français

I read and accept the Login.gov [Rules of Use](#)

Submit

Figure: Login.gov Account Creation Step 1

5. Enter your email in the top box on the page.
6. Select the email language preference of English, Spanish or French in the radio buttoned list.
7. Click on the small blue box to indicate that you have read and accept the Login.gov Rules of Use.
8. Click on the blue submit button below the check box to continue the process or click on the word "Cancel" at the bottom of the page to exit the process.
9. If you choose to cancel, nothing is saved.

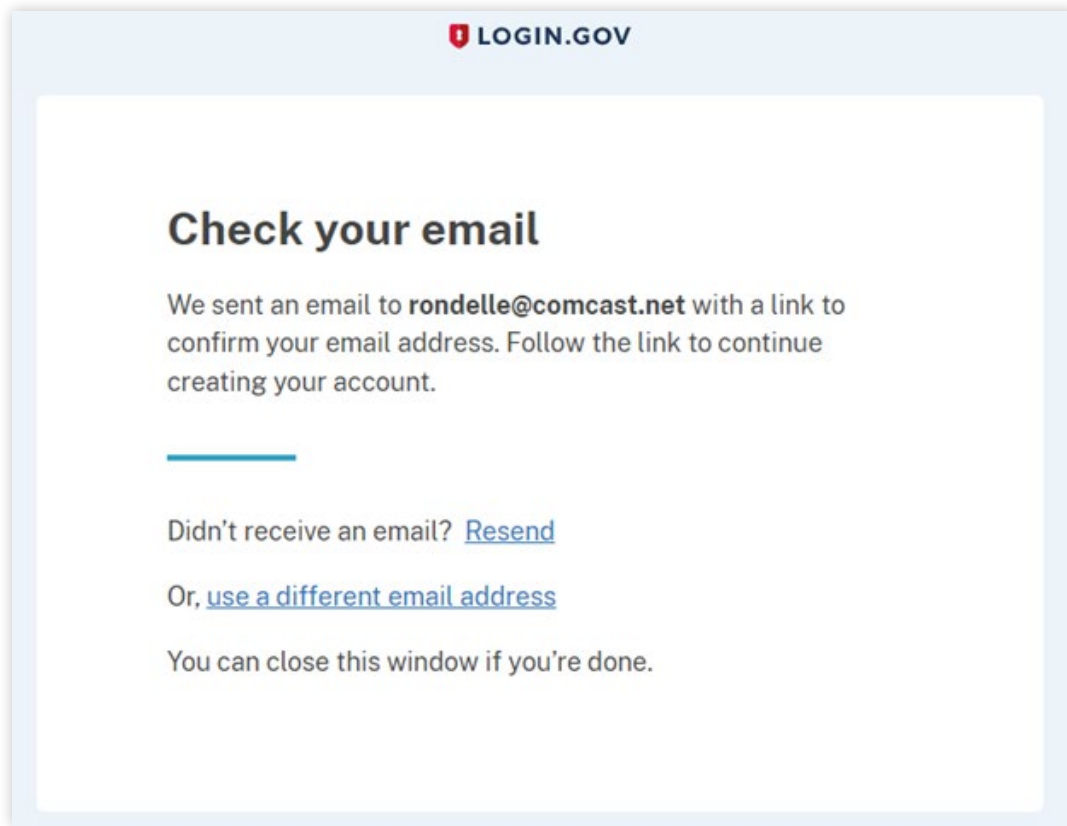


Figure: Login.gov Account Creation Step 2

10. Open a separate browser screen.
11. Go to your online email service website.
12. Log into your email.
13. Check your inbox and if necessary, your spam/junk email box for an email from login.gov.
14. Email:
 - a. If you find an email from login.gov then open it. Proceed to the next step.
 - b. If you do not find an email from login.gov, then go back to the browser page "Check your email" and click on the "Resend" link. Go back to the browser page for your email and refresh the page. Remember it can take several minutes for you to get the email. If you still don't have an email from login.gov you can either call the Help Desk or go to step 14c.
 - c. Return to the "Check your email" screen and click on the "Use a different email address" link. That link will take you to the beginning of the process to enter a new email address. Find the blue button in the email and click on the blue "Confirm email address" button. A new browser screen should appear to create a password.



Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

Confirm email address

[https://secure.login.gov/sign_up/email/confirm?
_request_id=&confirmation_token=m6x9zpg_TyzmzNQ5pkBT](https://secure.login.gov/sign_up/email/confirm?_request_id=&confirmation_token=m6x9zpg_TyzmzNQ5pkBT)

Please do not reply to this message. If you need help, visit www.login.gov/help

[About Login.gov](#) | [Privacy policy](#)

Figure: Login.gov Confirm your email screenshot Step 3

15. Find the blue button in the email and click on the blue “Confirm email address” button. A new browser screen should appear to create a password.
16. If that doesn’t work, then copy the URL address below the blue box and paste it into a new browser screen. A new screen to create a password should open up.
17. If neither of the two methods above work, visit <http://www.login.gov/help>.

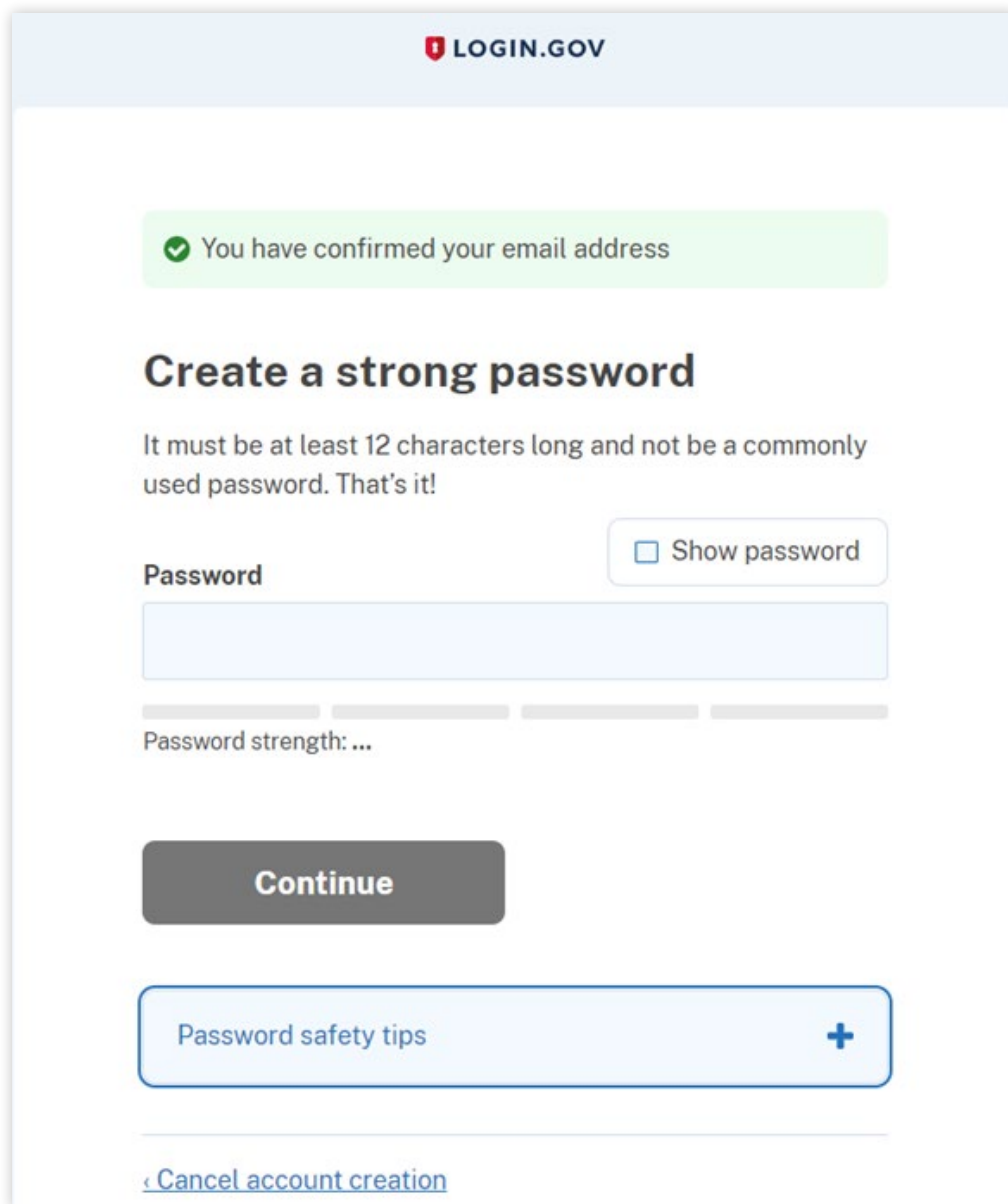


Figure: Create a strong password screenshot Step 4

18. Enter a strong password with capital and lower case letters, numbers and special characters that is at least 12 or more characters.

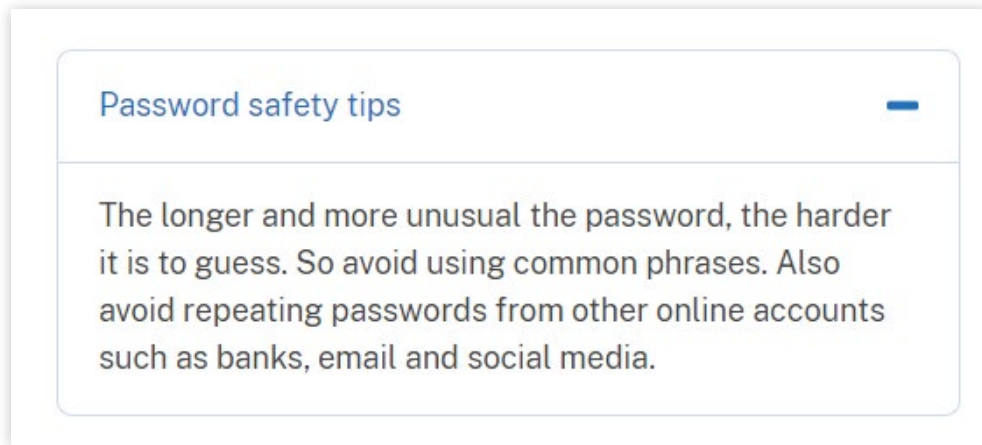


Figure: Tips on how to improve password security pop up window


19. Click in the check box to see your password. Copy it and store in a safe place.
20. Click on the "Continue" button or click on the "Cancel account creation" button to exit the process.

NOTE

If you click on "Cancel account creation" nothing will be saved and you will have to start the process from the beginning.


Authentication method setup


Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least (2) two different options in case you lose one of your methods.

-  **Face or touch unlock**
Your device scans your face or fingerprint and confirms the information is a match to the images you already have stored on your device. We do not copy or store these images.

-  **Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.

-  **Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.

-  **Authentication application**
Download or use an authentication app of your choice to generate secure codes.

-  **Text or voice message**
Receive a secure code by (SMS) text or phone call.

-  **Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.

Continue

Figure: Step 5 Login.gov account creation-Authentication Methods Setup

21. Select at least 2 authentication methods by selecting the radio buttons next to your two methods.
22. Click on the "Continue" button to finalize your account on the next screen or click on the "Cancel account creation" button to exit the process.

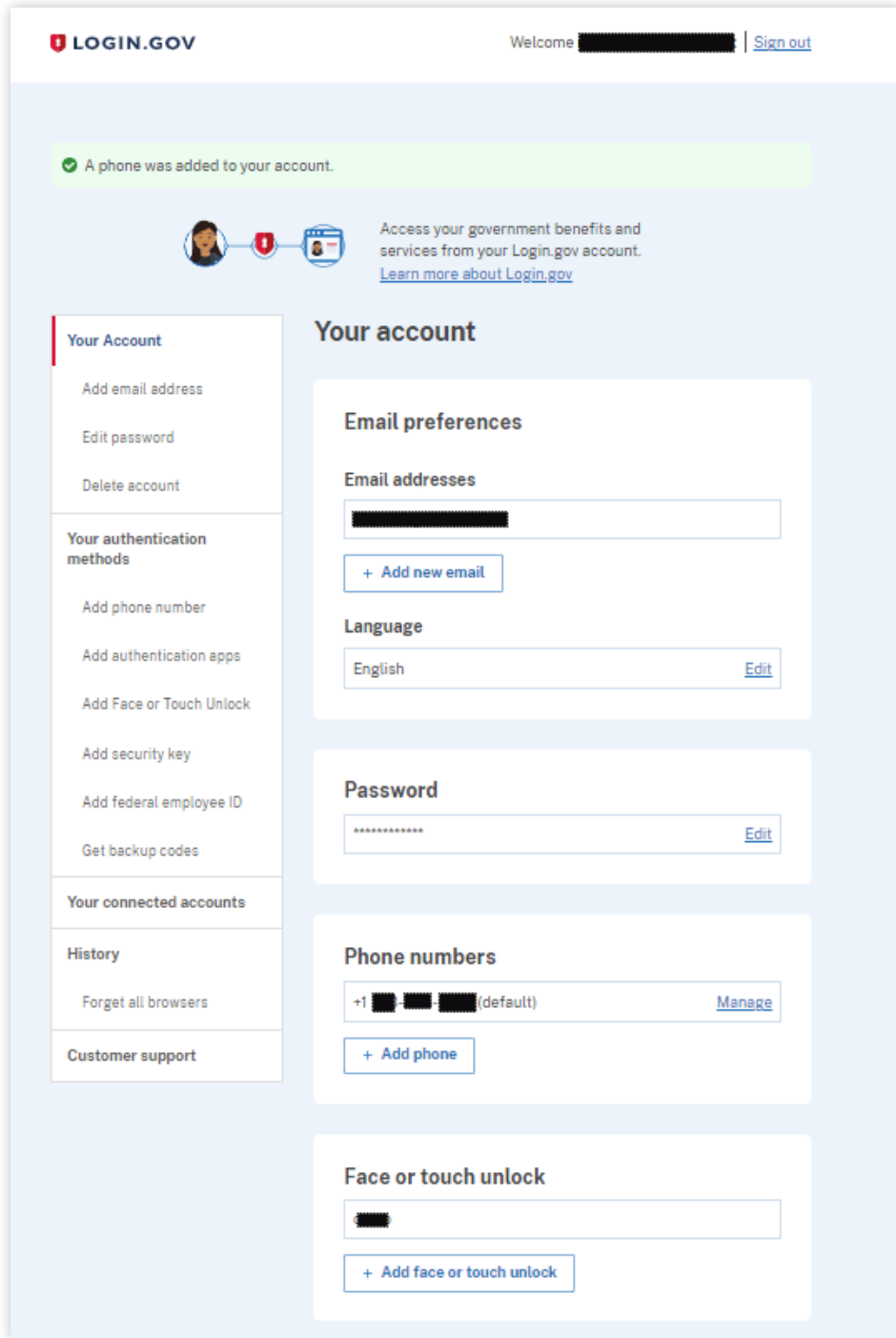


Figure: Screenshot of your new Login.gov account information page

Congratulations, you now have a Login.gov account. If necessary, you can make any edits to your account on this screen at any time. You can access this screen by visiting <https://www.login.gov> and signing into your account. This is where you can make changes to your account.

NOTE

The Office of Grants Management (OGM) automatically links the grant to the contact person and authorizing official representative listed on the revised SF-424 submitted during negotiations. If you were listed on the SF-424 form then you should be able to log into GrantSolutions with your Login.gov account.

If you were not listed as the contact person or authorizing official representative on the revised SF-424 submitted during negotiations, there is one more step that must be completed.

The final step in the process of getting access to the ANA grant information in GrantSolutions is to provide the email address you used to set up your Login.gov account to your Program Specialist. Please be specific when emailing your Program Specialist. State that you want your email address linked to your ANA grant in GrantSolutions. In addition, provide your grant number, name of your tribe or organization and the email address that is tied to your Login.gov account. Your specialist has many grants they oversee; if more than a couple days have passed and you still don't have access to your grant, please call or email a reminder to them.

Accessing GrantSolutions

The Office of Grants Management (OGM) creates recipient user accounts to access GrantSolutions during the processing of grant awards. Typically, two GrantSolutions accounts are assigned: one for the Authorized Official Representative listed on the SF-424 and one for the Principal Investigator/ Project Director (PI/PD). Your Program Specialist will confirm during their introductory call the assigned account holders that can access the GrantSolutions site. If at any time during the duration of your project changes need to be made to user accounts, contact your Program Specialist who will help you initiate that process.

Use the screenshots and instructions to log into GrantSolutions.

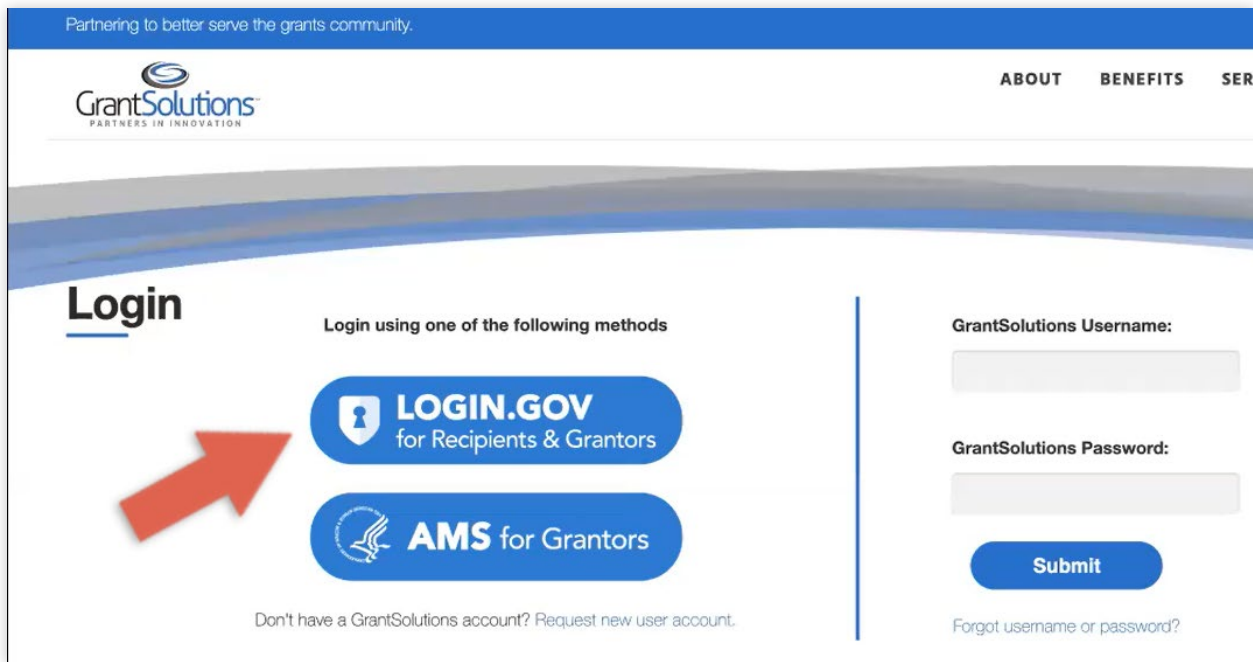


Figure: GrantSolutions Login screen shot

1. To set up your GrantSolutions account click on the “Login.gov for Recipients and Grantors” button.

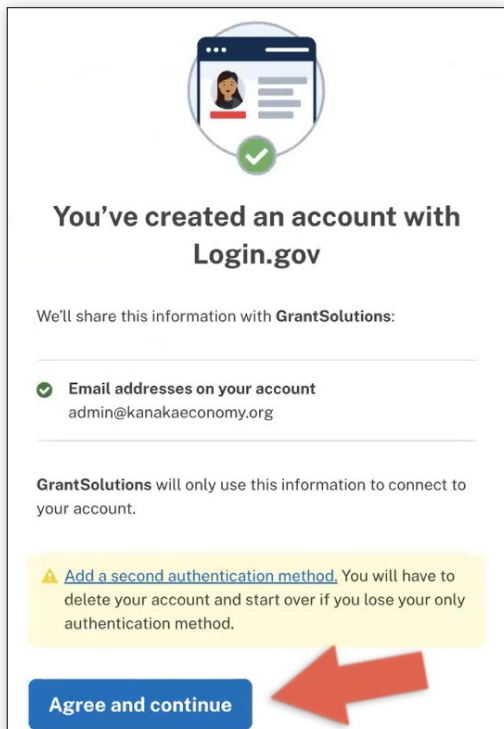


Figure: Login.gov-GrantSolutions Connection Confirmation page

2. You will see this screen. Go to the bottom screen and click on the “Agree and Continue” button.

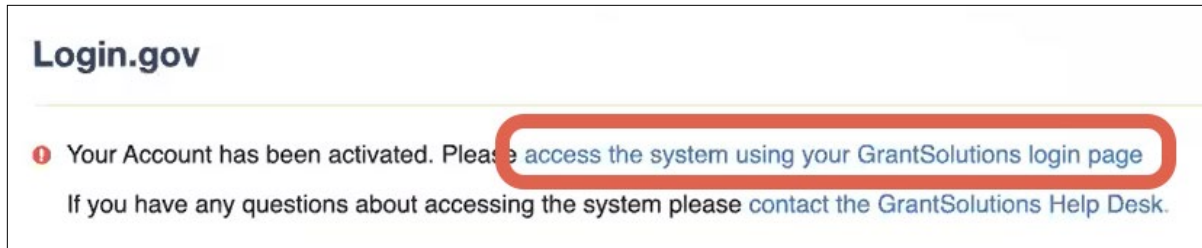


Figure: Link to GrantSolutions login page

3. Now you will be taken to this GrantSolutions page. Toward the bottom you will see a Login.gov section. Click on the blue link that says: Please "access the system using your GrantSolutions login page"

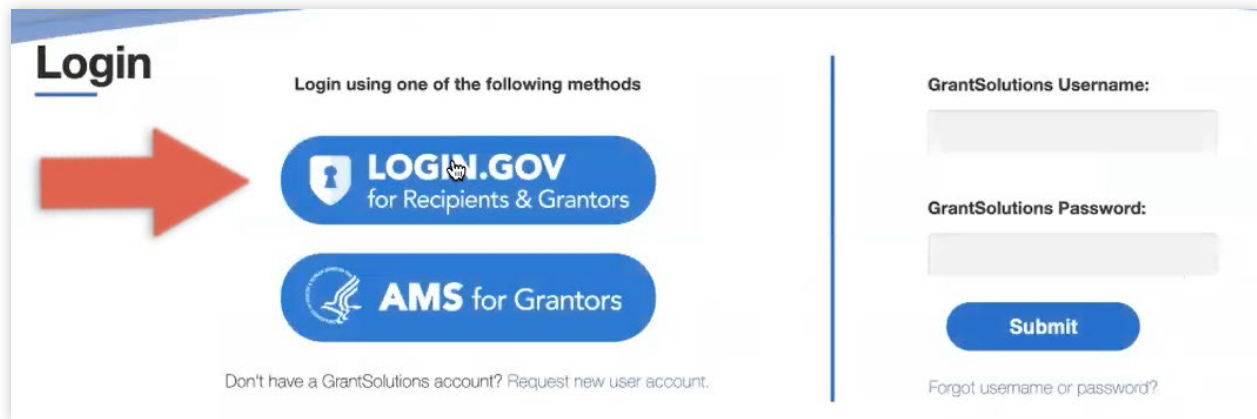


Figure: GrantSolutions Login screen

4. On the GrantSolutions login page you will again choose the "Login.gov for Recipients and Grantors" button.

Navigating GrantSolutions

The My Grant List screen is the first screen you will see after logging in. The screen shown below is similar to what you will see. Recipients with only the one grant in the system will see one grant card on the page. If you are working on more than one HHS grant you may see multiple grant cards.

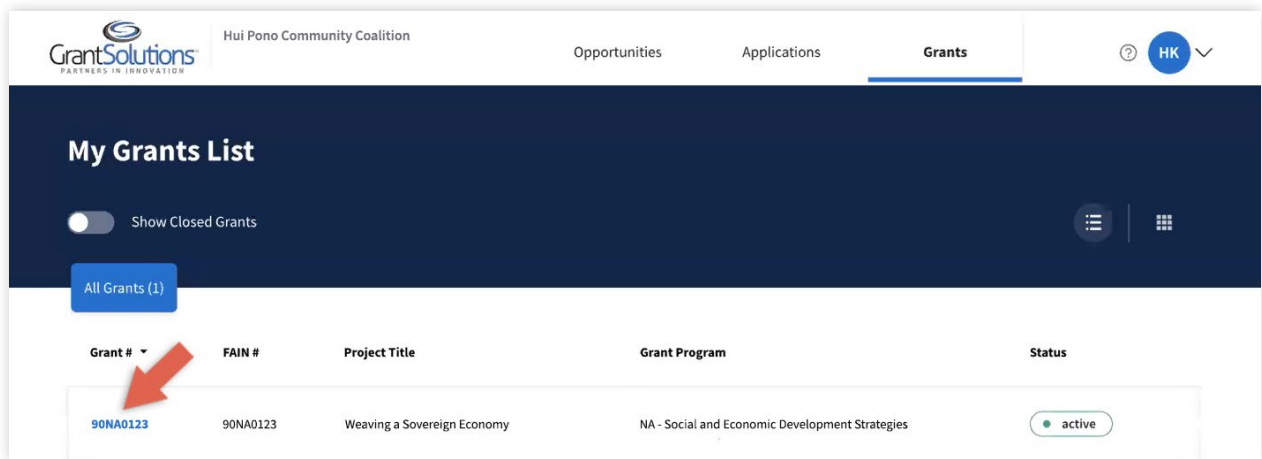


Figure: My Grants List Screen

1. Once you login to GrantSolutions, you will be taken to the "My Grants List" page. Click on the ANA grant number you would like to view.

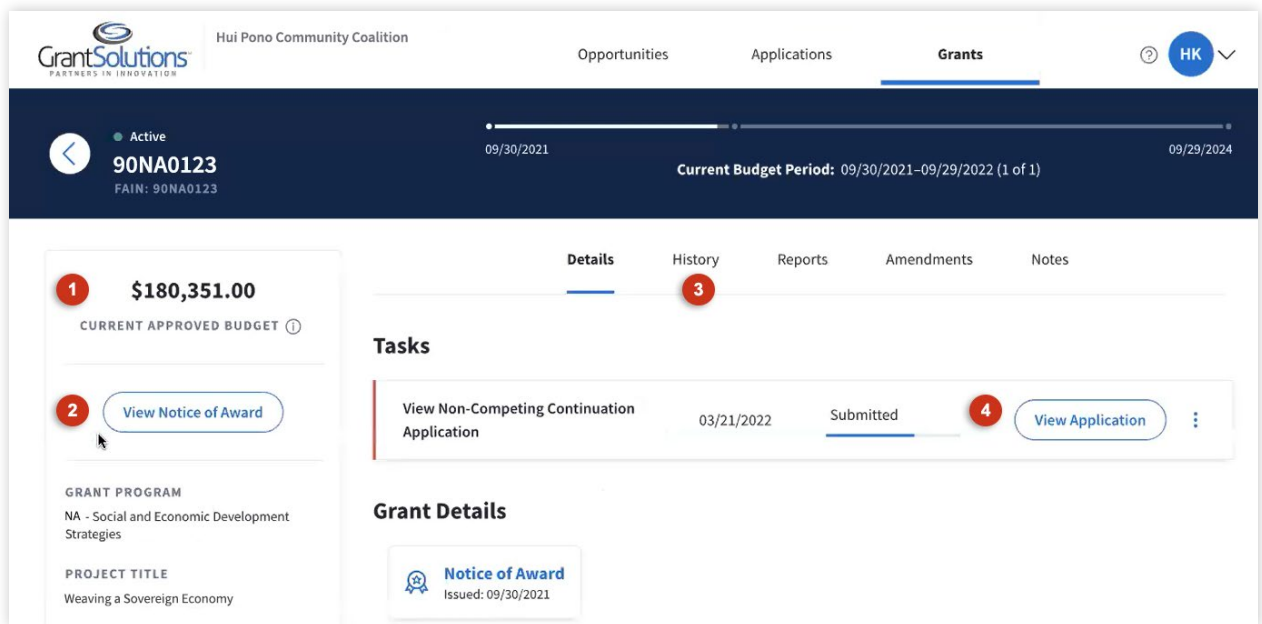


Figure: My Grants Details Screen

2. You can find the following:
 - 1) Current Approved Budget
 - 2) Notice of Award
 - 3) Grant History, (Financial) Reports, Grant Amendments, Grant Notes
 - 4) View your application

Take some time to get familiar with the options on this page.

Getting Help Using GrantSolutions

GRANTS TAB



Figure: Global Navigation bar with Grants tab indicator

1. The marker below the Grants tab indicates the Grants tab is currently active.

HELP CENTER ICON

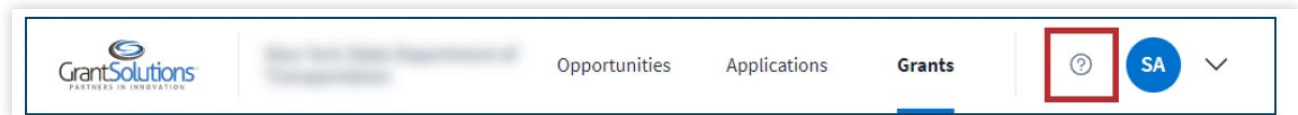


Figure: Global Navigation bar with Help Center icon

2. Click the Help Center icon to the right of the grants tab to access help and support resources.



Figure: Grant Recipient Support and Reference screen

3. Users are routed to the “Grant Recipient Support and Reference” screen.

GRANTSOLUTIONS HELP DESK

If you need additional help, contact GrantSolutions Help Desk at 1.866.577.0771 or email them at help@grantsolutions.gov.



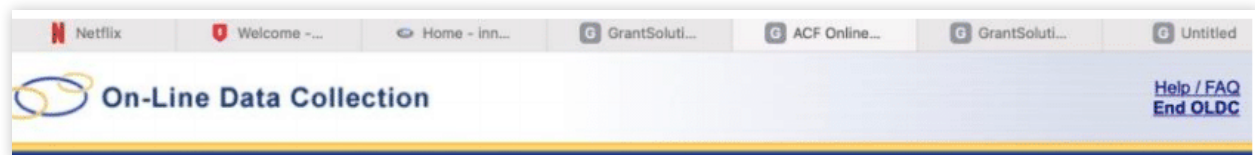
Chapter 3

Ongoing Progress Report (OPR)

Accessing the Online Data Collection (OLDC) Portal

REQUESTING ACCESS TO ONLINE DATA COLLECTION (OLDC)

Did this message pop up when you tried to access OLDC?



OLDC user mapping not found for the user. Please contact User Support at 866-577-0771 or help@grantsolutions.gov.

Figure: Online Data Collection Header Graphic

This means you will need to request access first.

New grant recipients or staff will need to request access to OLDC in order to complete the required semiannual Ongoing Progress Reports (OPR). Below are the instructions for filling out the **Request for Online Data Collection Access** form.

Read all instructions at the top of the form before filling it out.

OLDC Request Form

PERSONAL INFORMATION

First Name:	<input type="text"/>	Middle Initial:	<input type="text"/>
Last Name:	<input type="text"/>		
Title*:	<input type="text"/>	Phone Number:	<input type="text"/>
Street Address:	<input type="text"/>	State:	<input type="text"/> Zip: <input type="text"/>
E-Mail Address:	<input type="text"/>		
Browser Name (e.g. Internet Explorer, Netscape, Firefox):	<input type="text"/>	Browser Version (e.g. 4.0.1):	<input type="text"/>

*Required for person with the role Certify with Signature Authority

Figure: Online Data Collection Header Graphic

1. Fill in the Personal Information section. This should include information for the person who is requesting access to OLDC.

Person Type (Please select one): Federal (ACF Federal Staff) Contractor (ACF Contractor) Non-Federal (Grantee Staff)

Do you currently have an OLDC account? Yes No

For which State(s)/Territory(s)/Tribe(s)/Grant do you need access? _____

Do you need access to all EINs associated with the State(s)/Territory(s)/Tribe(s)/Grant? Yes No

If No, please specify the necessary EIN(s): _____

Are you replacing someone or taking on responsibilities previously assigned to a co-worker? Yes No

If Yes, please complete the contact information for that person below:

First Name: _____ Last Name: _____

E-mail Address: _____ Phone Number: _____

Figure: Part 2 of the OLDC Form

2. Next, fill in the Person Type section.
 - a. For Person Type, select "Non Federal (Grantee Staff)"
 - b. For which State(s)/Territory(s)/Grant do you need access?, enter your organization/ Tribe name and your ANA grant number
 - c. The remaining questions should be answered for your situation.

For the next section you will need to refer to the following charts (Job Types and Roles) at the top of the form. The Grant Partners column of the List of Job Types will be used to fill in Column 3-Job Type of the form. List of Roles chart is used to fill out Column 4-Additional Roles.

List of Job Types	
ACF Staff	Grant Partners
C/O Grants Officer - All grant information from the Central Office Grants Specialists is reviewed by a Central Office Grants Officer. Central Office Grants Officers have the authority to review and approve the grant information of a specific program.	Grant Administrator - Person responsible for assigning roles to staff members working with a specific program or grant. May also create new users for their organization The Grant Administrator is assigned all roles available to non-federal customers.
C/O Specialist - Receives Recommendations from the Regional Grants Officers and prepares the grant for the Central Office Grants Officer.	Data Entry Person - Person responsible for entering grant report data into OLDC. The Data Entry Person is able to create and edit grant reports by default. Additional roles may be given, including Certify, Submit, and Unsubmit.
R/O Grants Officer - The authority to review and approve the grant information of a specific grantee within a particular region.	Authorized Official - Person directly involved in the processing of the grant. This might be a Financial Officer (FO) in charge of budgeting the grant, or a member of an audit team. An Authorized Official has view-only and Certify roles by default. Additional roles such as Submit may be assigned to the Authorized Official.
R/O Specialist - The authority responsible for processing the grant information of a specific grantee within a particular region.	Grant Director - Manager of the grant recipient. The default roles are View-only and Certify. The Grant Director may be given other available permissions if required.
View-Only - Read and print report forms, but cannot perform any action such as data entry.	View-Only - Read and print report forms, but cannot perform any action such as data entry.

List of Roles			
Roles	Role Abbreviation	Roles	Role Abbreviation
Certify with Signature Authority	C	Delete Grant Form†	DF
Director Signature Authority	D	Revise Submitted Grant Form†	RF
Submit Grant Form*	S	Export Files from OLDC†	EX
Unsubmit Grant Form*	US	Import Files to OLDC†	IM
Add File Attachments†	AA	RO Acceptance**	RA
Create New Grant Form†	CF	CO Acceptance**	CA
Edit Existing Grant Form†	EF		

*These additional roles must be assigned to at least one person per Grant.
 ** ACF Staff Only
 † These roles are automatically assigned to the Data Entry Job Type.

Figure: OLDC Chart of List of Job Types and List of Roles Fields for the OLDC Access form Part 3

Programs:	Forms:	Job Type: (One Per Program)	Additional Roles:	Primary * Contact:	E-Mail Notification upon Submit and Unsubmit:
<input type="checkbox"/>	<input type="checkbox"/> All	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Specific Forms:				
	Form Name(s): <input type="checkbox"/>		<input type="checkbox"/>		
	Form Name(s): <input type="checkbox"/>		<input type="checkbox"/>		
	Form Name(s): <input type="checkbox"/>		<input type="checkbox"/>		
	Form Name(s): <input type="checkbox"/>		<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/> All	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Specific Forms:				
	Form Name(s): <input type="checkbox"/>		<input type="checkbox"/>		
	Form Name(s): <input type="checkbox"/>		<input type="checkbox"/>		
	Form Name(s): <input type="checkbox"/>		<input type="checkbox"/>		
	Form Name(s): <input type="checkbox"/>		<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/> All	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Specific Forms:				
	Form Name(s): <input type="checkbox"/>		<input type="checkbox"/>		
	Form Name(s): <input type="checkbox"/>		<input type="checkbox"/>		
	Form Name(s): <input type="checkbox"/>		<input type="checkbox"/>		
	Form Name(s): <input type="checkbox"/>		<input type="checkbox"/>		

* **Primary Contact** must be checked for someone who needs the Certify capability.

Figure: Part 3 of the OLDC form

3. In the Programs column, write out the complete name of the program your organization or Tribe is funded under:
 - Social and Economic Development Strategies
 - Social and Economic Development Strategies - Alaska
 - Native American Language Preservation & Maintenance
 - Native American Language Preservation & Maintenance-Esther Martinez Immersion
 - Environmental Regulatory Enhancement
4. Leave the Forms column blank.
5. In the Job Type column, select the appropriate job type listed in the Grant Partner column in the Job Type table.

NOTE

The job type you selected in step 5 may have some default roles pre-assigned. For example:

A Grant Administrator has all the roles allowed for a grantee. This is usually the Project Director (PD).

If you are the person who enters the data into the Ongoing Progress Report (OPR), then you, by default, will have roles of AA, CF, EF, DF, RF, EX, and IM. You could add US as an additional role.

The AO is usually an executive director, CEO or leader of the governing body. One of their additional roles could be D. They already have C by default.

The Grant Director is usually the compliance officer, tribal administrator or executive director. They have the role of C by default. They usually can view only, possible additional roles could be S, US

6. In the Additional Roles column, select the appropriate role listed in the Role Abbreviation column in the Role table.
7. Once you have completed the form, email to help@grantsolutions.gov. Processing time takes up to 4 business days.

To access the Ongoing Progress Report (OPR) you need to get into the Online Data Collection (OLDC) system.

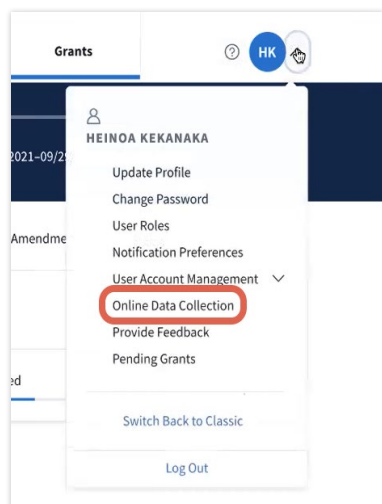


Figure: OLDC Access Link Location

1. At the top right of your grant navigation page you will see your initials in capital letters.
2. Click on the pull-down list next to it and choose "Online Data Collection." You will be taken to the Online Data Collection page.

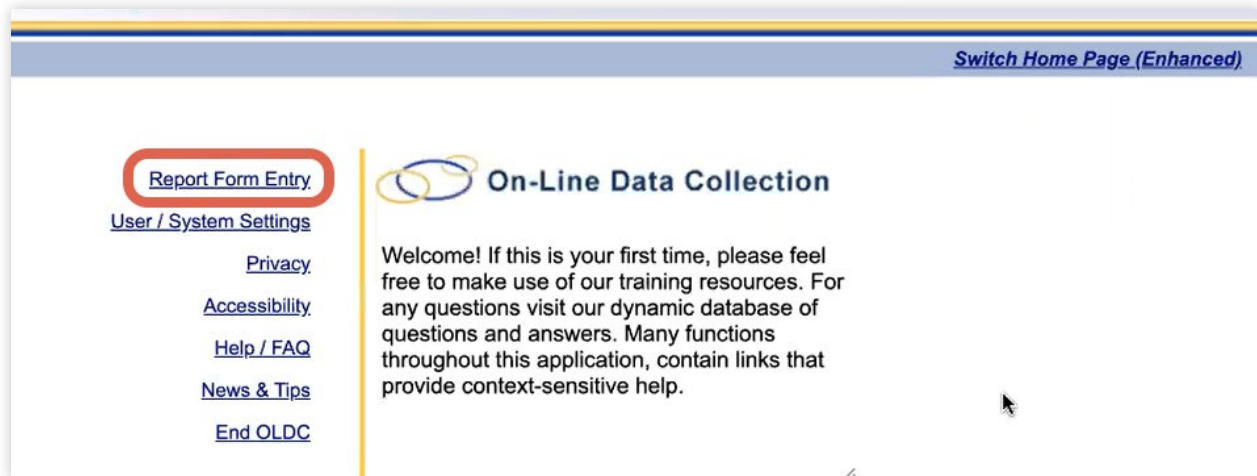


Figure: The OLDC System Homepage Screenshot

3. Click on the top entry "Report Form Entry" of the vertical link list on the left side of the screen.

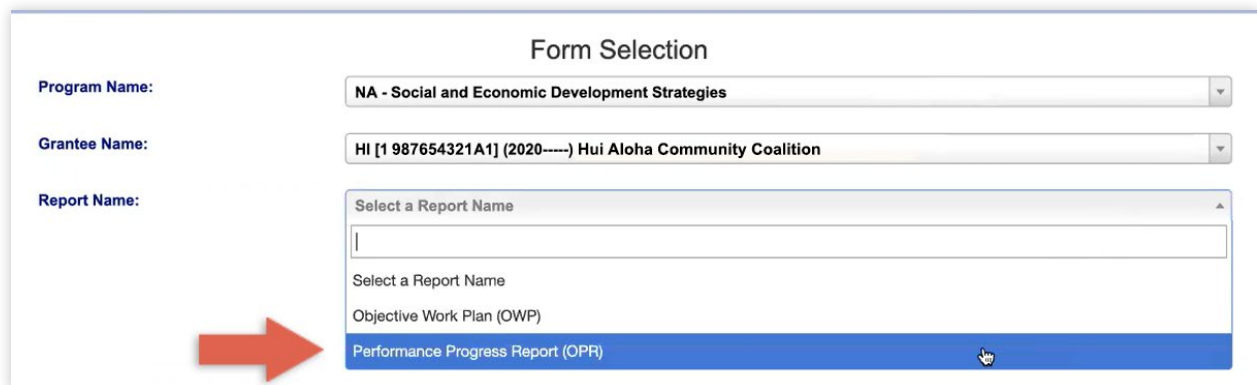


Figure: OLDC Report Form Selection Page

4. The Program Name and Recipient Name field will be automatically populated with your grant information.
5. Select the Performance Progress Report (OPR) from the Report Name field by selecting the dropdown menu and finding the correct report.

Form Selection

Program Name: NA - Social and Economic Development Strategies
Grantee Name: HI [1 987654321A1] (2020-----) Hui Aloha Community Coalition
Report Name: Performance Progress Report (OPR)
Funding / Grant Period: 09/30/2021 - 09/29/2024 NA0 (90NA0123)

Show entries Search:

Reporting Period	Type	Report Status	Due Date	Actions
04/01/2024 - 09/29/2024	Semi-Annual			+
09/30/2023 - 03/31/2024	Semi-Annual			+
04/01/2023 - 09/29/2023	Semi-Annual		10/29/2023	+
09/30/2022 - 03/31/2023	Semi-Annual		04/30/2023	+
04/01/2022 - 09/29/2022	Semi-Annual	Initialized	10/29/2022	   
09/30/2021 - 03/31/2022	Semi-Annual	Submission in Review by CO	04/30/2022	   

Figure: OLDC Form Selection Expanded

6. You will see a list of required Semi-Annual Reporting for the entire period of performance.
7. Review the list to find the correct report for the current reporting period, then
8. Select the plus icon in the far right column titled, "Actions."

NOTE

For recipients from 2024 and previous years you may see a plus sign to the right of the screen after the reporting due date, others may see a square with pencil icon. Choose the report you want to enter and press the symbol to enter the report..

9. If you have already initiated the report, you will see additional icons appear. By hovering your cursor over the icon, you will see what each one allows you to do.
10. Click the action for "Edit".

Show entries Search:

Section Name:	Perform Action:	Section Status:
ANA OPR - Cover Page	Select Action: <input type="button" value="Go"/>	Initialized
A. Objective Work Plan (OWP) Status/Update	Select Action: <input type="button" value="Go"/>	Initialized
A. Project Year 1	Select Action: <input type="button" value="Go"/>	Initialized
A. Project Year 2	Select Action: <input type="button" value="Go"/>	Initialized
A. Project Year 3	Select Action: <input type="button" value="Go"/>	Initialized
B. Staffing and Human Resources	Select Action: <input type="button" value="Go"/>	Initialized
C. Challenges	Select Action: <input type="button" value="Go"/>	Initialized
D. Financial	Select Action: <input type="button" value="Go"/>	Initialized
E. Other	Select Action: <input type="button" value="Go"/>	Initialized

Showing 1 to 9 of 9 entries Previous Next

Figure: Progress Report Navigation Page

A new page will appear with a listing of each report section after clicking the plus sign. Each section has a dropdown menu with actions that you can select, as well as a status. If you've begun the report, but have not saved anything yet, the Section Status will read "Initialized."

From the Cover Page row go to the middle column and activate the drop down by clicking the small down arrow and selecting "Edit" and the cover page will load.

Administration for Native Americans Ongoing Progress Report (OPR)

PAPERWORK REDUCTION ACT OF 1995 (Public Law 104-13) Through this information collection, ACF is gathering information to provide project information regarding Administration for Native Americans grant data. Public reporting burden for this collection of information is estimated to average 1 hours per grantee, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0452 and the expiration date is XX/XX/XXXX. If you have any comments on this collection of information, please contact Amy.Zukowski@acf.hhs.gov.

		Page: <input type="text"/>	of Pages <input type="text"/>
1. Grantee Name <input type="text"/>		2. Grant Number <input type="text"/>	
		3a. DUNS Number <input type="text"/>	
		3b. EIN <input type="text"/>	
4. Recipient Organization (Name and complete address including zip code) <input type="text"/>		5. Federal Financial Report (SF-425) Submitted to PMS? <input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Project Period Budget Period Year Covered in the Report: <input type="text"/>		Start Date: (Month, Day, Year) <input type="text"/>	End Date: (Month, Day, Year) <input type="text"/>
		7. Reporting Period End Date (Month, Day, Year) <input type="text"/>	
		8. <input type="checkbox"/> 1 st semi-annual (mid-year) <input type="checkbox"/> 2 ^d semi-annual (end of reporting period)	
9. Performance Narrative <i>attach performance narrative as instructed by the awarding Federal Agency</i>			
Project Title: <input type="text"/>			
Report prepared by: Name: <input type="text"/> Date: <input type="text"/>			
Email Address: <input type="text"/> Telephone (area code, number and extension): <input type="text"/>			
10. Other Attachments: <input type="text"/>			
11. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.			
12a. Typed or Printed Name and Title of Authorized Certifying Official <input type="text"/>		12c. Telephone (area code, number and extension) <input type="text"/>	
		12d. Email Address <input type="text"/>	
12b. Signature of Authorized Certifying Official <input type="text"/>		12e. Date Report Submitted (Month, Day, Year.) <input type="text"/>	
13. Agency use only			

Figure: OPR Cover Page

- Review the information carefully to be sure the information is accurate and fill in any blank fields before moving on.



Figure: Enlarged view of Navigation Bar

- At the top of the page, you'll see a navigation bar. Click on the "Save" button to any edits you make

13. Once you have saved your work you select “Next Section” to move on to the next page.

NOTE

The “Validate” button is used when you are finished filling in the report. Selecting Validate will check for errors.

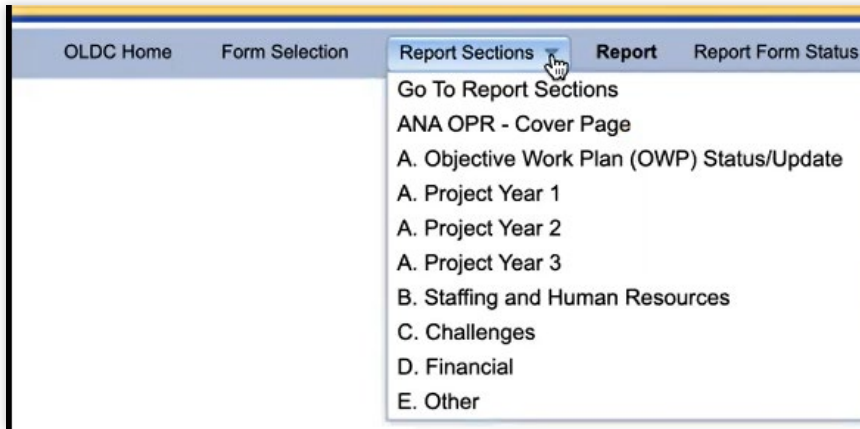


Figure: Section Navigation Screenshot

NOTE

If you need to take a break and come back to edit the OPR, you can jump to a specific report section by using the dropdown menu at the top of the webpage as shown above.

The image above shows an alternate method for navigating to the different sections of the report.

A. OBJECTIVE WORK PLAN (OWP) STATUS/UPDATE

. Please complete the tables below and include all activities, outputs, outcomes, and dates as they appear in your OWP. If you require more space, please add additional tables as necessary. In completing the ‘Status of Activity’ column please choose the status of the activity from the drop-down box below utilizing the following definitions:

- N/A this reporting period (check this box if activity is scheduled to start after this current reporting period)
- Delayed (check this box if activity is not completed by the originally anticipated end date and is still active)
- Completed (check this box if activity is complete)

Figure: Section A. Objective Work Plan (OWP) Status/Update

14. Fill in the answers to the two questions in this section.
15. Click Save on the navigation panel.
16. Click Next Section on the navigation panel.

NOTE

Remember to press the "Save" button every 15 minutes or so. The system will time out for security purposes. You don't want to lose your work.

The following several sections will ask you to report on project accomplishments, including the status of each activity with a "begin date or end date during the reporting period". Be thorough in reporting the details of your activities, quantify any activity you can. You'll also need to select whether the activity is completed, ongoing, delayed or not applicable. If you are delayed for any reason at this halfway point during the current project year, then explain why and how you intend to catch up.

Goal:
Year:

Objective 1:						
<u>Milestone Activities</u>	Describe how each activity was accomplished (or what prevented the activity from being completed). Include quantitative information (e.g. # of participants, workshops, etc).	Output(s)	Describe the status of each Output(s)	Begin Date	End Date	Status of Activity and Output(s) (see instructions above)
1.						
2.						
3.						

Objective 2:						
<u>Milestone Activities</u>	Describe how each activity was accomplished (or what prevented the activity from being completed). Include quantitative information (e.g. # of participants, workshops, etc).	Output(s)	Describe the status of each Output(s)	Begin Date	End Date	Status of Activity and Output(s) (see instructions above)
1.						

Objective 3:						
<u>Milestone Activities</u>	Describe how each activity was accomplished (or what prevented the activity from being completed). Include quantitative information (e.g. # of participants, workshops, etc).	Output(s)	Describe the status of each Output(s)	Begin Date	End Date	Status of Activity and Output(s) (see instructions above)
1.						

Figure: OWP Progress Section Year 2 Page

- Provide a detailed description of each activity you worked on during the current reporting period. Provide quantification for your work when possible. For example, 1 Writing a Business Plan class was held once a month for a total of 5 classes this period, each class had 15 attendees.

NOTE

Past years will automatically populate based on past submitted reports. You can input "Not Applicable This Reporting Period" into fields that apply to future reporting periods. Do not leave any box blank or you will have validation errors.

- Continue to click "Save" and then "Next Section"

B. STAFFING AND HUMAN RESOURCES

1. Did your PIPD and/or AOR change within the last reporting period? Yes No

a. Who is the new contact person?

2. Do you have any current vacancies, changes or turnover in project staff, consultants or contractors during this reporting period that are associated with this project? Yes No

2a. If Yes, please list any other positions that are vacant or were vacant as of 30 days prior to the end of this reporting period. Include reasons for vacancies and actions taken or to be taken to fill vacant positions.

2b. If Yes, please list affected positions, explain the reason for the change, how long the position has been open, and if the position has been filled:

3. Employment Tables

Project Funded Staffing

Please list, in the following table, all project positions required for the project and currently filled. NOTE: This will be for positions funded from the federal or non-federal budget either from staffing, consultants or other.

Position Title	Position Type (drop down menu)	Position Funding (Check Boxes)	Name of Individual	Filled by (Check boxes)	Date Job Filled	Avg. # Hours per Week	Date Job Ended (if applicable)	Did <u>position</u> exist before the project?	Will position continue after the project ends? (only for final reporting period)	Vacant?
	<u>Full time, Part time</u> Intern, Stipend, Consultant/Freelance, other	Federal, Non-Federal Both		Native, Veteran, Female						Check Box

Employment Obtained Through Project Activities

Please list, in the following table, all project positions obtained as a result of project activities such as job training, readiness, business creation or expansion, etc. NOTE: These positions are not funded by the project’s federal or non-federal funds, but by an entity outside of the project, for example partner or beneficiary organizations, etc.

Name of Individual	Position Title	Position Type	Industry (Drop down)	Filled by?	Date Job Filled	Avg. Hours per Week	Salary	Date Job Ended (if applicable)	Did position exist before the project?	Will position continue after the project ends? (only for final reporting period)
		<u>Full time, Part time</u> Intern, Stipend, Consultant/Freelance, other	Education, Construction, Government, Retail, Tourism, etc.	Native, Veteran, Female						

Figure: OPR Staffing Section

19. Answer the two questions in section B of the staffing section and provide description if required. If you have had a change in project staff, explain the reasons why.
20. Number 3 is a chart where you will fill in all staff listed and hired in the application.
 - a. Each reporting period review and update this section accordingly. Do not delete staff that have left the project just fill in the "Date Job Ended" field.
 - b. Add a new row for the replaced personnel.
21. Only projects that are increasing employability skills and/or finding jobs for participants will fill out 3a.
22. Continue to click "Save" and then "Next Section"

C. CHALLENGES

1. Did your project face any challenges during this reporting period? Yes No

2. If Yes, please describe your challenges in the table below:

Provide a description of the challenge	Did you overcome the challenge?	If <u>Yes</u> , please state how you overcame the challenge. If no, please identify your plan to address this challenge.
[Redacted]	<input type="checkbox"/> Yes <input type="checkbox"/> No	[Redacted]
[Redacted]	<input type="checkbox"/> Yes <input type="checkbox"/> No	[Redacted]
[Redacted]	<input type="checkbox"/> Yes <input type="checkbox"/> No	[Redacted]

If you have not overcome your challenge. Please reach out to your TTA Providers

For grants in the Eastern Region: <https://anaeastern.org/>

For grants in the Western Region: <https://anawestern.org/>

For grants in the Alaska Region: <https://anaalaska.org/>

For grants in the Pacific Region: <https://anapacific.org/>

Figure: Section C: Challenges

23. Select the answer to question 1.

24. If the answer to question 1 was “yes” fill out 1a by describing:

- a. any issues you have faced (you can add rows if you encountered multiple issues)
- b. whether you have overcome the challenge(s)
- c. if you were able to address your challenges, explain how you succeeded; or if you have not overcome challenges describe your plan to address the challenge(s)

25. Answer question 2 about the need for extra technical assistance.

26. If you answered question 2 “yes” please fill out question 2a by describing what you need help with.

27. Save your work and press Next Section.

NOTE	It is suggested to directly reach out to your Program Specialist or TTA Provider for immediate assistance as filling out this section does not notify ANA or TTA that you would like assistance.
-------------	--

D. FINANCIAL – work with your accounting team.

1. Did you have trouble accessing funds through the Payment Management System (PMS) during this reporting period? Yes No
2. If Yes, please explain the problem and if it was resolved:
3. If your project generated Program Income, as reported on the Federal Financial Report (SF-425), how was the program income used to support the project?

Figure: Section D. Financial

28. Answer questions 1 and 2 and the follow-on explanation if necessary, each reporting period.

E. OTHER

Please include any other information you would like to share with ANA regarding your project:

Please Note: Many of the questions in this form ask for a “total number” of people as well as a “new number.” The total number refers to all of the people that participated in a particular activity, whereas the new number refers to the individuals that were participating in the project for the first time and had not been counted before. For example, if a total of six individuals completed training X, but two of those individuals had already completed previous training(s) during the project, then the number of *new* people that completed training X would be four.

Figure: Section E: Other

29. In the last section, you will have the opportunity to share any other information about your project activities during the reporting period that the OPR did not already capture. This might include success stories, staff recognition, and anything else you’d like ANA to know.
30. ANA would like to feature your project’s accomplishments. Once a year please attach pictures with their photo release form on the Cover Page in 10. Other Attachments.
31. In Section E, provide a brief summary of the milestone or event depicted. Also tell ANA why this was so important to the project.

NOTE

You do not have to wait until the reporting period to share about your project. You can email the pictures, photo releases and description to your Program Specialist instead.

Second Semi-Annual Report

The second semi-annual OPR includes additional sections for you to report on data elements that aid ANA in their accountability to Congress. ANA reports annually to Congress on how its funding was used and the outcome the funded projects had in Native communities.

Goal:
Year:

Objective 1:						
Milestone Activities	Describe how each activity was accomplished (or what prevented the activity from being completed). Include quantitative information (e.g. # of participants, workshops, etc).	Output(s)	Describe the status of each Output(s)	Begin Date	End Date	Status of Activity and Output(s) (see instructions above)
1.						
2.						
3.						

Figure: Section A-Objective Work Plan-Use of the Expansion Tab

When completing the second semi-annual OPR, you will want to use the same steps described earlier in the chapter to access the report. Fill out all of the sections as in the first semi-annual OPR and in section A-Objective Work Plan, you will need to update the status for any activities that were listed as "On-going or Delayed" by using the expansion tab at the bottom right corner of the text box. Don't forget to update the "Status of Activity" in the last column too.

NOTE The second semi-annual OPR includes seven additional sections (Sec. F-L). In these sections you will report on the entire project year (YR1, YR2, etc.) and not just on the reporting period.

F. INDICATOR(S)

Your approved project indicator or indicators are identified below, as well as your pre-grant status (baseline measure), end-of-project target, three-year target, and means of measurement.

Indicator	Baseline	Project Year 1 Target	Project Year 2 Target	Project Year 3 Target (if applicable)	Project Year 4 Target (if applicable)	Project Year 5 Target (if applicable)	End-of-Project Target	Three Year Post-Project Target	Means of Measurement

1. For each indicator, please report on the actual change that has occurred so far. For example, if your indicator is the unemployment rate, list the actual unemployment rate at the end of the reporting period.

Indicator	Actual Change During Reporting Period

Figure: F. Outcome Tracker

NOTE In section F you will report on your progress with information collected in the outcome tracker. This section should be pre-filled in by your Program Specialist. If the blue boxes of the chart are blank please email your Program Specialist and ask to have them completed.

1. Fill out the "Actual Change during Period of Performance".

NOTE While you will be able to report on the actual change to the indicator in #1 in the white box on the page, you will not be able to submit your report if no indicator(s) is/are identified.

2. Save your work and go to the Next Section.

G. NATIVE YOUTH AND ELDER ENGAGEMENT

For each reporting period, please update the table below if any project activities occurred in which Native youth and Elders participated. This table should reflect only those activities occurring within the reporting period so that, by project’s end, all activities that took place are reflected.

1. During this reporting period, did this project provide any opportunities or activities for Native youth and Elders?

Yes No Not Applicable

1a. If yes, please complete the following table:

Title/Description of Activity	Total # of youth participating	# of <u>New</u> youth participating	Total # of Elders participating	# of <u>New</u> Elders participating

2. During this reporting period, did any of the above activities involving Elders and youth promote cultural preservation? Yes No

2a. If yes, please describe:

3. During this reporting period, has the project engaged youth in leadership development activities? Yes No

3a. If yes, please describe:

Figure: Elders and Youth Section

In section G, you will report on intergenerational interaction between Elders and Youth. Click on the appropriate bubbles then Save and go to the next section.

H. PROJECT DEVELOPMENT

1. Please identify who wrote the grant application in the table below:

Name	Title	Program Staff	Consultant	Native	Tribal Member
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Figure: Development of Grant Application

In section H, you will identify who wrote the grant. Save your work and go to the next page.

I. PARTNERSHIPS

1. For each reporting period, please update the table below. The table should reflect only those partnerships relevant to the reporting period so that by project's end all partnerships are reflected.

Name of Partner	New = Partnership Formed During the Project Pre-existing = Partnership Existed Prior to the Project	Type of Partner (drop-down menu*)	Resources Contributed to the Project by the Partner
	<input type="checkbox"/> New <input type="checkbox"/> Pre-existing		
	<input type="checkbox"/> New <input type="checkbox"/> Pre-existing		
Cumulative Total Since Beginning of Project: <input type="text"/> (This field auto-populated by the number of entries in 'Name of Partner' column)			

*Options : Federal Govt./Agency, Tribal Govt./Agency, State Govt./Agency, Nonprofit, Private Business, Individual/Volunteer, Volunteer Association/Civic Organization, School/University, CDFI, Philanthropic, Other.

Figure: Partnership Section

In section I, you will report on partnerships. Add rows for questions #1 and #2 if you have more than one partnership in place at the end of the project year.

J. COMMUNITY INVOLVEMENT AND PARTICIPATION IN THE PROJECT

1. During this reporting period, have any volunteers (unpaid individuals providing service or resources to the project) been utilized in the implementation of your project? Yes No

- 1a. How many individual (unduplicated) volunteers?
- 1b. What contribution(s) did volunteers make to the project?
- 1c. How many total hours did volunteers work during this reporting period?
- 1d. Did you count volunteers as part of your non-federal share? Yes No

2. During this reporting period, if community participation is intended as part of your project, did you achieve your proposed level of actual community participation? This may include, but is not limited to, the intended beneficiaries of the project. Yes No Not applicable

If not, why?

Figure: Community Participation Section

In section J, you will report on any community involvement that happened during the project year.

K. PROJECT BENEFITS

1. During the reporting period, what changed in your community as a result of the project? These may include expected and unexpected and intended and unintended changes as well as positive and negative changes.

2. Did this project support native-owned businesses? Yes No N/A

2a. If so, how many?

2b. Of the Native-owned businesses the project supported, what were the top 3 types of businesses by dollar amount?

Business Name	Type (eval instruction: use a one or two work descriptor)

3. During this reporting period, were any businesses created due to the project? Yes No

3.a. If yes, how many businesses?

Business Name	Type (eval instruction: use a one or two work descriptor)	Ownership Type Native, Women, Vet

4. Were any businesses expanded? Yes No N/A

4a. If yes, how were they expanded?

5. During this reporting period, did any members of your community, including project staff, complete training sponsored or arranged by the project in order to learn a new skill, gain knowledge, develop expertise, earn a credential, or otherwise obtain beneficial experience during this reporting period? Yes No

5a. If yes, please update the following table during each reporting period, as applicable. The table should reflect only those trainings occurring in the reporting period.

Name of Training or Workshop	Description of Skills or Knowledge Developed	Total # of People who Completed the Training	# of People who were Project staff	# of New People who Completed the Training	Total # of Hours to Complete Training

6. Were any ordinances, codes, regulations, or other governmental documents developed during this reporting period? Yes No N/A

6a. If yes, please update the following table, reflecting just this reporting period, as applicable.

Type of ordinance, code, or regulation (drop-down menu*)	Brief description of the ordinance, code, or regulation	Was the ordinance, code, or regulation adopted/passed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Was the ordinance, code, or regulation implemented? <input type="checkbox"/> Yes <input type="checkbox"/> No	If implemented, please explain how. If not, please explain why.
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

*Options: Environmental, Energy, Govt. Procedure, Financial, Business, Industry, Other.

7. During the reporting period, did the project create any materials or resources (e.g., curricula, training materials, translated written materials, resource guides, financial literacy guides, etc.)? Yes No

7a. If yes, please update this table, reflecting just the current reporting period, as applicable. Once a particular resource is entered, it should not be entered again in subsequent reporting periods unless a new resource was created.

Material or resource created due to the project	Type of resource (drop-down menu*)	Electronic/Technology Based? (Check 'Yes' if this is a technology based resource, such as an app for a phone or tablet, a podcast, etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No	How does this material or resource support the project's goals?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

*Options: curricula, training materials, translations, resource guides, other.

8. Does your project currently have a plan in place to secure post-project funding to continue or extend project benefits? Yes No

8a. If no, would you like ANA's help with establishing such a plan? Yes No

9. Please describe any collaboration with partners, including federal, tribal, or state partnership to continue or extend project outcomes, services, and activities in order to achieve your community's desired long-term goals after this ANA project ends. Not applicable

Figure: Native Business Section

In section K, you will report on benefits provided to your community as a result of your project. Answer each question accordingly and move to the next section of the report.

L. LESSONS LEARNED AND ADDITIONAL SUPPORT

1. Please describe any lessons learned, promising practices, innovations, etc. you think could help similar projects overcome or resolve obstacles you have encountered in the reporting period related to the success of the project.
2. Please identify support or resources that ANA could provide or arrange to help your project overcome or resolve obstacles you have encountered in the reporting period. Not applicable

Figure: Lesson Learned Section

Section L is the last section of the report and this is where you will talk about Lessons Learned during the project year you are reporting on. Once you have completed this section, click on the “Save” button and then click “Validate”. Correct any error messages that might pop up. You’re now ready to start the submission process.

NOTE

Once the report is submitted, you will not be able to make any changes. You will need your Program Specialist to release the report back to you before you can edit it.

NOTE

A blank copy of the entire OPR report can be found in Appendix 5.

Native Language, including Esther Martinez Initiative, and Environmental Regulatory Enhancement grantees also have grant type questions they will have to answer in the second semi-annual report. The questions are listed by grant type.

M. PROJECT SPECIFIC

LANGUAGE PROJECTS ONLY

1. Please identify the language(s) or language family addressed by your project

2. Please complete the following sentence by checking all that apply from the following list:

“My language project uses ANA grant funds to _____: [Select all that apply and only update if there are any changes from the previous reporting period]

- Assess or measure language fluency/proficiency
- Provide classroom language instruction
- Provide language instruction via language immersion classes
- Provide language instruction in the home
- Train language instructors
- Develop language materials
- Compile, transcribe, or analyze oral testimony or records
- Other. Please describe

3. During this reporting period, were any language surveys or assessments developed Yes No

If yes, please include blank copies with the ADC submission.

3a. If yes to Question 3, how many different surveys or assessments were developed?

3b. If yes to Question 3, how many total surveys or assessments were distributed, and how many were returned?

Distributed: Returned:

3c. If yes to Question 3, please describe the overall purpose of any surveys or assessments that were developed (for example, to assess the current number of proficient speakers, to gauge community members' interest in taking language classes, to measure progress, etc.):

4. Were language classes conducted during this reporting period? Yes No

4a. If yes, please complete the following reflecting classes conducted during this reporting period:

Proficiency Level	Total # of Classes	Total # of Class Hours	Total # of Students	Immersion?	Average Age of Students
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

*Options: novice, beginner, intermediate, advanced

4b. If the average age of language learners was between 0-6, does the project have an on-going relationship with one or more Head Start or Early Head Start programs? Yes No Not applicable

5. If instruction is part of your language project, please describe, in as much detail as possible, methods, materials, and strategies used, during the reporting period, to measure progress in language proficiency or fluency,

6. If applicable to your project, how many new youth increased their ability to speak a Native language (language proficiency) during this reporting period?

7. If applicable to your project, how many new adults increased their ability to speak a Native language (language proficiency) during this reporting period?

Figure: Project Specific

8. If applicable to your project, did any youth achieve fluency in a Native language? Yes No If yes, how many (new)?
9. If applicable to your project, did any adults achieve fluency in a Native language? Yes No If yes, how many (new)?
10. If applicable to your project, during the reporting period, have any language teachers been trained? Yes No
- If yes, please complete the following:
- 10a. How many of these teachers received training in language instruction?
- 10b. Please check the type of training that these teachers received related to language instruction (check both if applicable):
- Teacher training/professional development for language instruction
- Language acquisition for teachers
- 10c. How many of these teachers received training in an area other than instruction
- Please describe
- 10d. Did any of these language teachers receive a certification or credential as a result of training? Yes No
- 10e. If yes, what organization issued the certification or credential?
- 10f. How many language teachers received certification or a credential?

ESTHER MARTINEZ IMMERSION (EMI) PROJECTS ONLY

1. Please identify which type of EMI project this is [Note – whichever option is checked, the requirements for that particular type of EMI project will automatically pop up so that grantees have a frame of reference for question 2]: [Only update if there are any changes from the previous reporting period]

- Language Nest
- Language Survival School
- Language Restoration Program

2. Please describe in detail any obstacles or delays in meeting the requirements for the EMI language project option (language nest, language survival school, or language restoration): Not Applicable

ENVIRONMENTAL REGULATORY ENHANCEMENT (ERE) PROJECTS ONLY

1. During the reporting period did this project collect environmental baseline data? Yes No
- 1a. If yes, please describe what was learned from the data and how it will be used:
2. During the reporting period, did this project collect data to monitor environmental conditions? Yes No
- 2a. If yes, please describe what was learned from the data and how it will be used:
3. If applicable, during the reporting period how did the project result in increased capacity for the Tribe to manage its physical resources and/or the environmental quality on tribal lands?
4. Has there been any improvement in the environmental quality on tribal lands as a result of this project?
- Yes No Not Applicable To Be Determined
- 4a. If yes, please describe:

Figure: Project Specific, cont.

This section should be completed only in the final reporting period of the project and reflect the entire period of performance

End-of-Project Addendum –BENEFITS, RESULTS, AND OUTCOMES

Your program specialist will let you know where to access it and how to submit it. This is a new format for this information in 2025. It may not be available to fill out in GrantSolutions.

A. BENEFICIARIES

In the table below, please describe positive changes that have occurred in people's lives as a result of this project. In the 'Beneficiaries' column, identify whose lives have changed. These can be individuals (e.g. Jane Doe) or groups of people (e.g. tribal youth), as appropriate. If one or more of the beneficiaries listed is an individual person, please feel free to safeguard that person's identity by not listing his or her full name. In the 'Realized Benefit' column, please describe, in as much detail as possible, the positive changes that have occurred for the identified individual or group.

Beneficiary	Beneficiary type	Realized benefit(s)

* Options: Individuals, community groups, governmental agencies, organizations, other

2. Each of your objectives will be prefilled by ANA. If the information is incorrect or missing please contact your program specialist.

B. OBJECTIVE WORK PLAN – FINAL SUMMARY

Objective 1:

1. Please describe the overall progress and results and benefits that were accomplished by the end of the project.

Objective 2:

2. If applicable, Please describe the overall progress and results and benefits that were accomplished by the end of the project.

Objective 3:

3. If applicable, Please describe the overall progress and results and benefits that were accomplished by the end of the project.

C. PROBLEM STATEMENT AND PROJECT GOAL

The overall goal of this project was stated as: [*pre-loaded from OWP*]. Additionally, the problem statement in the 'Objectives and Need for Assistance' section of the grant application was identified as follows: [*pre-loaded from application*].

1. Please describe the extent to which the overall goal of the project was achieved:
2. Please describe the extent to which the condition identified or environment described in the problem statement was addressed:

D. COMMUNITY AND EXTERNAL DATA

1. What has changed in your organization and community as a result of this project?
2. What information, feedback, observation(s), input, or other data from your community was most valuable to realizing project benefits, results, and outcomes?
3. If applicable, what information, feedback, observation(s), input, or other data from ANA, other federal agencies, or others influenced project benefits, results, and outcomes?

Figure: End of Project Addendum

E. CONTINUATION/SUSTAINABILITY OF PROJECT GOALS, RESULTS, AND EFFORTS

1. If you could share any promising practices from your project with other ANA grantees, what would they be?
2. If you could do this project over again, what would you do differently? Please describe in as much detail as possible.
3. Has your project disseminated your project’s accomplishments and successes, internally and externally? Yes No
 - 3a. If yes, please describe how.
4. Please provide a detailed description of what outcomes, services, and activities you want to continue or extend after the project has ended, including any new activities intended to achieve your community’s desired long-term goals.
5. How do you intend to financially continue or extend desired project outcomes, services, and activities after this ANA-funded project ends? Please check all that apply.

<input type="checkbox"/> N/A (additional funds not required)	<input type="checkbox"/> Program income
<input type="checkbox"/> State/Territory funds	<input type="checkbox"/> Tribal funds
<input type="checkbox"/> Other grant federal funds	<input type="checkbox"/> Fundraising campaigns
<input type="checkbox"/> Private foundation grants	<input type="checkbox"/> Colleges/Universities
<input type="checkbox"/> Corporate Donations	<input type="checkbox"/> Other:
6. If applicable, what level of funding do you currently have in place to continue or extend project benefits?
 - Desired funding levels sufficient to continue or extend project benefits are in place
 - Some, but not all needed funding has been secured to continue or extend project benefits
Please describe any plans or efforts being made to secure additional resources to sustain desired project outcomes, services, and activities:
 - Still seeking needed funding, none currently in place
Please describe any plans or efforts being made to secure additional resources to sustain desired project outcomes, services, and activities:
 - No funding secured to continue or extend project benefits and no plan in place through which to obtain funds
 - Not applicable because there are no current plans to continue or extend project benefits
7. Is your organization interested in:
 - a) ANA’s project planning and development training? Yes No If yes, please describe topics of interest:
 - b) ANA’s pre-application training? Yes No If yes, please describe topics of interest:
 - c) Facilitated roundtables with organizations with similar projects for the purpose of sharing resources and continuing or extending project benefits? Yes No If yes, please describe topics of interest:
 - d) Other meetings? Please describe :

Figure: End of Project Addendum, cont.

Finalizing the Ongoing Progress Report (OPR)

Review all sections of the OPR before beginning the validation process. Any missing data or incomplete fields will result in validation errors that can prevent you from submitting your report.

Pay particular attention to Section A. OWP, you must provide a description of work performed during the reporting period. If you have activities that you didn't start on time or were contingent on another activity that was delayed, you must describe why the problem arose, when you expect to begin the work, and how will the delay affect the completion. Do not leave the description of the activity blank because you experienced challenges or delays. Explain them. A blank activity description will trigger a validation error and the system will not allow you to submit the report until the error is fixed.

VALIDATING, CERTIFYING AND SUBMITTING A REPORT IN OLDC

Validate

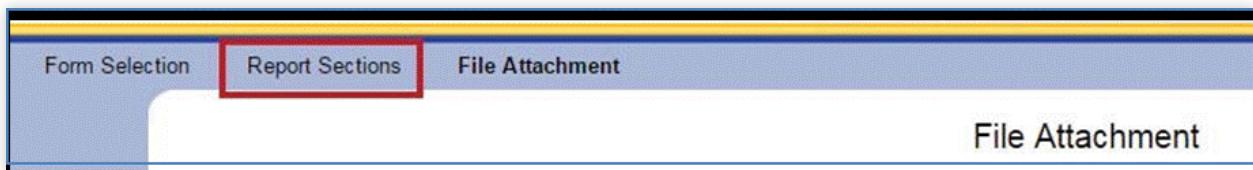


Figure Report Sections

Click the Report Sections link toward the top of the screen.



Figure: Validate Button

Once the data is entered and saved for each section, the entire form must be validated. Validate checks the form for errors and missing data. Click Validate from a section or from the "Report Sections" screen.

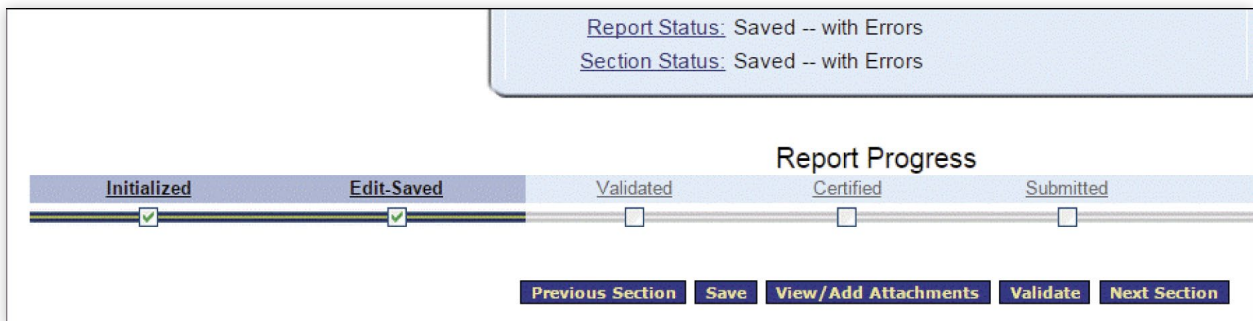


Figure: Report Progress

The screen refreshes and the status updates.

If the report status is Saved with Errors, an error message appears at the top of the Report screen. The errors must be corrected and the report revalidated. A report with errors cannot be certified or submitted.

Report Status: Saved -- with Errors
Section Status: Saved -- with Errors

Report Progress

Initialized	Edit-Saved	Validated	Certified	Submitted
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Previous Section](#) | [Save](#) | [View/Add Attachments](#) | [Validate](#) | [Next Section](#)

Error #9: [15890] 2. Describe any changes to your work plan.
[\[Goto Error\]](#) [\[Long Description\]](#)

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
 ADMINISTRATION FOR CHILDREN AND FAMILIES

**Administration for Native Americans
 On-going Project Progress Report
 (ANA-OPR)**

A. OBJECTIVE WORK PLAN (OWP) STATUS/UPDATE

1. Do you need to make any changes to your OWP? Yes No

2. Please describe any changes to your work plan and if you requested the change from the ANA office.

Figure: Go to Error

1. Click the Go to Error link to go directly to the field in need of corrections.
2. Click the Long Description link to view a description of the error.

Warning #3: [15894] Current Status of Expected Results and Benefits for Objective 1.
[\[Goto Error\]](#) [\[Long Description\]](#)

Warning #6: [16219] Current Status of Expected Results and Benefits for Objective 2.
[\[Goto Error\]](#) [\[Long Description\]](#)

Warning #9: [16220] Current Status of Expected Results and Benefits for Objective 3.
[\[Goto Error\]](#) [\[Long Description\]](#)

A. Project Year 1

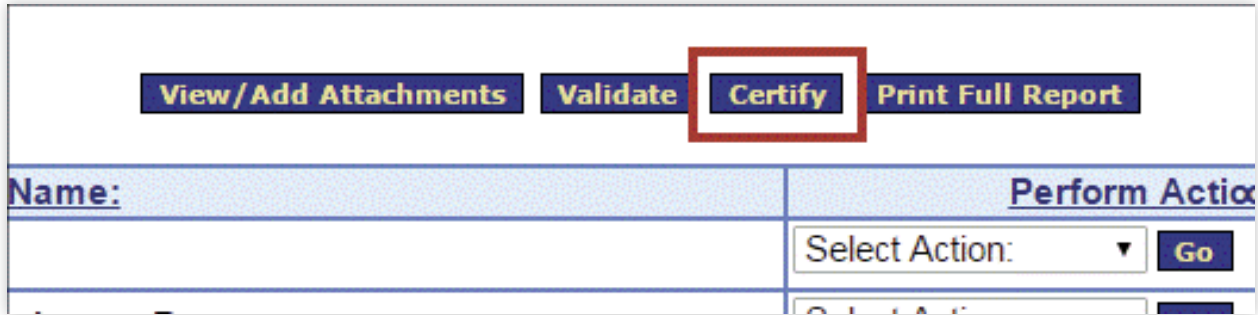
Please complete the tables below and include all objectives, results, benefits, activities and dates as they appear in tables as necessary. In completing the 'Status of Activity' column please choose the status of the activity from the dropdown menu.

Figure: Warnings

Use the same process outlined for Error Messages to correct warnings.

NOTE If the status is Saved with Warnings, the warnings should be corrected. However, a report with warnings can still proceed through the approval process (certifying and submitting).

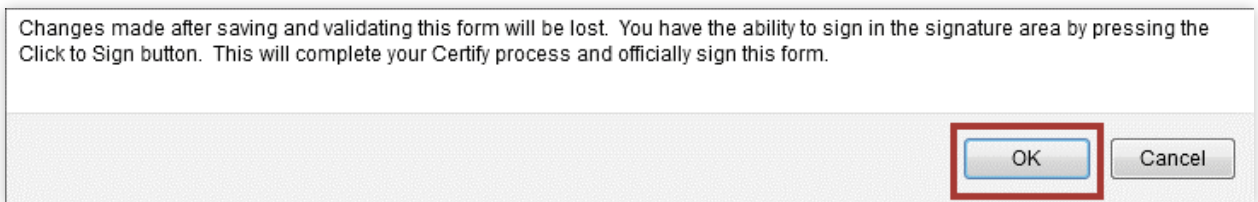
Certify



The screenshot shows a navigation bar with four buttons: "View/Add Attachments", "Validate", "Certify", and "Print Full Report". The "Certify" button is highlighted with a red rectangular box. Below the navigation bar is a table with a header row containing "Name:" and "Perform Action". The table has two columns. The first column is empty. The second column contains a dropdown menu labeled "Select Action:" and a "Go" button.

Figure: Certify Button

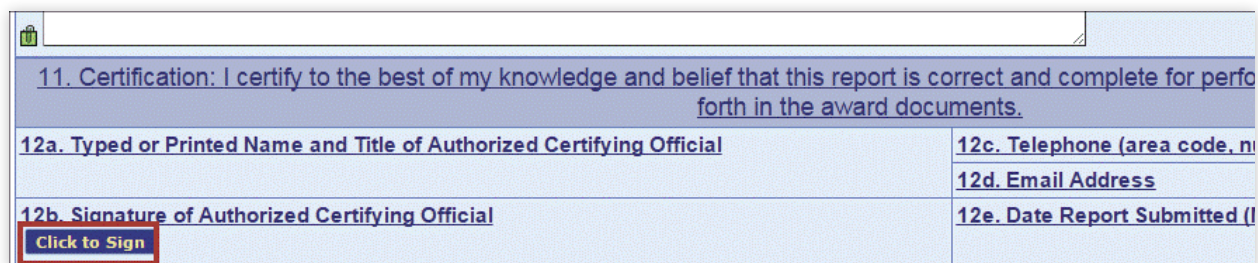
After the entire report is successfully saved and validated (no errors), the Recipient's Authorizing Official electronically signs the report. Click the Certify button from the "Report Sections" screen.



The screenshot shows a warning message in a light gray box. The text reads: "Changes made after saving and validating this form will be lost. You have the ability to sign in the signature area by pressing the Click to Sign button. This will complete your Certify process and officially sign this form." Below the message are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red rectangular box.

Figure: Changes Made Warning and OK Button

A pop-up message appears stating "Changes made after saving and validating this form will be lost. You have the ability to sign in the signature area by pressing the Click to Sign button. This will complete your Certify process and officially sign this form." Click OK.



The screenshot shows a section of the report titled "11. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance in the award documents." Below this are several fields: "12a. Typed or Printed Name and Title of Authorized Certifying Official", "12c. Telephone (area code, number)", "12d. Email Address", "12b. Signature of Authorized Certifying Official", and "12e. Date Report Submitted (MM/DD/YYYY)". A "Click to Sign" button is located below field 12b and is highlighted with a red rectangular box.

Figure: Click to Sign

The "Cover Page" section opens. In field 12b, select the Click to Sign button.

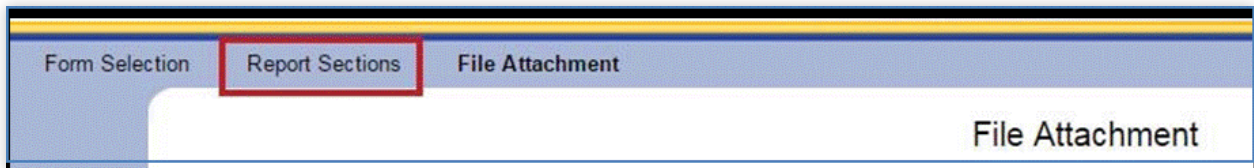


Figure: Report Sections

The screen refreshes and the status is Certified. Click the Report Sections navigation link towards the top of the page.

Submit

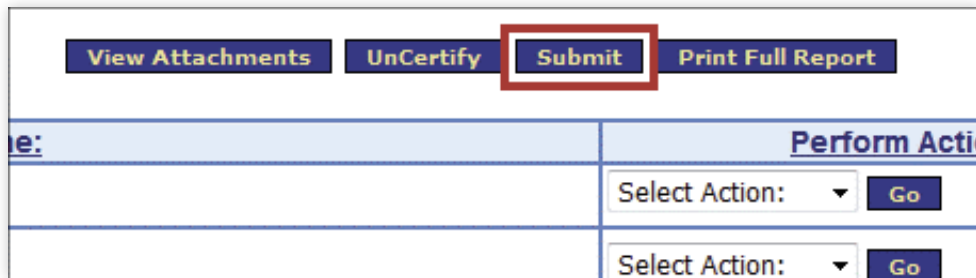


Figure: Submit Button

The last step is to electronically send the OPR to ANA. From the "Report Sections" screen, click the Submit button.

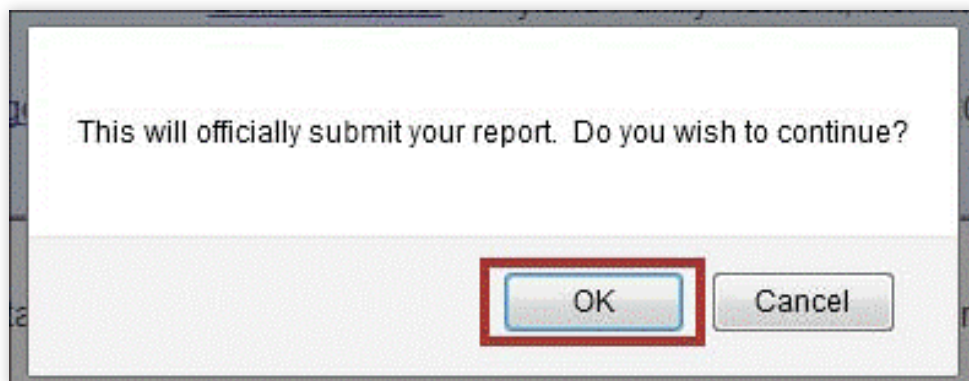


Figure: Do you wish to continue? And, OK button.

A pop-up message appears stating "This will officially submit your report. Do you wish to continue?" Click OK.

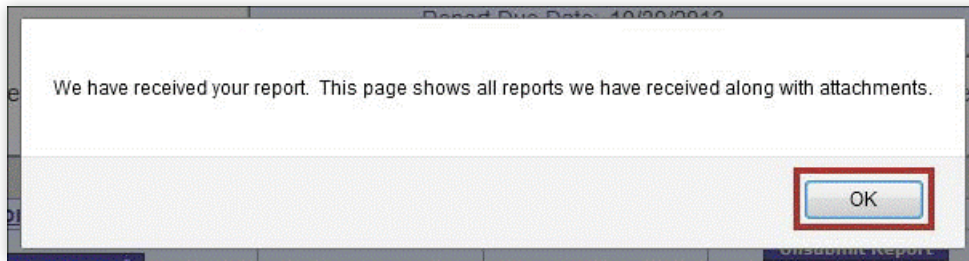


Figure: Report confirmation message and OK button

This pop-up appears to indicate that your report has been received by ANA. Click OK.

Report Form Status				
Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
View Revision # 1	Submitted	01/24/2024	Unsubmit Report	Print as PDF <input type="button" value="Go"/>
View Original	Submission Accepted by CO	01/17/2024		Print as PDF <input type="button" value="Go"/>

Figure: Report Status Submitted

The "Report Form Status" page appears and the report is in the Submitted status.

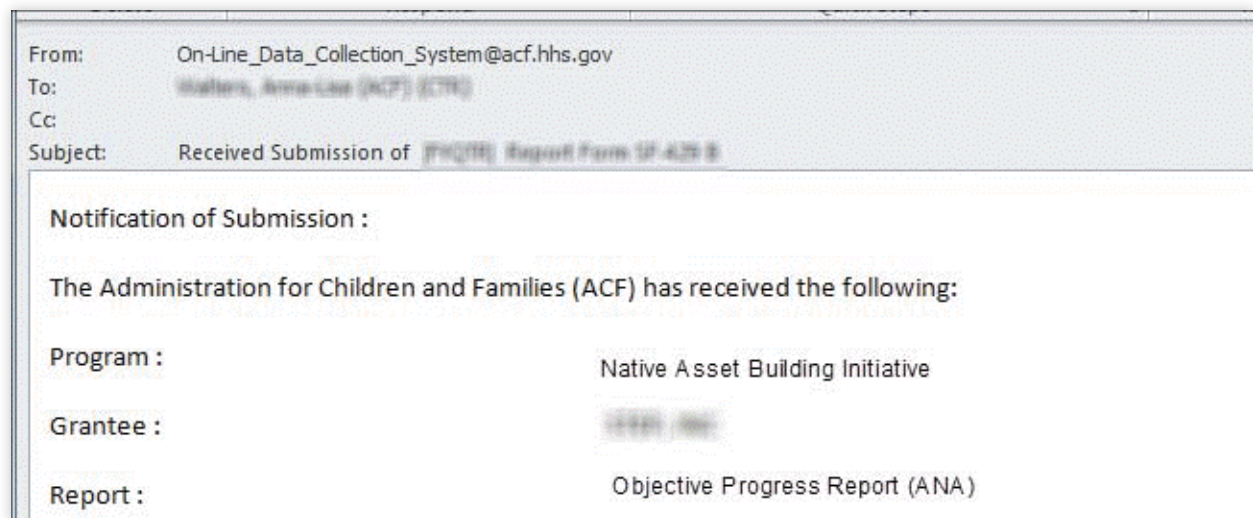


Figure: Email Notification

An email confirmation of the report submission is sent to designated grantors and recipients.

Change a Submitted Report

When a report is submitted by the recipient but is not yet In Review by ANA, the recipient may take the report back to make changes. Contact ANA if the report is already in the Review status.

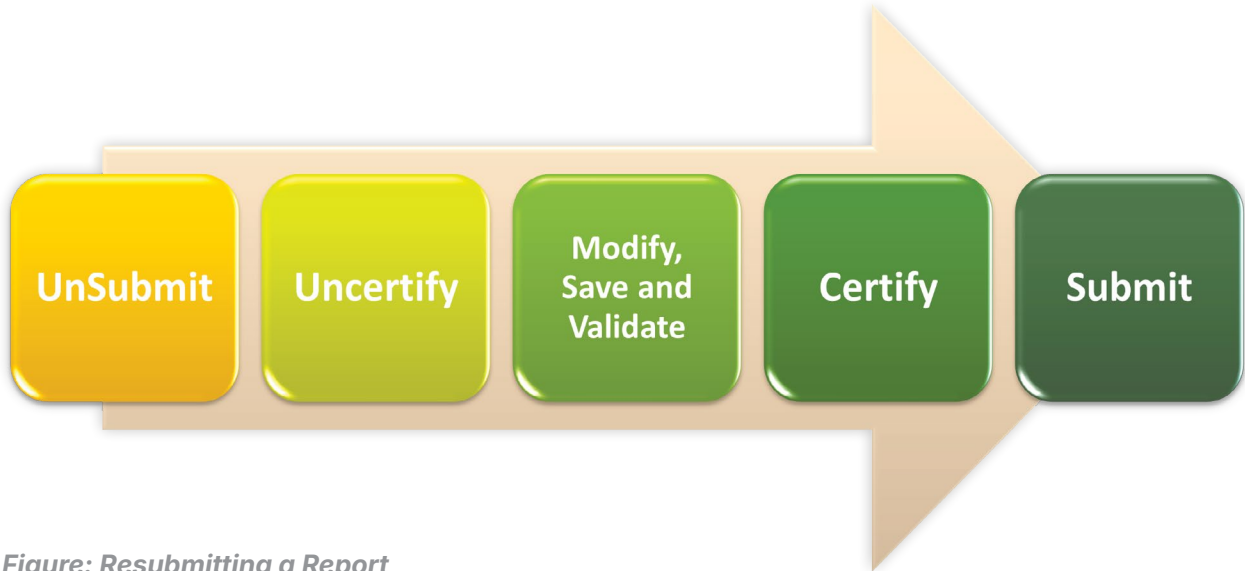


Figure: Resubmitting a Report

When a report is edited, it must be re-Validated, Certified, and Submitted to complete the process. Previous due dates apply.

NOTE

Revisions may only be created for the OPR. To request changes to the OWP, please contact ANA staff.

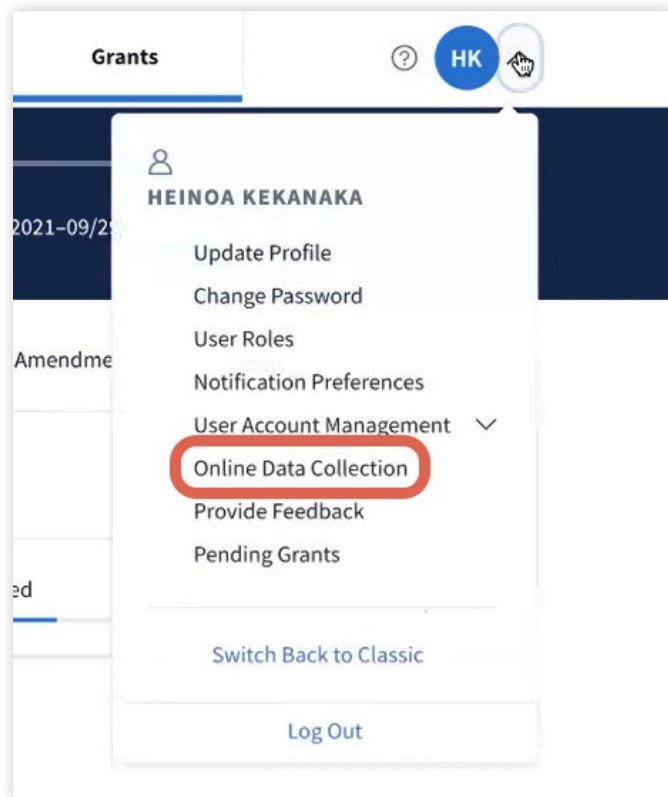


Figure: Online Data Collection

To create a revision:

1. Log into the GrantSolutions Grants Management Module (GMM) (<https://home.grantsolutions.gov/home>).
2. Click the menu Online Data Collection.

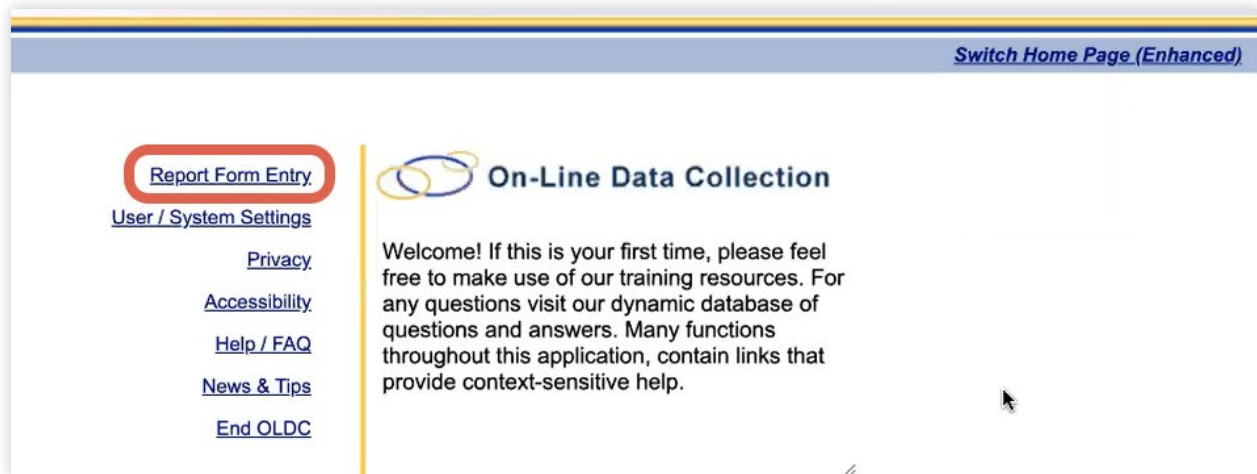


Figure: Report Form Entry

3. The OLDC "Home" screen appears. Click Report Form Entry.

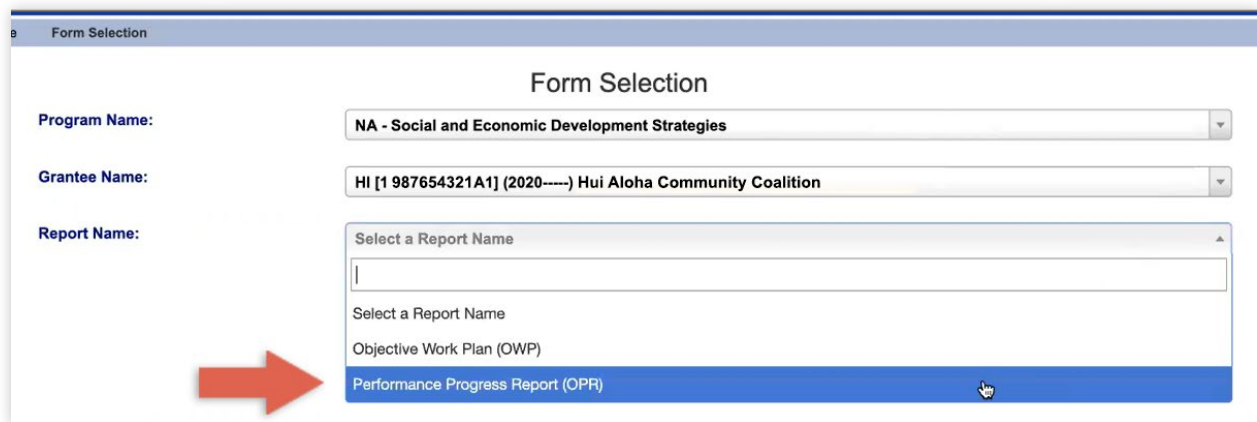


Figure: Form Selection

4. The "Form Selection" screen displays. Select the Program Name, Grantee Name, and Report Name (in that order).

NOTE Ensure the Report Status says Submission in Review by CO.

Form Selection

Form Selection

Program Name: NA - Social and Economic Development Strategies

Grantee Name:

Report Name: Performance Progress Report (OPR)

Funding / Grant Period: 09/30/2021 - 09/29/2024 NA

Show 15 entries Search:

Reporting Period	Type	Report Status	Due Date	Actions
04/01/2024 - 09/29/2024	Semi-Annual			+
09/30/2023 - 03/31/2024	Semi-Annual			+
04/01/2023 - 09/29/2023	Semi-Annual		10/29/2023	+
09/30/2022 - 03/31/2023	Semi-Annual		04/30/2023	+
04/01/2022 - 09/29/2022	Semi-Annual	Initialized	10/29/2022	
09/30/2021 - 03/31/2022	Semi-Annual	Submission in Review by CO	04/30/2022	

Figure: Form Selection Page and Selecting Edit Action

- The screen refreshes. Select the Funding/Grant Period from the drop-down list.
- Select the Report Period.
- Select the Action New/Edit/Revise Report, and then click the Enter button.
- The "Report Sections" screen opens. The screen appears exactly like the original report. However, the report name now also includes the Revision number. The submission of a Revision follows the exact same process as the submission of the original OPR: Initialize, Save, Validate, Certify, and Submit. If a Revision needs to be made after the due date is passed, the Federal Office may need to submit on behalf of the recipient.

Report Form Status				
Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
View Revision # 1	Submitted	01/24/2024	Unsubmit Report	Print as PDF <input type="button" value="Go"/>
View Original	Submission Accepted by CO	01/17/2024		Print as PDF <input type="button" value="Go"/>

Figure: Report Submissions View Revision Button

When a Revision is submitted, the "Report Form Status" page appears. The most recent Revision is listed first in the Status table, followed by earlier Revisions, and ending with the original Accepted Report.



Chapter 4

Grant Amendments

ANA understands that recipients may need to modify their budget or other aspects of the approved grant to successfully complete their project. Making changes to a grant is done through the submission of an amendment in GrantSolutions which is approved by the Office of Grants Management (OGM) through the issuance of a new Notice of Award. Types of grant amendments include budget modifications, a change in key personnel, and a no-cost extension. However, there are some changes that can be made without submitting an amendment. Once you've determined that you need to make a change, your first step should be to email or call your Program Specialist. Provide them with detail on the proposed changes and they will let you know what your next steps are and if you should submit an amendment or not.

The next section provides a summary of actions that require prior approval from your Program Specialist before being submitted as a formal grant amendment in GrantSolutions. ACF/ANA is the OPDIV referred to in the following information. For more information, the HHS Grants Policy Statement (GPS) dated October 2025 is available at: <https://www.acf.hhs.gov/policy-guidance/hhs-grants-policy-statement>

SUMMARY OF ACTIONS REQUIRING OPDIV PRIOR APPROVAL

The reasonableness and allocability of certain costs under Federal awards may be difficult to determine. To avoid subsequent disallowance or dispute based on unreasonableness or non-allocability, the recipient may seek the prior written approval of the Federal agency (or, for indirect costs, the cognizant agency for indirect costs) before incurring the cost. The absence of prior written approval on any element of cost will not, in itself, affect the reasonableness or allocability of that cost unless prior approval is required explicitly for allowability as described under certain circumstances in the following sections:

- (a) [Section 200.306 Cost sharing](#);
- (b) [Section 200.307 Program income](#);
- (c) [Section 200.308 Revision of budget and program plans](#);
- (d) [Section 200.333 Fixed amount subawards](#);
- (e) [Section 200.430 Compensation—personal services, paragraph \(h\)](#);
- (f) [Section 200.431 Compensation—fringe benefits](#);
- (g) [Section 200.439 Equipment and other capital expenditures](#);
- (h) [Section 200.440 Exchange rates](#);
- (o) [Section 200.462 Rearrangement and reconversion costs](#);
- (p) [Section 200.475 Travel costs](#).

Below is a list of actions that require prior approval before you can proceed with implementing the change. Please check with your Program Specialist first when trying to determine if you need to complete a formal amendment. For a list of items requiring prior approval, please see [45 CFR § 75.407](#).

OPDIV PRIOR APPROVAL IS REQUIRED FOR THE FOLLOWING CIRCUMSTANCES:

Alterations and Renovations (A&R)

Alteration and Renovation (A&R): involves changing the inside or features of a facility or installed equipment to enhance its current use or adapt it for a new purpose. It can include improvements, remodeling, or modernization but is different from construction or major permanent upgrades. (GPS)

Additional ACF Policy Clarification: HHS characterizes A&R projects as “minor” or “major”, depending on the type of activity proposed, the cost of the project, and whether it meets or exceeds the major renovation threshold (if applicable). Note: there may be areas of overlap, e.g., a re-budgeting action that causes a minor A&R project to become a major A&R project, which is unallowable under ACF programs that do not have real property authority.

Re-budgeting into A&R costs in a single period of performance that would exceed the lesser of \$250,000 (or amount specified by the OPDIV in Part IV of the HHS GPS) or 25 percent of the total approved budget (direct and indirect costs) for a period of performance (also see “Allowable Costs and Activities”). Any single A&R project exceeding \$250,000 (or amount specified by the OPDIV in Part IV of the HHS GPS).

Aggregate costs that would exceed the lesser of \$250,000 (or amount specified by the OPDIV in Part IV of the HHS GPS (or 25 percent of the total costs reasonably expected to be awarded by the awarding office for a period of performance (or competitive segment under programs that entertain competing continuation applications).

Budget Revisions

Significant revisions only. See Budget Modifications, the next subject in this chapter.

Change in Cost Sharing or Match

All instances

Change of Recipient Organization (Rarely requested)

All instances. Recipients must notify the awarding office of other changes in organizational status. See “Change of Recipient Organization” in the HHS GPS.

Change in Scope (Rarely Approved)

All instances. See "Change in Scope" in the HHS GPS for a discussion of the post-award changes that may indicate a change in scope: transfer of substantive programmatic work to a third party; significant re-budgeting; incurrence of research patient care costs; purchase of a unit of general- or special-purpose equipment exceeding \$25,000.

Changes in Status of PI, PD, or Other Key Personnel Named in the NOA

All instances. For PIs/PDs, replacement; absence for any continuous period of 3 months or more; reduction of time devoted to project by 25 percent or more from level in approved application. For other key personnel, substitution for named personnel. See "Change in Status, including Absence, of PI/PD and Other Key Personnel" in the HHS GPS.

Cost Principles Prior-Approval Requirements

The cost principles are listed in 45 CFR 75.420 through 75.475 explain whether which items are allowable and whether they require preapproval. All instances unless provided as an expanded authority (not available for construction, land, or building acquisition or indemnification of third parties).

Deviation from Award Terms and Conditions

All instances. Includes undertaking any activities disapproved or restricted as a condition of the award.

Equipment

Please see [45 CFR 75.439 \(b\)](#).

Foreign Component Added to a Grant to a Domestic Organization (Rarely seen)

All instances.

Need for Additional OPDIV Funding (Rarely approved)

All instances whether additional time is needed, including extension of a final period of performance of a period of performance with additional funds. See "Need for Additional OPDIV Funding" in the HHS GPS.

No-Cost Extension

All instances unless authority to approve a one-time extension of up to 12 months without a change in scope is provided as an expanded authority. See "Need for Additional Time to Complete Project- or Program-Related Activities ('No-Cost Extension')" in the HHS GPS.

Transfer of Amounts for Training Allowances (stipends, tuition, and fees) to other Budget Categories

All instances unless provided as an expanded authority to States, local governments, or tribal governments. (The training allowance does not include trainee travel, which HHS does not consider to be a trainee cost, and other training-related expenses.)

Travel

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the non-Federal entity.

Budget Modifications

In general, recipients are allowed a certain degree of latitude to re-budget within and between budget categories. These budget modifications are allowed provided they are for activities detailed in the approved OWP for that period of performance and do not meet one or more of the prior approval requirements listed below. The amount and type of changes you are proposing will dictate if you need to submit a formal amendment or not.

[45 CFR Part 75.308](#) states that written approval is required from ACF/ANA prior to recipients implementing a budget modification that does one or more of the following:

- Transfer of funds budgeted for participant support costs. Participant support costs are defined as direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees in connection with conferences, or training projects.
- Transfer or contracting out of any work under the Federal award unless described in the application and funded in the approved Federal award. This does not apply to acquisition of supplies, material, equipment, or general support services.
- Changes in the amount of approved cost-sharing or matching.
- A fixed amount sub-award as described in [75.353](#).
- The HHS awarding agency may, at its option, restrict the transfer of funds among direct cost categories or programs, functions and activities if the amount exceeds 10% or more of the total federal budget amount.
- Changes the scope of the project. For ANA's purposes, a change in scope may result from a significant alteration of the approved project activities, change in the direction of the project, the type of services delivered, the number of beneficiaries to be served, or training provided.
- Adds new line items that fall under the prior approval cost principals according.
- Results in a need for additional federal funding.

The first step should be to contact your Program Specialist, stating the reason for making the revision and the dollar amount. The Program Specialist will determine whether you need to prepare a Significant or Non-significant Revision.

If you are told you can submit a Non-significant revision, you will provide:

1. Cover letter requesting the revision, indicating the amount, and the rationale for requesting the revision
2. SF-424A
3. a line-item budget

Your Program Specialist may inform you that the cover letter and the SF-424A are sufficient and that no further action is required on your part for the budget revision. Should the Program Specialist indicate that you need to submit a Significant Revision, you will follow the steps below and upload your documents into GrantSolutions under Manage Amendments:

1. Start off by revising your approved line-item budget. Insert a column to show the changes that you are requesting and the new amounts. Make sure that you don't simply overwrite the approved amounts; you need to show your changes in a new column.
2. A new line-item budget narrative that justifies the changes to the line-item budget. Make sure to include cost calculations to show how you arrived at the new amounts.
3. A letter written on letterhead and signed by the authorizing representative. The letter should request the budget revision, state the total amount being moved, and explain the reasons for the change. If you sent a formal letter with the AO signature to your PS to determine if a full budget modification is needed you may use the same letter.
4. SF-424
5. SF-424A
6. Any additional information the recipient believes is relevant to the request (e.g., price quotations).
7. Current indirect cost rate agreement if it has changed since the budget was initially approved.

Submit your request in GrantSolutions. Refer to the GrantSolutions User Guide for detailed instructions.

NOTE

Non-Federal Share (NFS) Modifications: Requests for modifications to the non-federal share budget should be sent to your OGM and ANA Program Specialists via email. Explain the changes being made and the dollar amounts. If the change is less than the significant rebudgeting threshold, approval can be accomplished via an email approval from the Program or OGM Specialist and a Grant Note added to the file in GrantSolutions.

Change In Key Personnel

If any of the key staff identified in the Notice of Award changes during the course of the period of performance, then recipients must notify their ANA Program Specialist. A change in key staff, such as the project director, will require a grant action. In addition, written prior approval must be secured from ANA if key personnel will be absent for more than 25% of the project implementation period or more than three months. The recipient should provide the following through GrantSolutions to request the change:

1. SF-424 signed by the Authorizing Official.
2. The request for approval must be on letterhead and signed by the Authorizing Official.
3. A resolution or some official documentation showing the change must be included to change an Authorizing Official.
4. A resume of the new key project personnel to show the new individual has the qualifications. ANA does have the right to deny individuals who do not meet the qualifications for the personnel change.
5. Include a completed GrantSolutions User Account form if the individual does not already have access. Also, include a completed OLDC form if they will be working on the OPR.

Submit your request in GrantSolutions. Refer to the GrantSolutions User Guide for detailed instructions.

NOTE

Change of Authorized Official Representative (AOR). If you need to change your AOR for your organization, you will need to include a governing body resolution in addition to a request letter, GrantSolutions User Account form and SF-424.

No Cost Extension (NCE)

A no-cost extension can be requested near the close of a project to extend the grant period by up to 12 months to complete project activities. ANA awards funding to a recipient with the intention that all objectives will be completed within the approved time frame; therefore, requests for a no cost extension (NCE) must be strongly justified by the recipient to be approved.

If recipients are behind on project activities and spending, ANA can provide technical assistance during the period of performance that can help recipients overcome project challenges that are causing the delays. In exceptional cases, ANA can approve a NCE to allow recipients extra time to successfully complete the project objectives.

To be eligible for an NCE your financial reporting must be up to date in PMS and your OPRs should be current in the OLDC. Prior to submitting a request for a NCE, recipients must speak with their ANA Program Specialist. A NCE request based solely on there being unobligated balances remaining at the end of the period of performance will not be approved. If the NCE is justified and allowable, **the recipient should submit the request 45 days in advance of the project's end date.** All required reports must be up-to-date and submitted on time. In addition, the second semi-annual report must show which activities are delayed.

The recipient should provide the following:

1. SF-424
2. A letter signed by the authorizing official requesting the NCE at no cost to ANA and identifying the length of the NCE and the new period of performance end date. The request letter should address the following questions:
 - a. Why is the extension needed?
 - b. What objectives and activities were not completed?
 - c. How do they plan to complete the incomplete activities?
 - d. Will they be using un-obligated funds from the period of performance in the NCE period? If so, how much?

Submit your request in GrantSolutions. Instructions for submitting amendments are found in the next section.

NOTE

You will be required to continue required semi-annual reporting during your extension period. GrantSolutions will add the new report(s) to OLDC. If you do not see the added reports in your Reports list in OLDC, please contact your Program Specialist right away.

NOTE

Prior to submitting any grant amendment, or for questions on a change in scope or supplement, recipients should contact their ANA Program Specialist. They will let you know your next steps and if you need to submit an amendment. Guidance on how to submit amendments is below.

Entering Grant Amendments Into GrantSolutions

NOTE

GrantSolutions does not notify the PS of a pending amendment in the system. It is important to always notify the PS in advance of the amendment and once it has been submitted to ensure timely processing.

The user avatar drop-down is important to managing ANA grants in GrantSolutions. You need to use it to access the classic view for GrantSolutions to get to the Grant Amendment function that works with ANA Grants. The following illustrates how to switch to the classic view.

Switch Back to Classic

In the New Experience, users can switch back to the Classic Experience of the “My Grants List” screen by clicking the Switch Back to Classic button.

1. View the user initials in the User Avatar to the right of the Help Center icon.



Figure: Global Navigation bar with user initials in the User Avatar



Figure: Global Navigation bar with User Avatar drop-down

2. To access additional user functions and personal customization options, click the User Avatar dropdown to the right of the user initials.

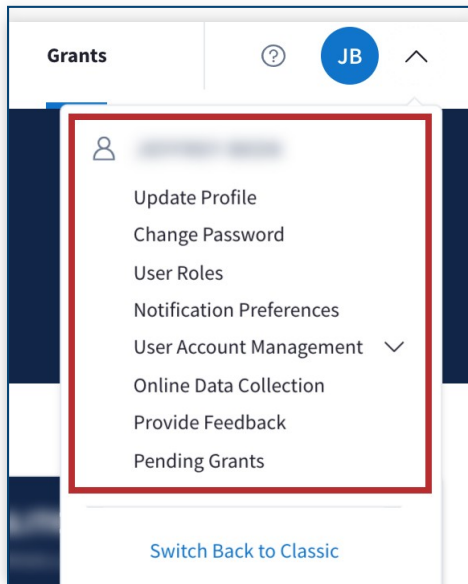


Figure: User Avatar drop-down with name and additional functions

The user's first and last name appear at the top of the drop-down, and additional functions appear in a list above.

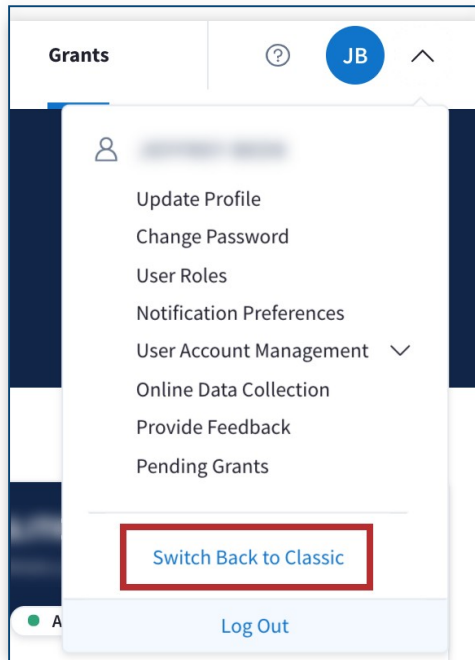


Figure: User Avatar drop-down with Switch Back to Classic button

3. Click the Switch Back to Classic button.

Start Survey

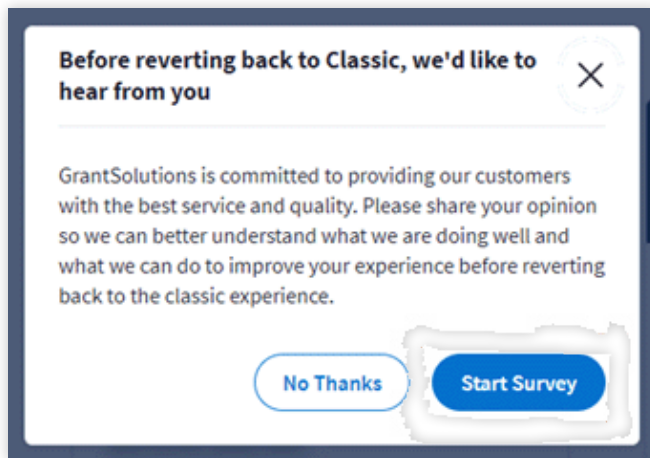


Figure: Switch Back to Classic message with Start Survey button

A window appears with the message, "Before reverting back to Classic, we'd like to hear from you."

4. Click the Start Survey button to begin the Feedback Survey for the New Experience if you would like to take the survey, otherwise select "No Thanks".

Manage Amendments - Classic Experience

An amendment is a post-award change to a grant. Recipients may initiate certain types of amendments in the GrantSolutions GMM from the “My Grants List” screen. Amendment types may include, but are not limited to change in staff, budget revisions, change in recipient address, and more.

NOTE

Contact the awarding agency for the types of amendments that can be created by a grant recipient.

My Grants List

The CoE Training Center

[Show Expired Grants](#)

Grant Number:	1Z0CMS331365-01-00	View NGA
Grant Program:	Childrens Health Insurance Program Reauthorization Act (CHIPRA)	Grant Notes
Program Office:	Centers For Medicare and Medicaid Services	Send Message
Project Title:	CHIPRA Connecting Kids to Coverage - AI/AN	History
Award Issue Date: [?]	10/02/2024	Manage Amendments
Project Period:	09/02/2014 to 09/01/2016	

Figure: My Grants List

To view amendments in progress or to initiate a new amendment, follow the below steps:

1. Scroll to the applicable grant.
2. From the “My Grants List” screen, click the link Manage Amendments.

Manage Amendments

Grant Number	1Z0CMS331365
Grantee Name	The CoE Training Center
Project Title	CHIPRA Connecting Kids to Coverage - AI/AN
Project Start Date	9/30/2024
Project End Date	9/29/2026
Last Issued NGA	11/25/2014 View NGA

Amendment #	Status	Submitted Date	Type	Budget Period	Action
(There are no Amendments found for this Grant.)					

Figure: Manage Amendments screen - New button

3. The “Manage Amendments” screen appears. All amendments are initiated and tracked from this screen. To begin a new amendment action, click the New button.

Select Amendment Type

Grant Number 120CMS331365-1

Project Period 9/30/2024 to 9/29/2026

Budget Period 9/30/2024 to 9/30/2025

Amendment Type

- Extension with Funds (Type 4)
- Extension without Funds (Type 4)
- Revision (Budget) (Type 6)
- Revision (Carryover) (Type 6)
- Revision (Change in Scope) (Type 3)
- Revision (Change of Address) (Type 6)
- Revision (Change of PI/PPD) (Type 6)
- Revision (EIN) (Type 6)
- Revision (NoA Other) (Type 6)
- Supplement (Administrative) (Type 3)
- Supplement (Programmatic) (Type 3)

Figure: Select Amendment Type screen

4. The “Select Amendment Type” screen appears. Click the radio button to the left of the desired amendment type, and then click the Create Amendment button.

NOTE

Important! The amendment types available to Recipients vary by the awarding agency. As a result, the amendment types on your screen may not match the image above.

GrantSolutions Amendment Application Control Checklist

Post Award Action: Revision (Budget)


Work In Progress (Post Award)






This is your GrantSolutions Application Control Checklist (EACC). You will use the EACC to track the status of your application.

To complete your application electronically, enter information by using the online forms and/or adding attachments (upload/mail-in). Required items are noted by the exclamation point image. If an enclosure has not been verified, a red 'X' image is displayed.

Print Application:

[Original Submission](#)

Applicant	The CoE Training Center
Grant Number	1Z0CMS331365
Application Number	(To be assigned) 
Action	Revision (Budget)
Project Title	CHIPRA Connecting Kids to Coverage - A/AN

Online Forms	Enclosure(s)	Attachment(s)	Status
SF-424 Application for Federal Assistance Version 2	Enter Online Enter Comments	N/A	
SF-424A Budget Information - Non-Construction	Enter Online Enter Comments	N/A	
Information for the Applicant	Enclosure(s)	Attachment(s)	Status
CMS Amendment Types & Guidance for Submission	View PDF View Original Version	N/A	
Program Narrative	Enclosure(s)	Attachment(s)	Status
Budget Narrative		0 Uploaded Files 0 Mail-in Items	
Additional Information to be Submitted	Enclosure(s)	Attachment(s)	Status
Cover Letter		0 Uploaded Files 0 Mail-in Items	

Amendment Package Status: Work In Progress (Post Award)

Figure: GrantSolutions Application Control Checklist screen

5. "GrantSolutions Amendment Application Control Checklist" screen appears. The checklist screen contains the following information:
 - a. Amendment Type: The type selected from the "Select Amendment Type" screen
 - b. Status: The stage of the Amendment application. Statuses include Work in Progress and Submitted
 - c. Print Application - Original Submission: Click the Original Submission link to view, print, or save a PDF of the entire application package (completed forms, attachments, etc.)
 - d. Applicant, grant, and project information: Read-only information about the award
 - e. Application Kit: The application package that includes online forms, enclosures, attachments, and form status
 - f. Verify Submission: Submit application
 - g. Close: Return to the Manage Amendment screen

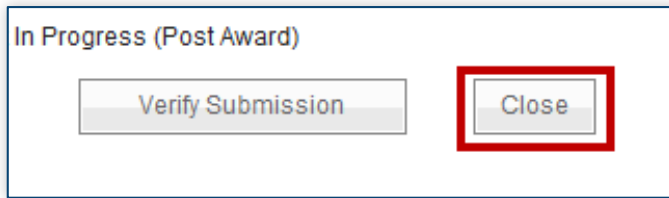


Figure: Close button

- Once an amendment is created, the status is Work in Progress. If an amendment type is selected in error, click the Close button from the bottom of the screen to return to the "Manage Amendments" screen.

Manage Amendments					
Grant Number	1Z0CMS331365				
Grantee Name	The CoE Training Center				
Project Title	CHIPRA Connecting Kids to Coverage - AI/AN				
Project Start Date	09/30/2024				
Project End Date	09/29/2026				
Last Issued NGA	10/02/2024 View NGA				
Amendment #	Status	Submitted Date	Type	Budget Period	Action
(To be assigned)	Work In Progress (Post Award)		Revision (Budget)	1 09/30/2024 - 09/29/2025	Edit Amendment Delete Amendment Grant Notes History Send Message Set Budget Period

Figure: Manage Amendments screen - Edit Amendment and Delete Amendments links

Optional: The "Manage Amendment" screen appears. Click the Delete Amendment link from the Action column to remove the amendment action. The Delete Amendment link is only active when the status is Work in Progress.

- From the "Manage Amendments" screen, click the Edit Amendment link to continue working on the amendment action.

Online Forms	Enclosure(s)	Attachment(s)	Status
SF-424 Application for Federal Assistance Version 2	Enter Online Enter Comments	N/A	⏏
SF-424A Budget Information - Non-Construction	Enter Online Enter Comments	N/A	⚠
Information for the Applicant	Enclosure(s)	Attachment(s)	Status
CMS Amendment Types & Guidance for Submission	View PDF View Original Version	N/A	⏏
Program Narrative	Enclosure(s)	Attachment(s)	Status
Budget Narrative		0 Uploaded Files 0 Mail-in Items	⚠
Additional Information to be Submitted	Enclosure(s)	Attachment(s)	Status
Cover Letter		0 Uploaded Files 0 Mail-in Items	⏏

Figure: Application Control Checklist - Application Kit (Package) section

- The "GrantSolutions amendment Application Control Checklist" screen appears. Scroll to the application kit (application package) section and enter the online forms. The forms in the kit vary depending on the Amendment type.
- To electronically complete a form in GrantSolutions click the Enter Online link for the desired form (i.e. SF-424A).

NOTE Forms vary depending on the Amendment type.

OMB Number 4040-0006
 Expiration Date 06/30/2014

SF-424A

BUDGET INFORMATION - NON CONSTRUCTION PROGRAMS

* indicates a required field.

Organization Name The CoE Training Center <small>(To be assigned)</small>	Project Title CHIPRA Connecting Kids to Coverage - AI/AN Project Period 09/30/2024 - 09/29/2026	Budget Period Start Date * 09/30/2024 End Date * 09/29/2025
--	--	--

[424A Instructions](#)

Grant Program Function or Activity (a)	ANA SEDS	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
			Federal (c)	Non Federal (d)	Federal (e)	Non Federal (f)	
1.	ANA Seds	93.638-ANA-SEDS	\$ 0.00	\$ 0.00	\$ 880,371.00	\$ 0.00	\$880,371
2.		Please select a CFDA	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00

Figure: SF-424A Online Form

- The online form opens. Enter all data. When entering dollar amounts, do not use the dollar sign (\$) or commas.

21. Direct Charges

22. Indirect Charges

23. Remarks

Save Close

Figure: SF-424A - Save button

- When done, scroll to the bottom of the screen and click the Save button.

Confirmation

Would you like to transfer your budget totals information to the SF-424 form ?

Yes No

Figure: Would you like to transfer your budget totals information to the SF-424 form message.

- (SF-424A only) – The “Would you like to transfer your budget totals information to the SF-424 form” message appears. Click Yes.
- If there are no errors, the Save Successful message appears at the bottom of the screen.

NOTE If there are problems, an error icon (red circle with white exclamation point) appears next to the cells that need corrections. To view the error text, point to the error icon with the mouse. Make the change and then click the Save button again.

Save Close

Save Successful

Figure: Close button

- Click the Close button.

Online Forms	Enclosure(s)	Attachment(s)	Status
SF-424 Application for Federal Assistance Version 2	Enter Online Enter Comments	N/A	⏏
SF-424A Budget Information - Non-Construction	Enter Online Print Completed Enter Comments	N/A	✓
Information for the Applicant	Enclosure(s)	Attachment(s)	Status
CMS Amendment Types & Guidance for Submission	View PDF View Original Version	N/A	⏏
Program Narrative	Enclosure(s)	Attachment(s)	Status
Budget Narrative		0 Uploaded Files	⚠

Figure: Application Kit

- The "GrantSolutions Amendment Application Control Checklist" screen opens. A Print Completed link appears below the Enter Online link for the form that was just saved. The Print Completed link allows the user to open or save that form as a PDF. Additionally, the status column contains a green checkmark, indicating the form was successfully saved.

Status Icon	Description
✓	In progress or completed. Unless otherwise directed, each item in the kit should have a green check mark before submitting the Amendment. Please note that a green check mark does not mean the information is correct, just that data is entered or attached.
⚠	It is recommended that you complete this item.
⏏	Not started (optional).
✗	The enclosure is not validated (Incomplete).

Figure: Status Icons

Status Column. Unless otherwise directed, each item in the kit should have a green check mark before submitting the Amendment. Please note that a green check mark does not mean the information is correct, just that data is entered or attached.

Online Forms	Enclosure(s)	Attachment(s)	Status
SF-424 Application for Federal Assistance Version 2	Enter Online Enter Comments	N/A	⏏
SF-424A Budget Information - Non-Construction	Enter Online Print Completed Enter Comments	N/A	✓
Information for the Applicant	Enclosure(s)	Attachment(s)	Status
CMS Amendment Types & Guidance for Submission	View PDF View Original Version	N/A	⏏
Program Narrative	Enclosure(s)	Attachment(s)	Status
Budget Narrative		Uploaded Files 0 Main Items	⚠

Figure: Attachments columns - Uploaded Files link

- Complete additional forms and attach any necessary files. To attach a file, locate the desired row and click the Uploaded Files link from the Attachments column.

Attachments

You may upload file attachments or specify mail-in items for the enclosure below:

Organization Name: The CoE Training Center
 Application Number: (To be assigned)
 Project Title: CHIPRA Connecting Kids to Coverage - AI/AN
 Project Period: **09/30/2024 to 9/29/2026**

Enclosure: Budget Narrative
 Number of Attachments: 0

Item	Description	Type	Review	Action
(Empty)				

Figure: Attachments screen

17. The "Attachments" screen appears. Click the Upload Attachment button.

Attachment - Upload

Organization Name: The CoE Training Center
 Application Number: (To be assigned)
 Project Title: CHIPRA Connecting Kids to Coverage - AI/AN
 Project Period: **09/30/2024 to 9/29/2026**

*Description:

*Step 1: No file chosen

Step 2: Press the attach button to have GrantSolutions upload the file. Please allow sufficient time for the file upload to complete. This will vary based upon your connection speed and the size of your file. If the file is successfully uploaded, you will be returned to the attachment list.

Figure: Attachments - Upload window

18. The "Attachment – Upload" screen appears in a new window. Enter a file description in the Description field, choose a file to attach, and click the Attach button.

Attachments

You may upload file attachments or specify mail-in items for the enclosure below:

Organization Name: The CoE Training Center
 Application Number: (To be assigned)
 Project Title: CHIPRA Connecting Kids to Coverage - AI/AN
 Project Period: **09/30/2024 to 9/29/2026**

Enclosure: Budget Narrative
 Number of Attachments: 1

Item Description	Type	Review	Action
Budget Narrative	Upload	Pending	Remove

Figure: Attachments screen

19. "Attachments" screen appears, and the attachment is visible. Click the Close button.

SF-424A Budget Information - Non-Construction	Enter Online Print Completed Enter Comments	N/A	✓
Information for the Applicant	Enclosure(s)	Attachment(s)	Status
CMS Amendment Types & Guidance for Submission	View PDF View Original Version	N/A	—
Program Narrative	Enclosure(s)	Attachment(s)	Status
Budget Narrative		1 Uploaded Files 0 Mail-in Items	✓
Additional Information to be Submitted	Enclosure(s)	Attachment(s)	Status
Cover Letter		0 Uploaded Files 0 Mail-in Items	—

Amendment Package Status: Work In Progress (Post Award)

Figure: Verify Submission button

20. The "GrantSolutions Amendment Application Control Checklist" screen appears. Once all necessary forms are completed, attachments are uploaded, and there are one or more check marks in the Status column, click the Verify Submission button.

GrantSolutions Amendment Submission Verification

You are about to submit the following application:

Applicant	The CoE Training Center
Grant Number	1Z0CMS331365
Project Title	CHIPRA Connecting Kids to Coverage - AI/AN
Action	Revision (Budget)

Online Forms
SF-424A Budget Information - Non-Construction
Program Narrative
Budget Narrative
---- (Upload) Budget Narrative

Figure: GrantSolutions Amendment Submission Verification screen

21. The "GrantSolutions Amendment Submission Verification" screen appears. Review the page to ensure all online forms are listed. Click Final Submission.

The page at <https://demo.grantsolutions.gov> says: ✕

Are you sure you want to submit this application? You may not alter any information once it is submitted.

Figure: Grant Amendment Submission Warning Message

22. The "Are you sure you want to submit this application? You may not alter any information once it is submitted" message displays. Click Cancel to return to the previous screen or click OK to continue.

Amendment Status Confirmation

Grants has marked the following application as submitted:

* Please submit signed copies of forms if you have been instructed by your program or grant office.

Office of Acquisitions and Grants Management
7500 Security Boulevard
Baltimore, MD 21244

Applicant	The CoE Training Center
Grant Number	1Z0CMS331365
Project Title	CHIPRA Connecting Kids to Coverage - AI/AN
Action	Revision (Budget)
Submitted Date	12/10/2014 to 01/10/2025

Application Details

Items	Item Attachments		
	Type	Date Expected	Date Received
SF-424A Budget Information - Non-Construction			
Budget Narrative			
Budget Narrative	Upload	N/A	12/01/2014

Figure: Grant Amendment Status Confirmation screen

- The "Amendment Status Confirmation" screen appears, and the Grantor receives email notification that the amendment application is submitted. Click the Application Control Checklist button to return to the now submitted application kit.

Amendment Package Status: Submitted (Post Award)

Mail-In Package Information: Office of Acquisitions and Grants Management is

Figure: Checklist screen Close button

- The "GrantSolutions Amendment Application Control Checklist" screen appears. Confirm that the status is Submitted (Post Award). Click the Close button at the bottom of the screen to return to the Manage Amendments page.

Manage Amendments

Grant Number	1Z0CMS331365				
Grantee Name	The CoE Training Center				
Project Title	CHIPRA Connecting Kids to Coverage - AI/AN				
Project Start Date	09/02/2024				
Project End Date	09/29/2026				
Last Issued NGA	10/02/2024 (View NGA)				

Amendment #	Status	Submitted Date	Type	Budget Period	Action
1Z02015001434	Submitted (Post Award)	01/10/2025 09:49:08 AM	Revision (Budget)	1 09/30/2024 - 09/30/2025	View Amendment Grant Notes History Send Message

Figure: Manage Amendment screen

25. The "Manage Amendments" screen appears. At this point, the Recipient may view the amendment application but cannot perform any actions. As the amendment progresses through the review and approval process, the status updates.
26. Once the Amendment is Submitted, the Recipient cannot make any changes. If any changes need to be made, you will forward the corrected documents to ANA staff for upload.

Assigned users with the roles Recipient Authorizing Official (AO) and Principal Investigator/ Program Director (PI/PD) for the latest issued Notice of Award and for the active project year receive email notification when an Amendment is returned.

Amendment #	Status	Submitted Date	Type	Budget Period	Action
1Z02015001434	Work In Progress (Post Award)		Revision (Budget)	1 09/30/2024 - 09/30/2025	Edit Amendment Delete Amendment Grant Notes History Send Message Set Budget Period

Figure: Manage Grant Amendment screen

The application status changes to Work in Progress and the Edit Amendment link is available.

27. Make any changes and re-submit the amendment application.



Chapter 5

Financial Management System

Payment Management System (PMS) Overview

The Payment Management System is hosted by HHS for HHS grant recipients. PMS is part of the Program Support Center for HHS and is responsible for all payment related activities from the time of award through the closeout of an ANA grant. PMS makes payments to recipients, manages cash flow and reports disbursement data to ANA and OGM. PMS also processes requests for payment and reviews the FFR-425 report (also known as the SF-425) to ensure the recipient does not have excess cash on hand.

The main purpose of the system is to serve as the fiscal intermediary between ANA and grant recipients, with emphasis on:

1. Expediting the flow of cash from the federal government;
2. Transmitting recipient disbursement data back to ANA by submitting semi-annual and annual financial reports in the PMS system; and
3. Managing cash advances to recipients.

The graphic below shows the life of a grant through PMS:

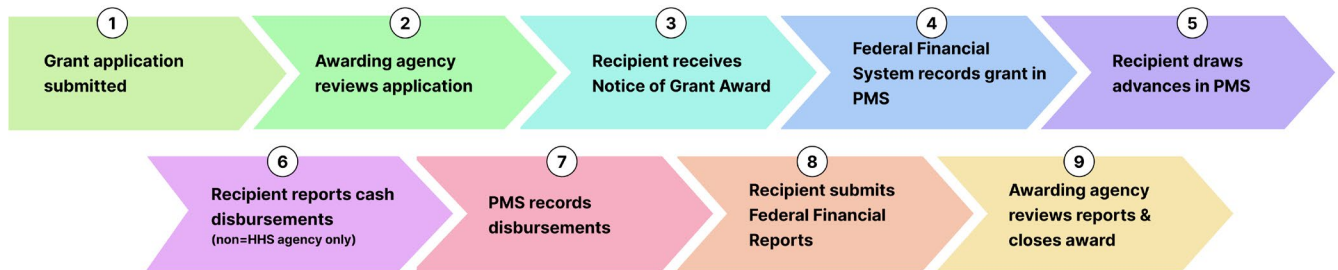


Figure: PMS Grant Life Cycle

ESTABLISHING AN ACCOUNT

You must have an ID.me account set up in order to access a PMS account.

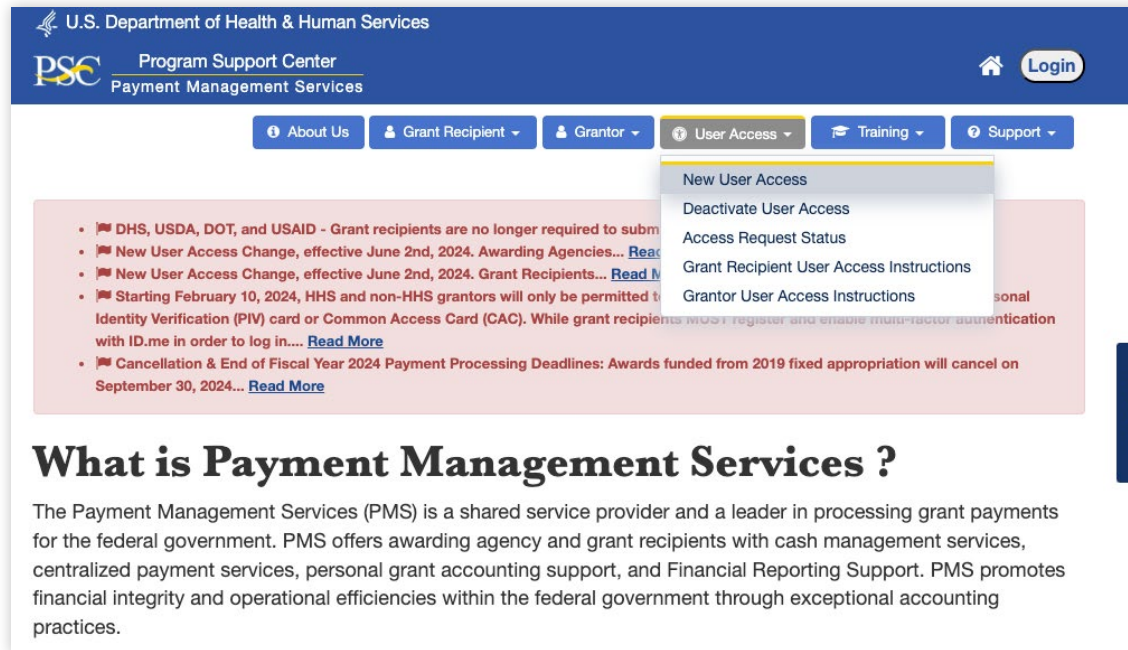
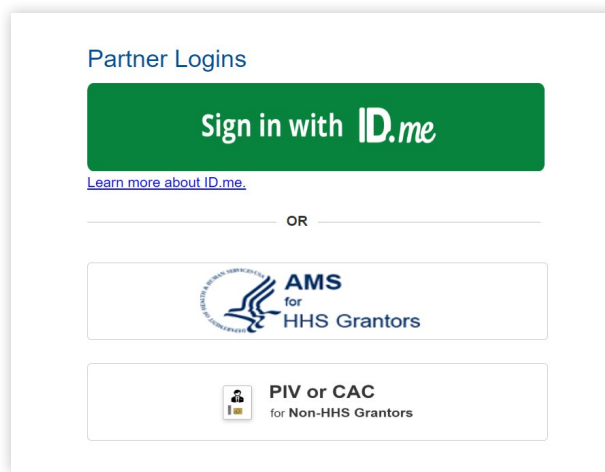


Figure: Payment Management Services focus on User Access

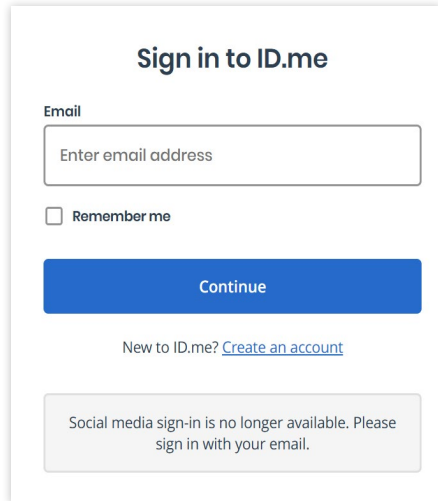
1. Go to <https://pms.psc.gov> to set-up your PMS account. At the top of the home page you will click on the "User Access" option.

5-Step Process for Setting up an ID.me Account

To access the PMS Request Access form in PMS, you will need to set up an ID.me account first. To get started, click on the "Sign in with ID.me" button.

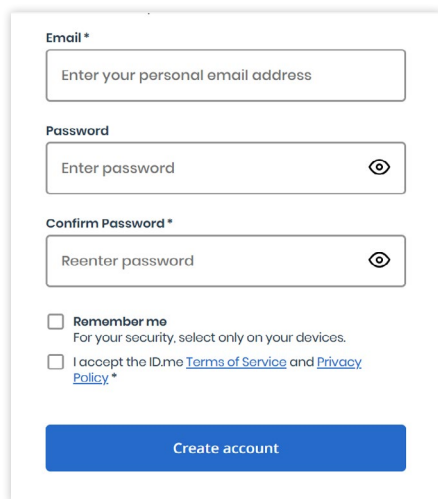


You will now see the screen below. If you have an existing ID.me account, then sign in. If you need to set up a new ID.me account, click on the “Create an account” link under the blue “Continue” button.



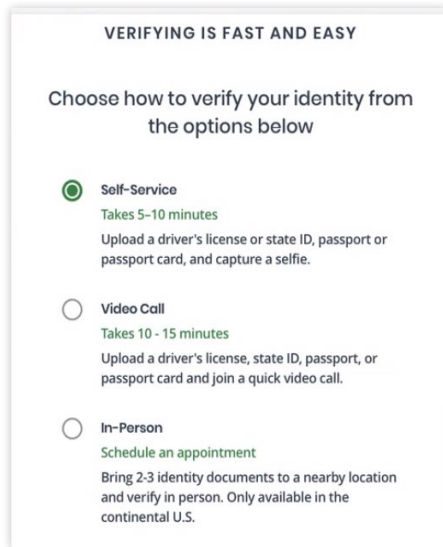
The image shows a sign-in form for ID.me. At the top, it says "Sign in to ID.me". Below that is a label "Email" and a text input field with the placeholder "Enter email address". Underneath the input field is a checkbox labeled "Remember me". A large blue button labeled "Continue" is positioned below the checkbox. Under the "Continue" button, there is a link that says "New to ID.me? [Create an account](#)". At the bottom of the form, there is a grey box containing the text: "Social media sign-in is no longer available. Please sign in with your email."

The screen below will appear. **IMPORTANT:** use an email that includes the first or last “legal” name on the valid ID you will be submitting later in this process. If your existing email address does not include your first or last “legal” name, then you will want to create a gmail account that does include this information and enter it here. Example: Legal Name on ID is Jake Smith, then email address should include “Jake” and/or “Smith”. Enter a password, then confirm it and click “Create account”.



The image shows a form for creating a new account. It starts with a label "Email *" and a text input field with the placeholder "Enter your personal email address". Below that is a label "Password" and a text input field with the placeholder "Enter password" and an eye icon to toggle visibility. Underneath is a label "Confirm Password *" and a text input field with the placeholder "Reenter password" and an eye icon. Below the input fields are two checkboxes. The first is labeled "Remember me" and has the text "For your security, select only on your devices." below it. The second is labeled "I accept the ID.me [Terms of Service](#) and [Privacy Policy](#) *". At the bottom of the form is a large blue button labeled "Create account".

Next, you will be given three options for setting up your ID.me account:



The screenshot shows a white rectangular box with a thin grey border. At the top, it says "VERIFYING IS FAST AND EASY" in all caps. Below that, it asks the user to "Choose how to verify your identity from the options below". There are three radio button options: "Self-Service" (selected), "Video Call", and "In-Person". Each option includes a brief description of the process and the time it takes.

VERIFYING IS FAST AND EASY

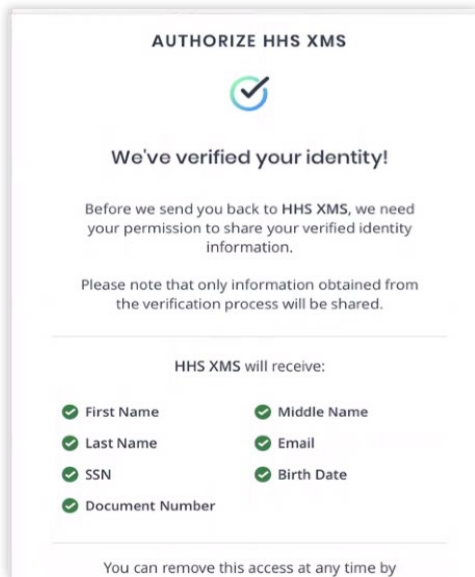
Choose how to verify your identity from the options below

- Self-Service**
Takes 5-10 minutes
Upload a driver's license or state ID, passport or passport card, and capture a selfie.
- Video Call**
Takes 10 - 15 minutes
Upload a driver's license, state ID, passport, or passport card and join a quick video call.
- In-Person**
Schedule an appointment
Bring 2-3 identity documents to a nearby location and verify in person. Only available in the continental U.S.

If you choose the "Self-Service" option (most used), the system will prompt you to take the following steps:

1. Take a photo of a valid ID (Driver's License, State ID, Passport or Passport card), front and back if applicable. Make sure the image is clear and not blurry (including your photo and the barcode), that all information is captured and that the image is not taken at an angle.
2. Now upload the photo of your ID. Your ID will be checked for authenticity and it can take up to 15 seconds to confirm.
3. Next, you will need to submit a 'Selfie'. With your phone camera, take a selfie. Make sure you are in a well-lit area and that there are no bright lights behind you. Remove any face covering including glasses, hats and/or masks. Hold your device straight in front of your face. Upload your picture/video.
4. Upload your picture/video
5. Now enter your Social Security Number

Next, you will be given three options for setting up your ID.me account:



Now you're ready to sign in with ID.me!

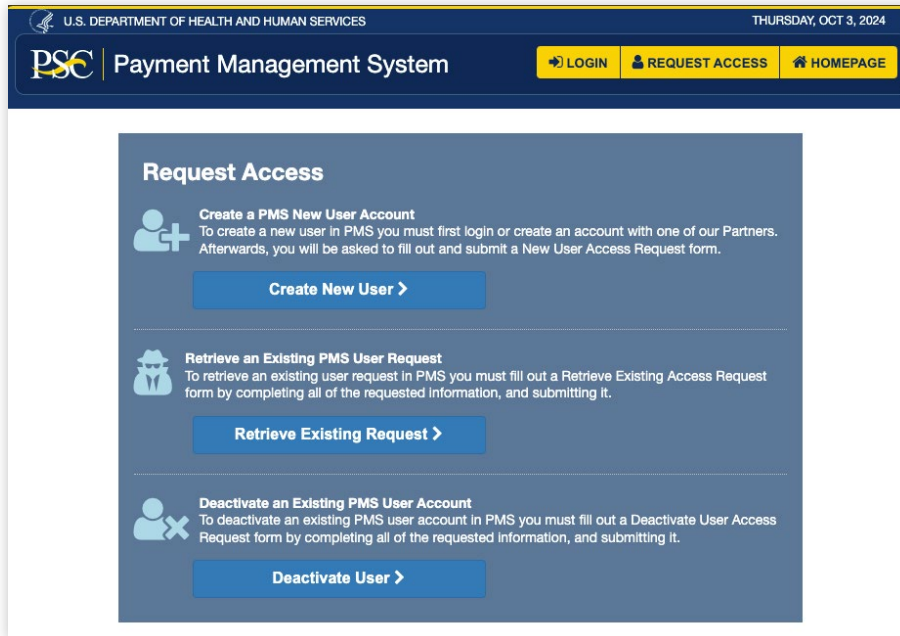


Figure: PMS Request Access

2. From the drop down list, choose "New User Access". Both the AOR and the person who will prepare the Federal Financial Report will need to request access separately.

Additional important information. A supervisor at your organization must approve the request. If you are the highest-ranking person at your organization, you would list yourself as the supervisor, and you will need to approve the request. The statement must be included in the comment section. The supervisor does not need access to PMS to approve the request. If you are locked out of the Payment Management System, and the email address in the system is incorrect, please contact your PMS Liaison Accountant for assistance.

Payment Management System New User Access Request

*User Type: Choose User Type... (dropdown menu with options: Choose User Type..., Grantee/Recipient, Awarding Agency)

Enter and confirm your Email address and "Request Verification Code" to receive a six-digit code. T

*Email Address: [text input field]

*Confirm Email Address: [text input field]

Request Verification Code [button]

*Verification Code: [text input field]

*Security Question: Choose Security Question... (dropdown menu)

*Security Answer: [text input field]

Clear Form [button] Submit [button] Cancel [button]

Figure: Payment Management System New User Access Request

- The PMS Access Request screen will appear. Fill in each field with the appropriate information of the person who will be drawing down funds/ requesting a payment. This should not be the AOR. For the "User Type", choose "Grantee/Recipient" from the pull-down list. For the "Email Address" field, be sure to use an email address you have immediate access to. A verification code will be sent to the email address you enter, once you click the "Request Verification Code" button. Once you are done filling out this section, press the "Submit" button.

Payment Management System Access Request

REQUEST DETAILS

User Type: Grantee/Recipient
User Email: heinoa@anapacific.org
Request Status: Initiated

ORGANIZATION / INSTITUTION

Select Action: Add

Organization Name	EIN/PIN/PAN	Type	Applies To All Accounts
No accounts.			

Records per page: 10 | Showing 0 to 0 of 0 entries

CONTACT INFORMATION

***Email Address:** heinoa@anapacific.org

***First Name:**

Middle Initial:

***Last Name:**

***Job Title:** ⓘ

***Address Line 1:**

Address Line 2:

Figure: Payment Management System Access Request

4. A second screen will appear. This is where you will enter the details about your organization’s contact information and the AOR. Start by filling out the Organization/ Institution section by selecting “Add” under the Select Action option.

A screenshot of a web form titled "Organization / Institution". It features a text input field for "Organization Name" with a cursor inside. Below it are three radio button options for "Organization ID Type": "EIN", "PIN", and "PAN". The "PAN" option has a small blue information icon next to it. At the bottom of the form are three buttons: "Save" (highlighted in blue), "Clear", and "Cancel".

Figure: Organization/Institution pop-up window

5. This pop-up box will appear. Fill in the grant recipient's name and choose how you would like to identify your organization by clicking one of the following: EIN, PIN or PAN. Choose the option that you know is readily accessible to you.

NOTE Fill in grant recipient's name as it appears in SAM.gov (and on the NOA). For first time users, choose PMS EIN and enter the number from your NOA under Payment System Identifier (section 3). This should be a 12-digit, alpha-numeric number that includes a "1" before your EIN number and ending with an "A1"

 A screenshot of a "CONTACT INFORMATION" form. It contains several fields, many of which are marked with a red asterisk to indicate they are required:

- *Email Address: heinoe@anapacific.org
- *First Name: [text input]
- Middle Initial: [text input]
- *Last Name: [text input]
- *Job Title: [text input]
- *Address Line 1: [text input]
- Address Line 2: [text input]
- Address Line 3: [text input]
- *City: [text input]
- *Country: Select Country [dropdown menu]
- *Zip Code: [text input]
- Do you want to override the Country Code?
- *Telephone: Country C [text input] Phone Number [text input] Ext [text input]
- *Telephone Type: Select Telephone Type [dropdown menu]

Figure: Contact Information form

6. The next section requests the contact information of the person who will be drawing down funds/requesting a payment from PMS. Again, this should not be the AOR. Fill out each field with a red asterisk with the form.

ACCESS LEVEL

Please check all that apply (please note gray checked boxes are included):

- Grantee Inquiry [i](#)
- Account Maintenance [i](#)
- Payment Requests [i](#)
- Add/Update Banking [i](#)

Federal Financial Report (FFR): Federal Cash Transaction Report (FCTR)

- View [i](#)
- Preparer [i](#)
- Certifier [i](#)

Federal Financial Report (FFR)

- View [i](#)
- Preparer [i](#)
- Certifier [i](#)

Figure: Access Level screen

7. Next you will fill out the Access Level section. If you are the Requestor, these boxes should be checked.

ACCESS LEVEL

Please check all that apply (please note gray checked boxes are included):

- Grantee Inquiry [i](#)
- Account Maintenance [i](#)
- Payment Requests [i](#)
- Add/Update Banking [i](#)

Federal Financial Report (FFR): Federal Cash Transaction Report (FCTR)

- View [i](#)
- Preparer [i](#)
- Certifier [i](#)

Federal Financial Report (FFR)

- View [i](#)
- Preparer [i](#)
- Certifier [i](#)

Figure: Access Level screen

8. If you are the AOR, these boxes should be checked.

SUPERVISOR

Enter your supervisor's name and contact information below. If you are the highest ranking person in your organization, you may list yourself as the supervisor. Once the request is submitted, the person that is listed as the supervisor will receive an email with a link that they will need to use to approve the request. The person listed as the supervisor does not need access to the PMS to approve the request.

*First Name:

Middle Initial:

*Last Name:

*Job Title:

*Telephone:

*Email Address:

Figure: Supervisor screen

9. The Supervisor section should include the AOR's information.

ADD COMMENT

Comments: 0

Maximum 1000 characters.

CERTIFICATION

I certify that the information, statements and representations provided by me on this form are true and accurate to the best of my knowledge. I understand that a willfully false certification is a criminal offense and is punishable by law (18 U.S.C. 1001).

Figure: Add Comment

10. Now you are ready to submit your request. Before you click "Submit", click the "Certification" check box then click "Submit"

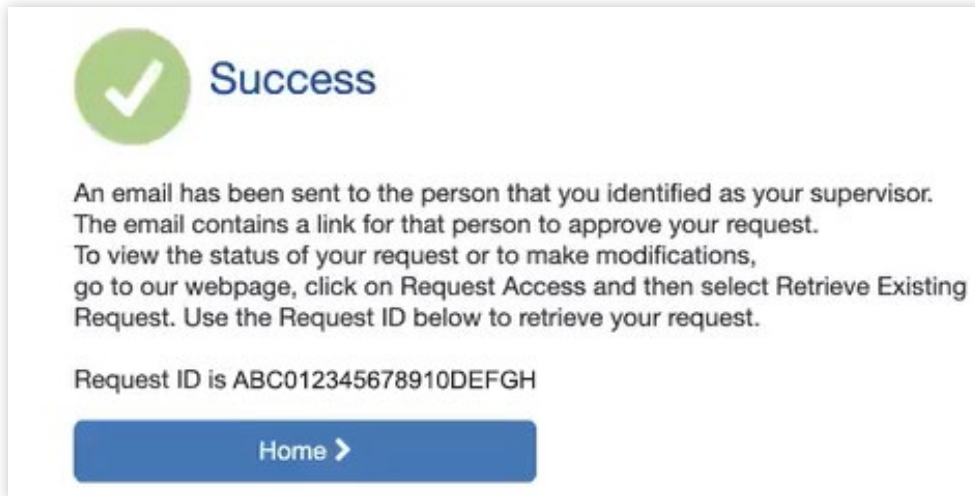


Figure: Success pop-up window

11. This message will pop up if you were successful in submitting your request to access PMS.

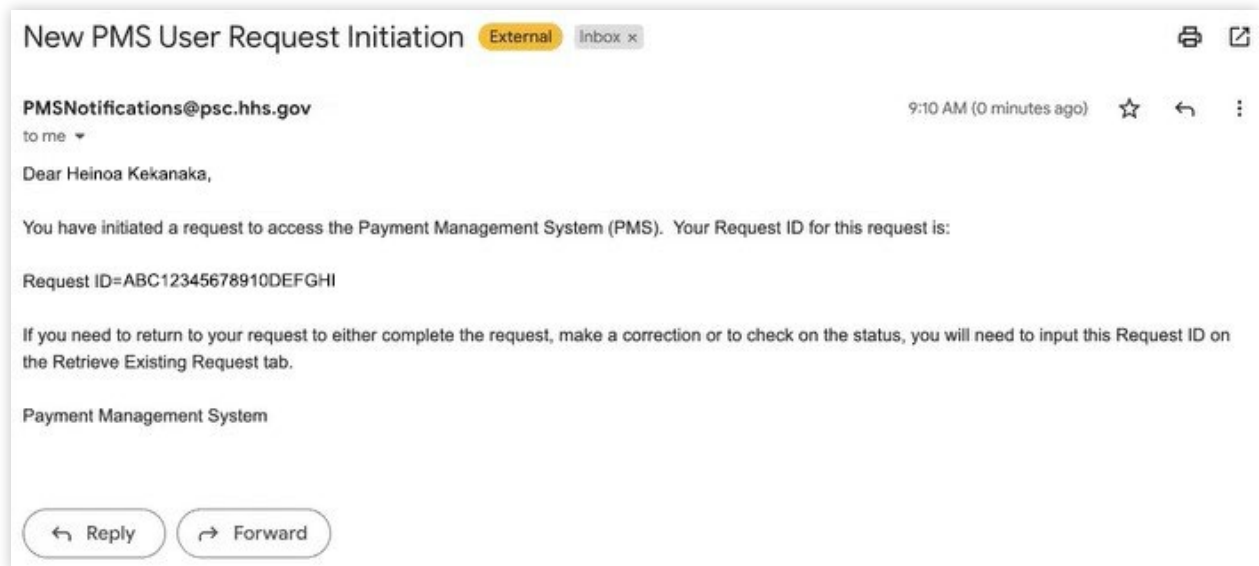


Figure: New PMS User Request Initiation email

12. Next, the Requestor will receive an email verifying the request to access PMS was successfully submitted.

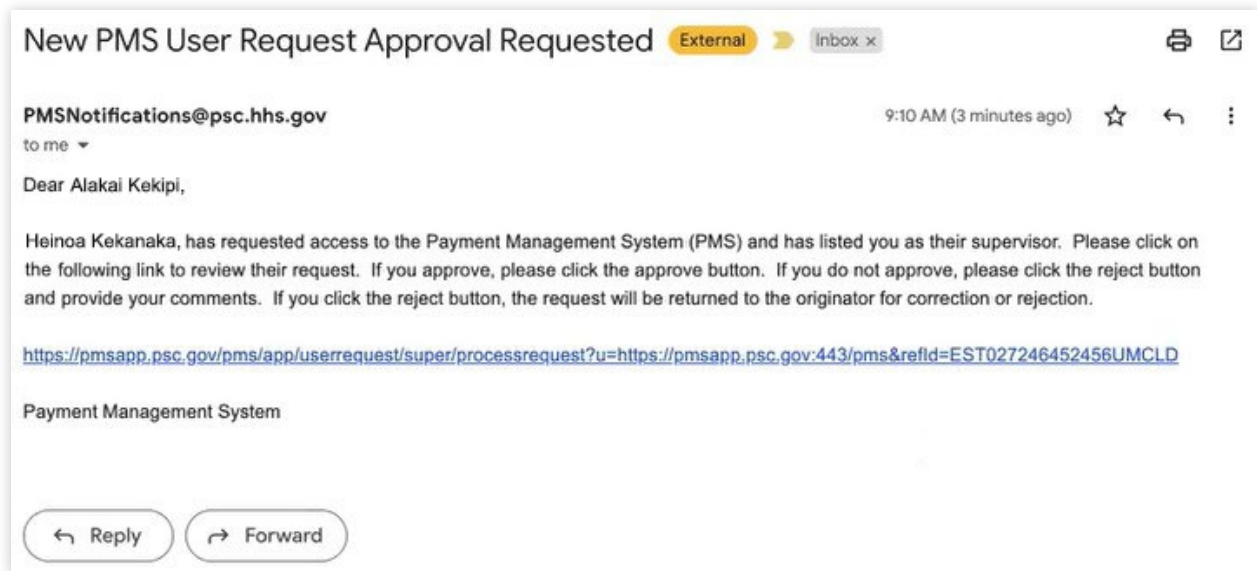


Figure: New PMS User Request Approval Requested email

13. The AOR will receive a separate email that provides a link that will allow the AOR to approve the request for access to PMS.

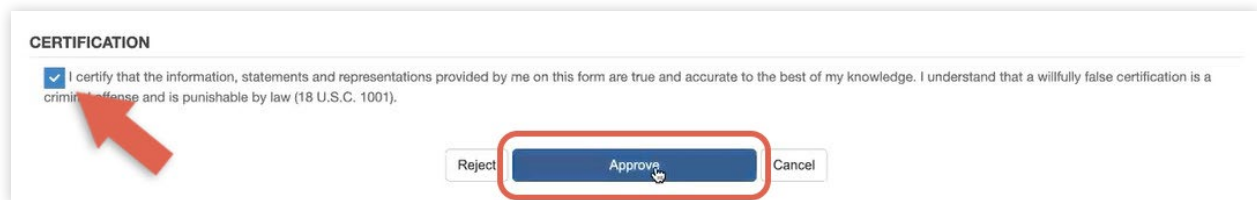


Figure: Certification Box

14. After the AOR clicks on the link provided in the email, the AOR should review the request and then click the "Certification" check box and then the "Approve" button.

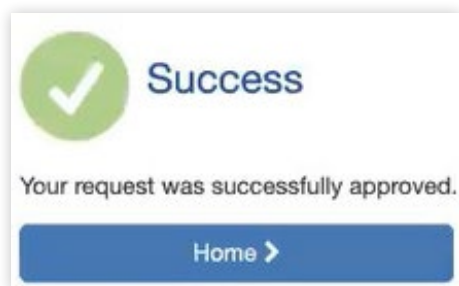


Figure: Success pop-up window

15. The AOR will see this message pop up if the request was successfully approved. At this point, you have successfully set up your PMS account. It will take up to 4 business days before you can access the PMS account. If you do not have access after 4 business days, contact the PMS helpdesk.

Checklist for setting up a PMS account

Users will need to provide information concerning their organization and to ensure separation of duties when accessing grant funds. Have the following information available before setting up your PMS account:

1. Organization's Name as listed in SAM.gov
2. EIN number as listed in section #3-Payment System Identifier of the Notice of Award (NOA). This is a 12-digit alpha numeric number (Your EIN number with a (1) in front of it and an (A1) at the end)
3. Name, phone number and email address of your supervisor - This person does not need to have a PMS account

SUPERVISOR

Enter your supervisor's name and contact information below. If you are the highest ranking person in your organization, you may list yourself as the supervisor. Once the request is submitted, the person that is listed as the supervisor will receive an email with a link that they will need to use to approve the request. The person listed as the supervisor does not need access to the PMS to approve the request.

*First Name:

Middle Initial:

*Last Name:

*Job Title:

*Telephone:

*Email Address:

4. Decide who will draw down funds and fill out the Federal Financial Report. This person should only choose the "Preparer" permissions. Please note that this person should be a staff member and not a contractor and should not be the Project Director (PD). This person should also check the "Payment Request" box. It will be up to the organization as to who will be able to "Add/Update Banking".

ACCESS LEVEL

Grantee Inquiry

Account Maintenance

Payment Requests

Add/Update Banking

Federal Financial Report (FFR): Federal Cash Transaction Report (FCTR)

View

Preparer

Certifier

Federal Financial Report (FFR)

View

Preparer

Certifier

Financial Report DOL ETA-9130

View

Preparer

Certifier

NOTE

If the Authorized Representative (AOR) is setting up a PMS account, they should only check the “Certifier” boxes in the Access Level section. The AOR should not check the “Payment Request” box but can “Add/Update Banking” if authorized.

ACCESS LEVEL

Please check all that apply (please note gray checked boxes are included):

- Grantee Inquiry [?](#)
- Account Maintenance [?](#)
- Payment Requests [?](#)
- Add/Update Banking [?](#)

Federal Financial Report (FFR): Federal Cash Transaction Report (FCTR)

- View [?](#)
- Prepare [?](#)
- Certifier [?](#)

Federal Financial Report (FFR)

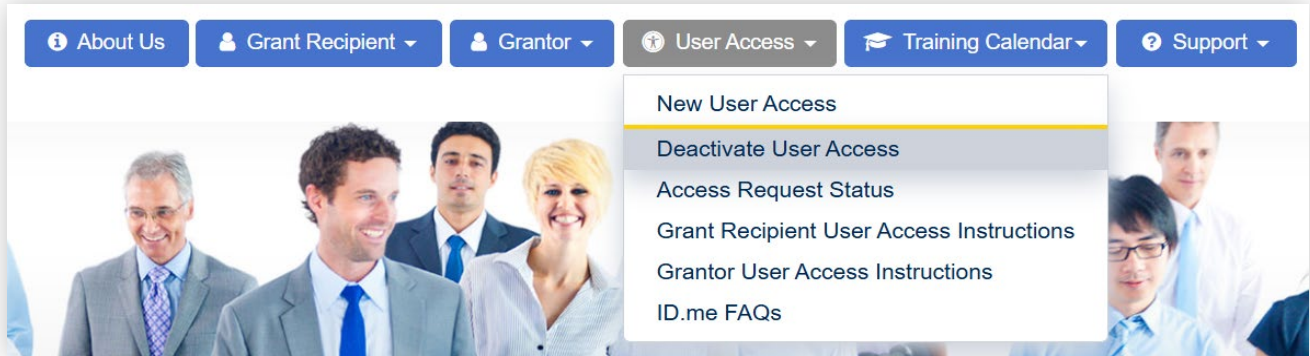
- View [?](#)
- Prepare [?](#)
- Certifier [?](#)

By having all of the items on this checklist ready before you set up your PMS account, you will be able to complete the process seamlessly.

Deactivating a PMS account

When a user is no longer associated with a recipient organization or their role no longer requires access to PMS, the user should be deactivated within PMS. Users may request to deactivate themselves, or another user may make the request on their behalf.

Go to pms.psc.gov → Click on "User Access" as shown below → Choose "Deactivate User"



Fill out the form below, click "Continue" and follow the prompts.

Payment Management System Deactivate User Access Request

***User Type:** Choose User Type...
Enter and confirm your Email address and "Verification Code" to receive a six-digit code. Then choose User Type...

***Email Address:** Grantee/Recipient
Awarding Agency

***Confirm Email Address:**

***Enter Captcha:** I'm not a robot
Request Verification Code

***Verification Code:**

***Required**

Continue Cancel

LINKING A BANK ACCOUNT TO PMS

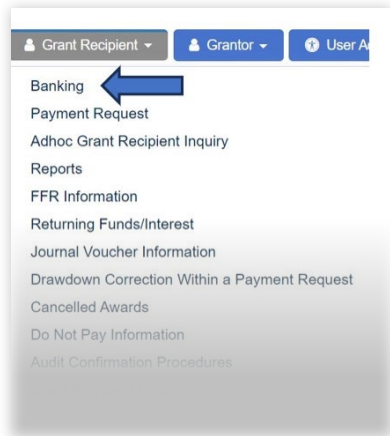


Figure: Grant Recipient DropDown Menu in PMS

The first step you will need to take to link your organization/Tribe bank account to PMS is to fill out the Direct Deposit (SF-1199A) form. To get the form, go to the PMS home page at pms.pcs.gov and click on the "Grant Recipient" tab located at the top of the page, then click on the "Banking" option.

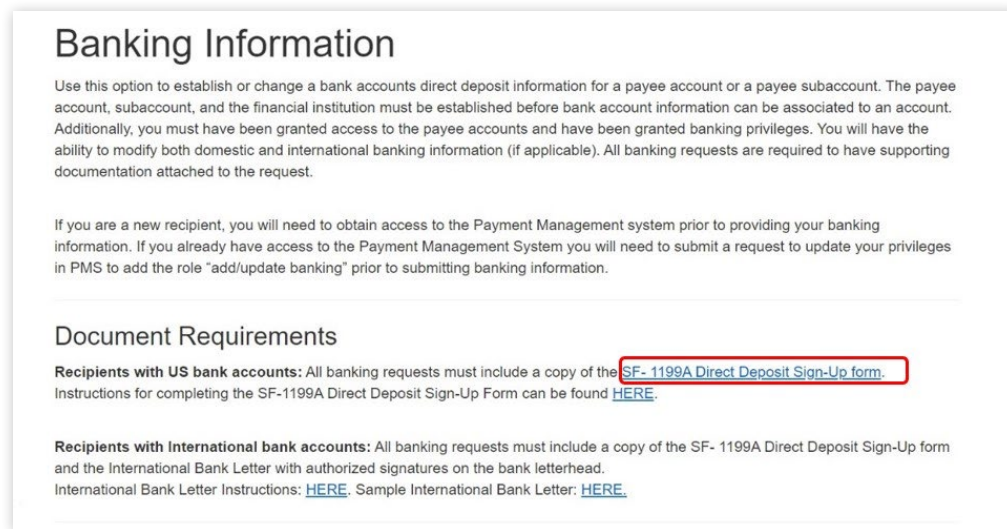


Figure: Banking Information

Scroll down to find the "SF-1199A Direct Deposit Sign-Up Form" link and click on it.

Once you have the SF-1199A form pulled up, you will need to fill out three sections. A link to instructions on how to fill out the SF-1199A form are located right under the link for the SF-1199A form of the same Banking section and can be viewed by clicking "HERE" on the website.

NOTE Fill out section one to include your organization/Tribe information. This information should match the organization/Tribe name included in the ANA application and on the SF-424 form that was submitted with the ANA application.

by Direct Deposit.

SECTION 1 (TO BE COMPLETED BY PAYEE)

A NAME OF PAYEE (<i>last, first, middle initial</i>) ADDRESS (<i>street, route, P.O. Box, APO/FPO</i>) CITY STATE ZIP CODE TELEPHONE NUMBER AREA CODE	D TYPE OF DEPOSITOR ACCOUNT <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS E DEPOSITOR ACCOUNT NUMBER F TYPE OF PAYMENT (<i>Check only one</i>) <input type="checkbox"/> Social Security <input type="checkbox"/> Fed. Salary/Mil. Civilian Pay <input type="checkbox"/> Supplemental Security Income <input type="checkbox"/> Mil. Active <input type="checkbox"/> Railroad Retirement <input type="checkbox"/> Mil. Retire. <input type="checkbox"/> Civil Service Retirement (OPM) <input type="checkbox"/> Mil. Survivor <input type="checkbox"/> VA Compensation or Pension <input type="checkbox"/> Other (<i>specify</i>)				
B NAME OF PERSON(S) ENTITLED TO PAYMENT C CLAIM OR PAYROLL ID NUMBER Prefix Suffix PAYEE/JOINT PAYEE CERTIFICATION I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.	G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (<i>if applicable</i>) <table style="width: 100%; border: none;"> <tr> <td style="border: none;">TYPE</td> <td style="border: none;">AMOUNT</td> </tr> <tr> <td style="border: none;"> </td> <td style="border: none;"> </td> </tr> </table> JOINT ACCOUNT HOLDERS' CERTIFICATION I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.	TYPE	AMOUNT		
TYPE	AMOUNT				
SIGNATURE DATE SIGNATURE DATE	SIGNATURE DATE SIGNATURE DATE				

Figure: Direct Deposit Form Section 1

Filling out Section 1:

1. (A) Name of Payee - Type or Print your Organization's/Tribe Name, Address, and Telephone Number just as it appears on the checking account. Do not enter an individual's name in this block. Forms containing whiteout or any alterations to the payee name are unacceptable.
2. (B) Name of Persons Entitled to Payment - Leave it blank.
3. (C) Claim or Payroll ID Number -This is your organization's/Tribe 12-digit Entity Identification Number (EIN) or your organization's/Tribe 9-digit Tax Identification Number (TIN). If you are an international organization and do not have a TIN/EIN leave this field blank.
4. (D) Type of Depositor Account - Check type of Bank account either 'Checking' or 'Savings'.
5. (E) Depositor Account Number - Type the Account Number of your account at the Financial Institution to which the funds will be 'Direct Deposited'. Do not use whiteout or make any alterations to the account number.
6. (F) Type of Payment - Check the box 'Other' and type the name of the awarding federal agency: ACF/ANA.
7. (G) Type/Amount - Leave it blank.
8. Payee/Joint Payee Certification -The individual(s) having signature authority for the bank account must sign and date.

SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)			
GOVERNMENT AGENCY NAME Payment Management Services		GOVERNMENT AGENCY ADDRESS US. Department of Health and Human Services Post Office Box 6021 Rockville, Maryland 20852	
SECTION 3 (TO BE COMPLETED BY FINANCIAL INSTITUTION)			
NAME AND ADDRESS OF FINANCIAL INSTITUTION		ROUTING NUMBER	
		CHECK DIGIT	
		DEPOSITOR ACCOUNT TITLE	
FINANCIAL INSTITUTION CERTIFICATION			
I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 208, and 210.			
PRINT OR TYPE REPRESENTATIVE'S NAME	SIGNATURE OF REPRESENTATIVE	TELEPHONE NUMBER	DATE
Financial institutions should refer to the GREEN BOOK for further instructions. THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE.			Reset
GOVERNMENT AGENCY COPY			1199-207

Figure: Direct Deposit Form Section 2 and 3

Filling out Section 2: This section should be pre-filled on the downloaded form. If you find this section blank then include the following:

1. Government Agency Name – Payment Management Services
2. Government Agency Address:
US. Department of Health and Human Services
Post Office Box 6021
Rockville, Maryland 20852

Filling out Section 3: To be completed by the Financial Institution. You will want to print the form out before taking it to your banking institution as wet signatures are required:

1. Name and Address of Financial Institution - Provide the name and address of the Bank.
2. Routing Number - Provide the Financial Institution's Routing Number
3. Depositor Account Title -The depositor account title must be filled in and should match the payee name.
4. Financial Institution Certification - The bank's representative must sign the form (wet signature required) and provide a telephone number for contact purposes.
5. Once the form is completed, you will upload the form in PMS with the rest of your banking information. Instructions for uploading to follow.

Now you are ready to link your bank account to PMS.



Figure: Advanced Menu on the PMS Webpage



1. Go back to the PMS home page  (pms.psc.gov) and Login if you haven't done so already.
2. After you are logged in, select the "Menu" icon  at the top left of the page.
3. Then choose the "User Account Maintenance" option.



Figure: User Account Maintenance menu on the PMS Webpage

4. Next, choose the "Add/Update Banking" option.

The **Payee Accounts** page should be pulled up on your screen now.

Payment Management System Add/Update Banking

REQUEST DETAILS

PMS User ID: KANAK123456

Request Status: Initiated

PAYEE ACCOUNTS

Select the account(s) in the tables below or click the select all checkbox in the column header if you would like to select all of the accounts in the grid. To expand the accounts tree, click on the (+) sign to view the subaccounts. Subaccounts will use the banking at the account level unless different banking is entered at the subaccount level. When you have finished making your selections, click the submit button to continue.

Domestic Accounts

	PAN	Payee Account Name	Payment Type	ACH Routing Number	ACH Bank Account Number	ACH Bank Account Type	Wire Routing Number	Wire Bank Account Number
	<input type="checkbox"/>	X0000B1	HUI PONO COMMUNITY COALITION	ACH	0123456789	9876543210	Checking	
	<input checked="" type="checkbox"/>	X0000P1	HUI PONO COMMUNITY COALITION	ACH	0123456789	9876543210	Checking	

Page 1 of 1 | Records per page: 10 | Displaying 1 to 2 of 2 items.

LEGEND:
 ⓘ - Banking Change in Progress
 ⚠ - ACH Banking differs from PAN
 ⚡ - Wire Banking differs from PAN

Figure: Payment Management System Add/Update Banking

- Click the check box associated with the account(s) or subaccount(s) that you want to connect to PMS. You may select multiple accounts if all accounts have the same banking information.

BANK ACCOUNT INFORMATION

*ACH Routing Number:

*ACH Bank Account Number:

*ACH Bank Account Type:

Figure: Bank Account Information

Provide the following information for domestic (banking through U.S. banks) accounts.

- ACH Routing Number (required) – the 9-digit electronic US bank code used by the Automated Clearing House (ACH) to identify the bank.
- ACH Bank Account Number (required).
- ACH Bank Account Type (required) – select either ‘Checking’ or ‘Savings’.

NOTE Refer to the instructions in the PMS Banking section for international accounts (using banks not in the U.S.) for American Samoa, Guam and the CNMI grant recipients. Click “Grant Recipient” tab > choose “Banking” > under **Banking Information** > look for **Document Requirements** section > info. under **Recipients with International Bank Accounts**.

Figure: Direct Deposit Form

Now move down to the “Direct Deposit Form” section and upload the SF-1199A form you prepared earlier:

- Choose the SF-1199A form from your computer files and attach the file in the “File Attachment” box.
- Type in the file name of your choosing into the “File Attachment Name” box.
- Choose SF-1199A from the pull down list in the “File Attachment Type” box.
- Then click the “Upload” button.

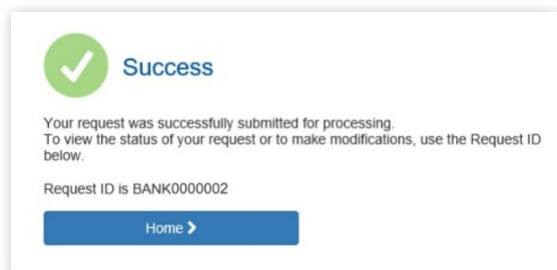


Figure: Success submitting Direct Deposit Form

You will see this message to confirm that all required information was submitted to link your bank account to PMS.

Request ID	Request	Status	Assigned to	Comments	Create Date	Actions
1	BANK01234567 Add/Update Banking	Completed			2021-10-08 05:19:05 PM	

Figure: PMS User Account Notification Page and Request History Table

You can check the status of your request to link your bank account to PMS by clicking on the menu icon in the top left corner and checking the “Request History” section. In the example you see that the request to add a bank account has been “Completed”. Allow four business days for PMS to process your request.

REQUESTING PAYMENT

Payment requests may be made as often as needed:

- Daily
- Weekly
- Monthly
- Bi-monthly

Funds must be spent within three business days!

In accordance with Department of Treasury regulations, federal cash **MUST BE DRAWN SOLELY TO ACCOMMODATE YOUR IMMEDIATE NEEDS ON AN "AS NEEDED" BASIS ONLY**, and must not be held in excess of three (3) working days. The Department of Treasury issued regulations governing the flow of federal cash to recipient organizations. These regulations are intended to ensure that federal cash is disbursed from U.S. Treasury coffers only when the recipient needs cash for payment purposes. The regulations minimize the negative impact of federal cash withdrawals on the public debt and related financing costs to the Federal Government. At no time, therefore, should cash be requested to cover unliquidated encumbrances, obligations, or accrued expenditures until actual program disbursements are anticipated. {Reference Circular 1075 & 1084}

Types of payment requests

The figure displays three overlapping screenshots of payment request forms, each with a green header box. The forms are titled 'Payment Details' and contain the following fields:

- ADVANCED REQUESTS:** Payment Due Date: 4/14/2016; Expected Disbursement Amount \$: 5000; Cash on Hand \$: 0; Payment Request Amount \$: 5000.
- REIMBURSABLE REQUESTS:** Payment Due Date: 4/14/2016; Expected Disbursement Amount \$: 0; Cash on Hand \$: -5000; Payment Request Amount \$: 5000.
- COMBINATION REQUESTS:** Payment Due Date: 4/14/2016; Expected Disbursement Amount \$: 5000; Cash on Hand \$: -1000; Payment Request Amount \$: 6000.

Figure: Advance Requests, Combination Requests, and Reimbursable Requests forms.



Figure: PMS Main Page Left Side Menu

1. Log into PMS, click on the house/home icon at the top right and choose the "Payment" option.

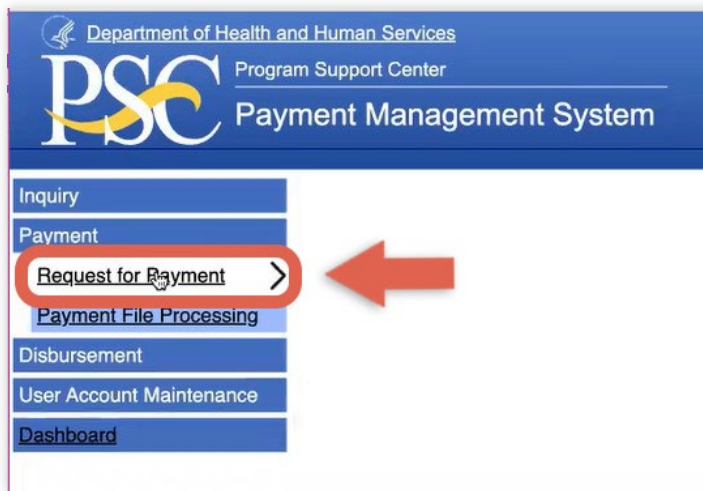


Figure: PMS Left Side Payment DropDown Menu

2. Choose "Request for Payment".

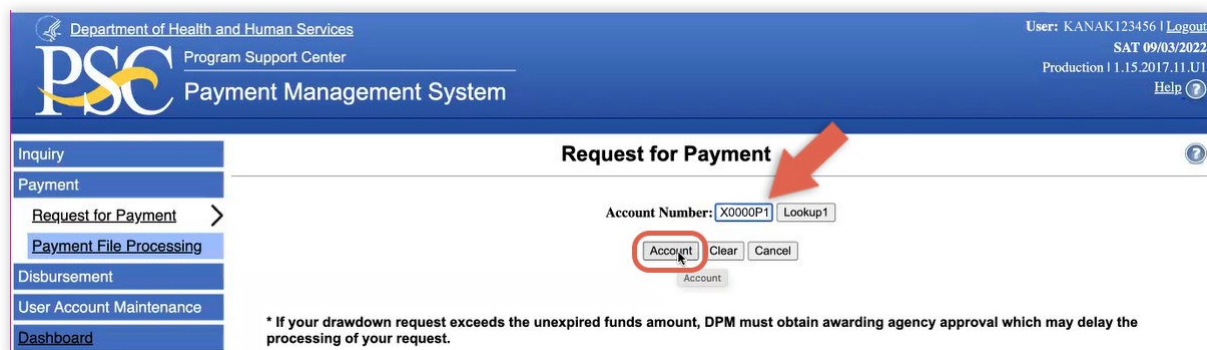


Figure: PMS Request for Payment

3. Enter or look up the account/PAN# from which you would like to request funds, then click the "Account" button.

Figure: PMS Request for Payment Form

4. Now you should see the Request for Payment screen.
 - a. In the Person Requesting Funds section, enter the information related to the requestor (usually the Project Director or finance person, but not the AOR).
 - b. Next, fill in the Payment Due Date. This date should be at least the next business day after the day funds are requested.
 - c. In the Expected Disbursement field enter the amount you want to drawdown.
 - d. Only enter cash on hand if you have leftover funds from a drawdown you made 3 days prior to the current request or if you are requesting a reimbursement. If you are requesting a reimbursement, include the negative sign in front of the amount as seen in the screenshot below.
 - e. Make sure the Payment Request Amount is a positive number, then click "Continue". To make a combination request (a draw down and reimbursement) enter the amount you want to draw down in the Expected Disbursement field and enter the amount you want reimbursed in the Cash on Hand field using a negative amount.

NOTE

After you click on "Continue" another screen will appear asking for an explanation of what the funds are for. Please provide the line items your expenditures are from. Do Not put dollar amount for the line items. They do not want that detail.

Department of Health and Human Services
PSC Program Support Center
 Payment Management System

User: KANAK123456 | Logout
 SAT 09/03/2022
 Production | 1.15.2017.11.U1
 Help

Request for Payment

Account Review **Sub Account(s)**

Account Number: X0000P1
 DUNS: 012345678
 Name: Heinoa Kekanaka
 Phone No: (555)555-0173 Ext:
 E-Mail Address: heinoa@anapacific.org
 Payment Due Date: 09/07/2022
 Payment Request Amount \$: \$19,754.88

90NA001401

* If your drawdown request exceeds the unexpired funds amount, DPM must obtain awarding agency approval which may delay the processing of your request.
 * Requests for payment submitted after 5:00 p.m. ET will be processed as if received on the next business day.

Figure: PMS Request for Payment Form

5. Check the information on the next screen and click the "Sub Amount" button if the information is correct. If not, go back to the previous screen and make corrections.

Department of Health and Human Services
PSC Program Support Center
 Payment Management System

User: KANAK123456 | Logout
 SAT 09/03/2022
 Production | 1.15.2017.11.U1
 Help

Request for Payment

Account Number: X0000P1
 DUNS: 012345678
 Name: Heinoa Kekanaka
 Phone No: (555)555-0173 Ext:
 E-Mail Address: heinoa@anapacific.org
 Payment Due Date: 09/07/2022
 Payment Request Amount \$: \$19,754.88

Subaccount Bank Account	Unexpired Funds (A)	Expired Funds (B)	In-Transit Payments (C)	Total Funds (A+B-C)	Subacct Amt Requested \$
90NA012345 *****9876	\$55,766.35	\$0.00	\$0.00	\$55,766.35	19,754.88

Declaration and Certification to the U.S. Department of Health & Human Services as to this Payment/Drawdown Request. I declare the following to the U.S. Department of Health & Human Services (HHS), under penalty of perjury: (1) I have authority to make this certification on behalf of the award recipient; (2) I have conducted (or have had conducted for the award recipient) a review of the terms and conditions of this award; all certifications and assurances for this award; and all statutory and regulatory requirements applicable to this award; and (3) I also have conducted (or have had conducted for the award recipient) a review as to all other matters represented in this declaration and certification. On behalf of myself and the award recipient, I certify to HHS, under penalty of perjury, that the following are true: (1) The award recipient is in compliance with all applicable laws, regulations, certifications, and assurances, including all terms and conditions of the award as to the obligation, expenditure, and drawdown of award funds, and all related statutory and regulatory requirements included in the certifications and assurances for this award; (2) If this request is for reimbursement: the request is accurate and complete; all obligations, expenditures, and cash receipts are supported by the requisite accounting records; and all costs included in the request are reasonable, allowable, and allocable to the award; (3) If this request is for an advance: the request is accurate; all obligations, expenditures, and cash receipts will be supported by the requisite accounting records; and (absent a specific statute that provides otherwise) the recipient will disburse the funds for costs that are reasonable, allowable, and allocable to the award within 3 business days, or immediately return the funds to HHS; (4) any and all information provided with this request for cash disbursement is accurate; and (5) there have been no changes to the award recipient's representations as to eligibility for the award that could affect the recipient's eligibility for continued disbursements under the award. I understand that, in making payment pursuant to this request, HHS will rely upon this declaration and certification to determine whether to disburse funds, and that its accuracy is a condition of payment. I also understand that a false, fictitious, or fraudulent statement in this declaration and certification or otherwise in connection with this payment/drawdown request (or concealment or omission of a material fact as to either) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621), and also may subject me and the award recipient to civil and administrative penalties and other remedies, including under the federal False Claims Act (31 U.S.C. §§ 3729-3730), Program Fraud Civil Remedies Act (31 U.S.C. §§ 3801-3812), Civil Monetary Penalties Law (42 U.S.C. § 1320a-7a), or otherwise.

Figure: Declaration and Certification

6. The next screen will show the amount you are requesting. If this is correct, check the "Declaration and Certification" check box and click the "Request Payment" button at the bottom.

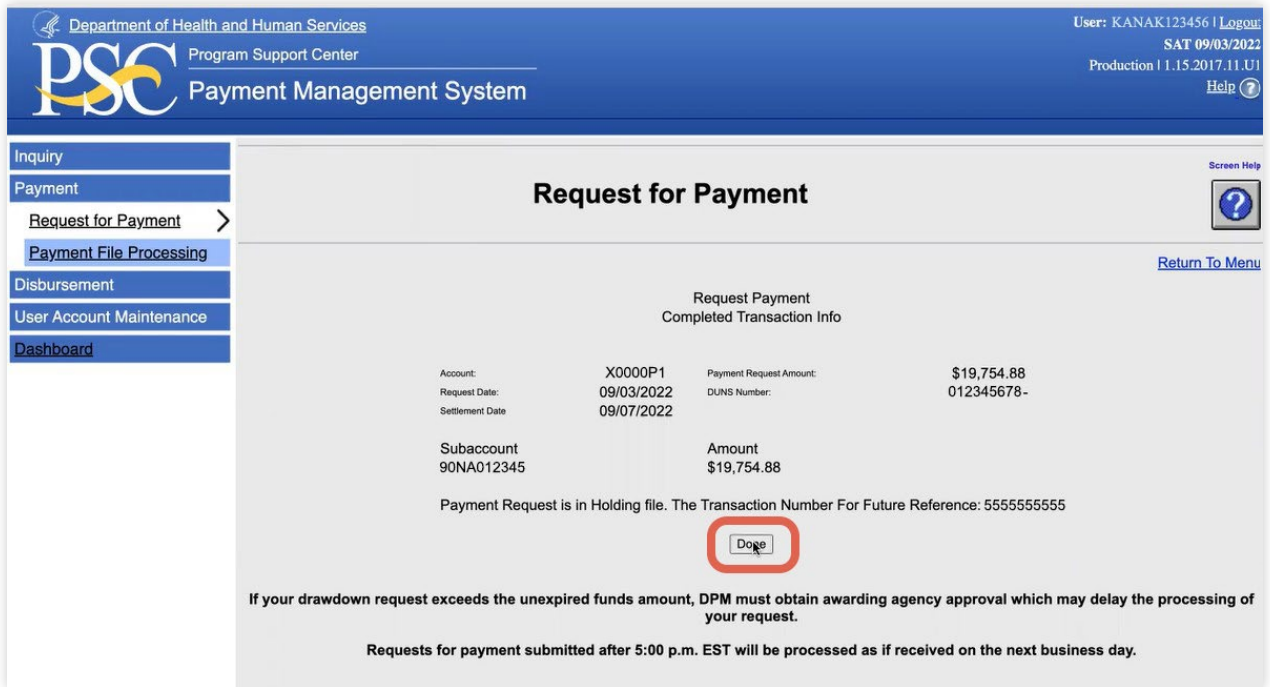


Figure: Request for Payment Completed Transaction screen

7. This confirmation page will show next. Now you can press the “Done” button.

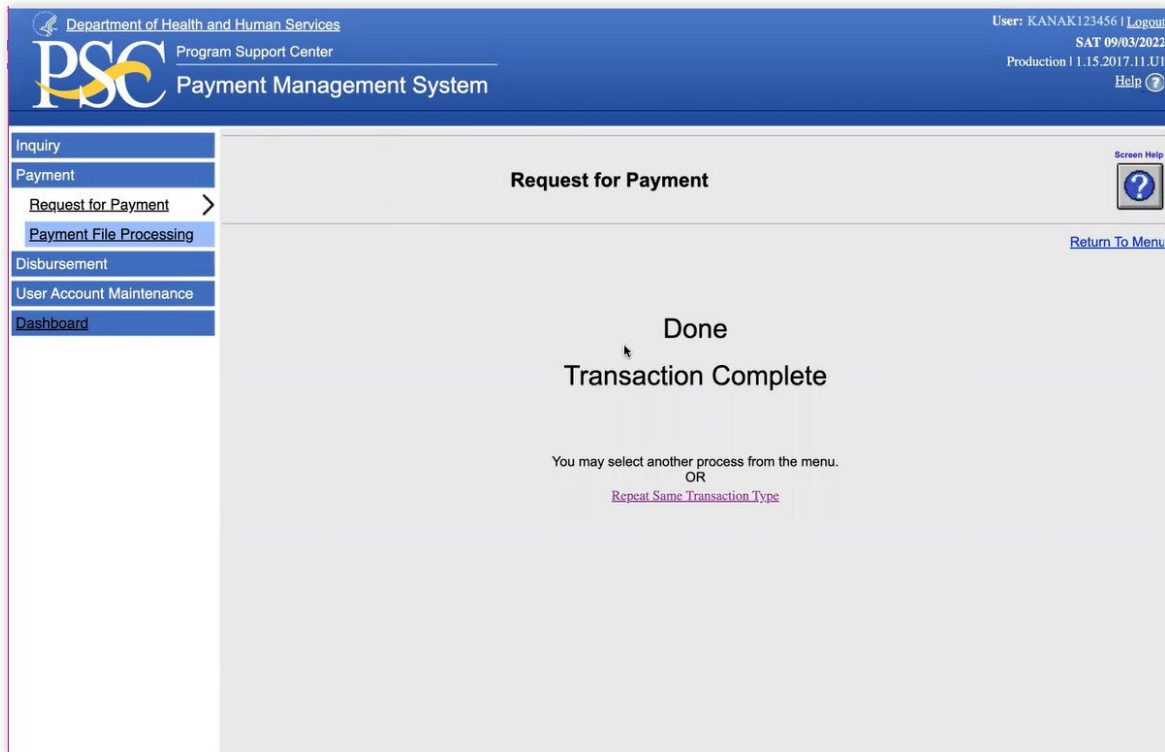


Figure: Request for Payment Done screen

8. Next you should see the “Done Transaction Complete” message. This means your request for payment was successfully submitted.

REASON FOR DENIED PAYMENTS / MANUAL REVIEW FLAGS

- **Agency Restriction**
 - Awarding agency has the authority to restrict grant funding and payment requests.
- **Expired Grants**
 - Grants that are 90 days or greater past the award budget ending period. Approval must be received from awarding agency within three (3) business days of receipt of email from PMS Staff.
- **Reasonableness**
 - Excessive payment requests may be rejected due to large payments in budget period.
- **Late Federal Financial Report (FFR)**
 - If the Federal (FCTR) and/or the Financial Status Report (FSR) is not filed before the due date, temporary suspension of funding privileges will occur.
- **Excess Cash on Hand – 3-day rule (FCTR)**
 - Funding requests will be denied if there is excessive cash on hand (FCTR).

USER ACCOUNT INQUIRIES

Use this process for creating, running, and storing Grantee Inquiries in the Payment Management System. Those grantee inquiries could include:

- **Account Transactions**
 - Authorized grant award information, payments made and funds available
- **Payment Transactions**
 - Payment History, including payments deposited and rejected
- **Grant Summary**
 - Award amount, disbursement amount and payments reported
- **Sub Account Summary**
 - Award amount, payments and funds available

APEX Report System has been added to PMS. Utilizing APEX will allow you to download data to an Excel Spreadsheet.

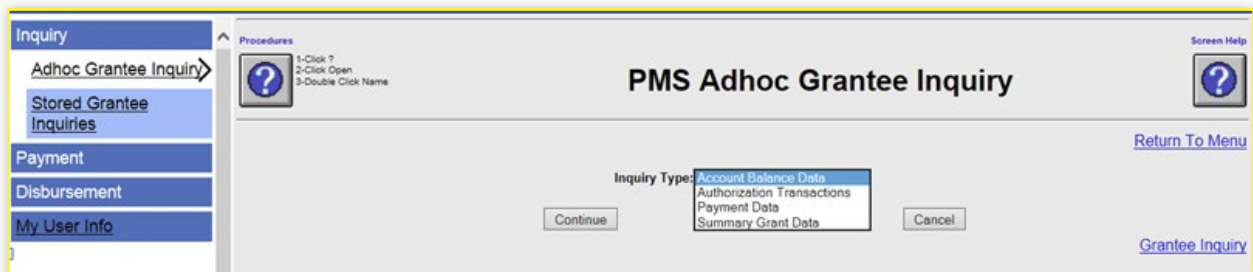


Figure: PMS Adhoc Grantee Inquiry

To enter APEX, please select "Grantee Inquiry" link on the bottom right side of the following screen surrounded by the red box.

The instructions for running the four different types of inquiries start on the next page.

GRANTEE INQUIRY SEARCH CRITERIA

Inquiry type: * **Authorization Transactions** Payment Transactions Grant Summary Subaccount Summary

Payee Account: *

Grant Award / Document Number: ^

Posted Date Range: From: To:

Save this inquiry:

Run Inquiry Clear

Figure: Grantee Inquiry Search Criteria

1. Select Inquiry Type "Authorization Transactions"
2. Enter your PMS Account Number (PAN)
3. Enter other data (if desired)
4. Select "Run Inquiry"

Award amount (obligation and de-obligation of funds), budget period and date authorization posted in PMS

Q ▾ Go Actions ▾ * All amounts are displayed in USD.

DOCUMENT NUMBER

1 - 2 of 2

DOCUMENT NUMBER : UDA051392A

PAYEE ACCOUNT	AGENCY TITLE	TRANSACTION CODE	FISCAL YEAR	CAN	OBJECT CLASS CODE	INCREMENTAL AUTH AMT	AUTHORIZATION ISSUE DATE	AUTHORIZATION POST DATE ↓↑	BUDGET START DATE	BUDGET END DATE
	8-NATIONAL INSTITUTES OF HEALTH	050	2020	8037223	414L	-\$3,000,000.00	03/23/2020	03/27/2020	04/01/2020	03/31/2022
	8-NATIONAL INSTITUTES OF HEALTH	050	2020	8037223	414L	\$6,000,000.00	03/19/2020	03/20/2020	04/01/2020	03/31/2022
						\$3,000,000.00				

Figure: Authorization Transaction Table

GRANTEE INQUIRY SEARCH CRITERIA

Inquiry type: * Authorization Transactions **Payment Transactions** Grant Summary Subaccount Summary

Payee Account: *

Subaccount: ^

Paid Date Range: From: To:

Payment Transaction ID:

Save this inquiry:

Figure: Grantee Inquiry Search Criteria

1. Select Inquiry Type: Payment Transactions
2. Enter your PMS Account Number (PAN)
3. Enter other data (if desired)
4. Select "Run Inquiry"

Q Go Actions * All amounts are displayed in USD.

REQUEST DATE x
 PAYMENT TRANSACTION ID x

1 - 100 of 214 >

REQUEST DATE : 02/28/2021, PAYMENT TRANSACTION ID : 4038426512							
PAYEE ACCOUNT	TRANSACTION CODE	SUBACCOUNT	SUBACCOUNT REQUESTED AMOUNT	TOTAL PAYMENT REQUEST AMOUNT	POST DATE	DEBIT DATE	SCHEDULE NUMBER
	227	HEALTHCARECENTERS_20	\$0.00	\$74,223.00	-	-	-
			\$0.00				
REQUEST DATE : 02/02/2021, PAYMENT TRANSACTION ID : 4038385671							
PAYEE ACCOUNT	TRANSACTION CODE	SUBACCOUNT	SUBACCOUNT REQUESTED AMOUNT	TOTAL PAYMENT REQUEST AMOUNT	POST DATE	DEBIT DATE	SCHEDULE NUMBER
	927	HEALTHCARECENTERS_20	\$256,000.00	\$256,000.00	02/02/2021	02/03/2021	23443
			\$256,000.00				
REQUEST DATE : 01/20/2021, PAYMENT TRANSACTION ID : 4038363994							
PAYEE ACCOUNT	TRANSACTION CODE	SUBACCOUNT	SUBACCOUNT REQUESTED AMOUNT	TOTAL PAYMENT REQUEST AMOUNT	POST DATE	DEBIT DATE	SCHEDULE NUMBER
	927	HEALTHCARECENTERS_20	\$126,000.00	\$171,000.00	01/20/2021	01/21/2021	13410

Figure: Payment Transaction Table

Payment History including payments deposits, rejections, refunds, etc.

T/C (Transaction Codes)

- | | |
|------------------------------------|-------------------------------|
| 908 = Return of Funds | 927 = ACH "Next" Day Payments |
| 911 = Return of Interest | Z27 = Payment was rejected |
| 916 = Fed Wire "Same" Day Payments | PNT = Banking Updated |

PAYEE ACCOUNT	TRANSACTION CODE	SUBACCOUNT	SUBACCOUNT REQUESTED AMOUNT	TOTAL PAYMENT REQUEST AMOUNT	REQUEST DATE	POST DATE	DEBIT DATE	SCHEDULE NUMBER	PAYMENT TRANSACTION ID
	Z27	HEALTHCARECENTERS_20	\$0.00	\$74,223.00	02/28/2021	-	-	-	4038426512
	927	HEALTHCARECENTERS_20	\$256,000.00	\$256,000.00	02/02/2021	02/02/2021	02/03/2021	23443	4038385671
	927	20-COVID19-BPHC-C4	\$45,000.00	\$171,000.00	01/20/2021	01/20/2021	01/21/2021	13410	4038363994
	927	HEALTHCARECENTERS_20	\$126,000.00	\$171,000.00	01/20/2021	01/20/2021	01/21/2021	13410	4038363994
	927	20-COVID19BPHC-C3	\$65,000.00	\$191,000.00	12/30/2020	12/31/2020	01/04/2021	123374	4038342039
	927	HEALTHCARECENTERS_20	\$126,000.00	\$191,000.00	12/30/2020	12/31/2020	01/04/2021	123374	4038342039
	927	HEALTHCARECENTERS_20	\$126,000.00	\$126,000.00	11/24/2020	11/25/2020	11/27/2020	113293	4038293865
	927	HEALTHCARECENTERS_20	\$126,000.00	\$126,000.00	11/12/2020	11/12/2020	11/13/2020	113263	4038275605
	Z27	HEALTHCARECENTERS_20	\$0.00	\$126,000.00	11/12/2020	-	-	-	4038275192

Figure: Total Payment Request Table

You can uncheck the boxes in the upper right hand corner of the report to get a different layout.

The down arrow under a column header means that the data is being sorted by this column (See "Request Date" column).

Select any column to sort data.

GRANTEE INQUIRY SEARCH CRITERIA

Inquiry type: * Authorization Transactions Payment Transactions Grant Summary Subaccount Summary

Payee Account: *

Grant Award / Document Number: ^

Fund Status: ▾

Document Status: All Open "O" Closed "C"

Save this inquiry:

Figure: Grantee Inquiry Search Criteria

1. Select Inquiry Type Grant Summary
2. Enter your PMS Account Number (PAN)
3. Enter other data (if desired)
4. Select "Run Inquiry"

PAYEE ACCOUNT	AWARDING AGENCY TITLE	DOCUMENT NUMBER	GRANT AUTHORIZATION AMOUNT	DISBURSEMENT AMOUNT	PAYMENTS	LAST DISBURSEMENT REPORT DATE	AWARD START DATE	AWARD END DATE	FUNDS EXP
	G-ADMINISTRATION FOR CHILDREN & FAMILIES	2001ARFFTA	\$5,489,255.00	\$277,875.00	\$546,840.62	12/31/2020	10/01/2019	09/30/2025	N
	G-ADMINISTRATION FOR CHILDREN & FAMILIES	2101ARNCAN	\$859,674.00	\$0.00	\$0.00	-	10/01/2020	09/30/2025	N
	G-ADMINISTRATION FOR CHILDREN & FAMILIES	2001ARNCAN	\$878,209.00	\$0.00	\$0.00	12/31/2020	10/01/2019	09/30/2024	N
	G-ADMINISTRATION FOR CHILDREN & FAMILIES	2001ARAIPP	\$1,995,500.00	\$0.00	\$0.00	12/31/2020	10/01/2019	12/31/2023	N
	G-ADMINISTRATION FOR CHILDREN & FAMILIES	2101ARRCMA	\$17,375.00	\$1,001.18	\$350.17	12/31/2020	10/01/2020	09/30/2023	N
	G-ADMINISTRATION FOR CHILDREN & FAMILIES	1901ARNCAN	\$820,780.00	\$0.00	\$0.00	12/31/2020	10/01/2018	09/30/2023	N

Figure: Grant Summary Table

Grant disbursements reported on the most recent FFR Cash Transaction Report (FCTR)

GRANTEE INQUIRY SEARCH CRITERIA

Inquiry type: * Authorization Transactions Payment Transactions Grant Summary Subaccount Summary

Payee Account: *

Subaccount: ^

Grant Award / Document Number: ^

Fund Status: ^

Document Status: All Open "O" Closed "C"

Save this inquiry:

Figure: Grantee Inquiry Search Criteria

1. Select Inquiry Type Subaccount Summary
2. Enter your PMS Account Number (PAN)
3. Enter other data (if desired)
4. Select "Run Inquiry"

PAYEE ACCOUNT ↓	AWARDING AGENCY TITLE	SUBACCOUNT	AUTHORIZATION AMOUNT	PAYMENTS	FUNDS AVAILABLE	DOCUMENT NUMBER	AWARD START DATE	AWARD END DATE	FUNDS EXPIRED	DS
	G-ADMINISTRATION FOR CHILDREN & FAMILIES	REFMED03	\$0.00	\$314.00	\$0.00	03AAAR6100	10/01/2002	09/30/2009	Y	O
	G-ADMINISTRATION FOR CHILDREN & FAMILIES	AIPP00	\$0.00	\$31,980.00	\$0.00	0001ARAIPP	10/01/1999	02/28/2003	Y	O
	G-ADMINISTRATION FOR CHILDREN & FAMILIES	REFMED01	\$0.40	\$11,066.00	\$0.00	01AAAR6100	01/01/2001	05/31/2008	Y	O
	G-ADMINISTRATION FOR CHILDREN & FAMILIES	REFMEDCASH12	\$534.19	\$534.19	\$0.00	12AAAR6100	10/01/2011	09/30/2012	N	C
	G-ADMINISTRATION FOR CHILDREN & FAMILIES	REFMED&CASH13	\$1,109.00	\$6,013.81	\$0.00	1301ARRCMA	10/29/2012	09/30/2013	N	O
	G-ADMINISTRATION FOR CHILDREN & FAMILIES	NCCAN13	\$1,500.00	\$1,500.00	\$0.00	1301ARCA01	01/01/2013	09/30/2017	Y	C

Figure: Subaccount Summary Table

Authorized grant award information, payments made and funds available.

Some subaccounts will have matching document numbers.

Subaccount is what you see when you request funds.

OPDIV "AGENCY" CODES

OPDIV CODE	HHS OPDIVS
1	Office of the Secretary (OS)
2	Administration for Community Living (ACL); formerly Administration on Aging (AOA)
3	Health Resources and Services Administration (HRSA)
4	Social Security Administration (SSA)
5	Centers for Medicare & Medicaid Services (CMS), legacy HCFA
6	Food and Drug Administration (FDA)
8	National Institutes of Health (NIH)
9	Centers for Disease Control and Prevention (CDC)
A	OASH (Office of the Assistant Secretary of Health)
C	Substance Abuse and Mental Health Services Administration (SAMHSA)
G	Administration for Children and Families (ACF)
J	Indian Health Service (IHS)
K	Agency for Healthcare Research and Quality (AHRQ)
OPDIV CODE	NON-HHS
B	Department of Homeland Security (DHS)
L	Small Business Administration (SBA)
M	Department of Veterans Affairs (VA)
N	Department of the Treasury (Treas.)
P	Executive Office of the President (EOP)
R	Department of State (DOS)
S	National Aeronautics and Space Administration (NASA)
T	Department of Labor (DOL)
U	Corporation for National & Community Service (CNCS)
W	DOI (Department of Interior)
X	Department of Agriculture (USDA)
Z	United States Agency for International Development (USAID)

Figure: OPDIV Agency Codes

RETURNING FUNDS

As mentioned previously, you should only have 3 days' cash on hand. Should you draw down too much money from your account, you will need to return it.

- All funding requested via the Payment Management System, must be returned back to our office for proper credit.
- All returns should include (1) PMS Account Number(s), (2) Grant Number, (3) Amount, and (4) reason for return (excess cash, interest, etc.). If you are not able to provide this information on the transmission, please send an email to your Liaison Accountant informing them of the return and include all information stated above.
- Remember to update your FCTR to reflect the funds return.
- Once the funds have been received and posted back to your PMS Account, you can check the payment data inquiry screen.
- On electronic returns there are fields in place for submitting information with the financial data. Please make use of these fields. Please include pertinent subaccount information if it applies.

The Payment Management Services prefers that you return funds using ACH Direct Deposit (REX or Remittance Express) or FedWire.

ACH Returns (Direct Deposit)

Returning funds to DPM via ACH (Automated Clearing House) means you will most likely be returning funds to DPM in the manner in which they were received at your organization.

You will need the following information:

The DPM ACH Routing Number is: 051036706

The DPM DFI Accounting Number: 303000

Bank Name: Credit Gateway - ACH Receiver

Location: St. Paul, MN

FedWire Returns

A FedWire return is a return via a WIRE.

You will need the following information:

The DPM FedWire Routing Number: 021030004

The DPM ALC (Agency Location Code): 75010501 – same as account number

Bank Name: Federal Reserve Bank

Treas NYC/Funds Transfer Division

Location: New York, NY

NOTE

FedWire returns will not be posted to your account until the next business day.

Check Returns

If you choose to return funding via a check; please be sure to use the following information:

Check made payable to: The Department of Health and Human Services

Include on the check: Payee Account Number (PAN)

Grant Document Number / Sub-Account

Mail the Check to: HHS Program Support Center

PO Box 530231

Atlanta, GA 30353-0231

When using any of the above methods to return grant funds, you will want to include the following information with your documents:

-PAN number

-PMS sub account number that you want the funds returned to

-The reason for the return

Directly after you send the funds back, email PMSCollections@psc.hhs.gov. **Provide the same information provided above and let them know the money is on its way. Without doing this, the returned funds could sit at the receiving end indefinitely. Call your DPM Liaison Accountant before you return funds.**

Financial Reporting

There is one type of financial report required known as the Federal Financial Report (FFR) or the SF-425. You will not see the form number SF-425 when filling out the FFR, but keep in mind when you are asked to submit the SF-425, it is referring to the FFR. This report helps reconcile funding drawdowns and is submitted each project year semi annually, annually and 120 days after your project ends. This report is typically filled out by the person keeping the financial records for the grant. The program person will need to work with the financial person to ensure that reporting is accurate for each reporting period. Recipients will fill out reports in the Payment Management System. We will go into more detail on this report later in this section, including the due dates for each type of grant.

SEMI-ANNUAL FFR REPORT

This report is due twice a year, due dates vary depending on type of grant. Reporting is completed on authorized funding during the current project year.

ANNUAL FFR REPORT

The Annual FFR like the second semi-annual will report on the cumulative year. Differences may occur when a recipient has unliquidated obligations in the second semi-annual report. It is specifically to finalize all costs for financial transactions for the project. These reports will be filled out and submitted the same way the Semi-annual reports were completed. For some grantees, the second semi-annual report and the annual report show the identical amounts. You still need to submit the annual report.

FINAL FFR

This is a close out report that is due 120 days after the close of the grant. The report is cumulative for the life of the project.

COMPLETING THE STATUS REPORT (FFR)

Recipients complete the report in the Payment Management System. To complete the FFR, you will need to fill out sections 10d through 13e of the FFR.

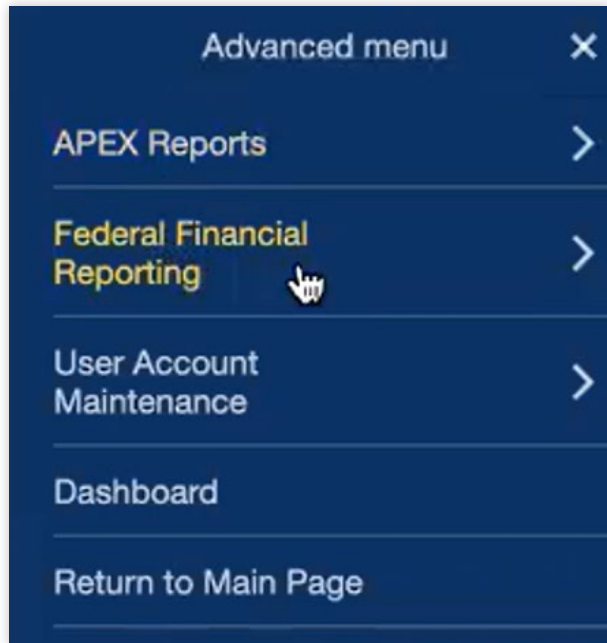


Figure: PMS Advanced Menu

1. Log into PMS and click on the house/home icon at the top right. Choose "Federal Financial Reporting".

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES | PSC Payment Management System | SATURDAY, SEP 3, 2022 | Heinoa Kekankaka (KANAK123456)

Payment Management System Federal Financial Report - Search

To search for a Federal Financial Report for a specific PAN or Federal Grant ID, enter the specific value. Both fields can be searched for partial matches by using an asterisk (*). Select other optional fields to refine your search.

Payee Account Number (PAN): Federal Grant ID:
 Reporting Period: All Periods Report Status: All Report Statuses
 Delinquent Reports: Show All Reports Agency ID: All Grant Agencies

Clear Form **Search** Cancel

Search Results (1) Group Actions

<input type="checkbox"/>	Payee	Federal Grant ID	Agency	Report Type	Reporting Period End Date	Reporting Period Due Date	Report Submit Date	Report Status	Delinquent	Actions
<input type="checkbox"/>	X0000P1	90NA012345	DHHS/ACF	Semi-Annual	2025-03-31	2025-04-30	2025-04-29	Report Certified/Pending Agency Approval		

Records per page: 10 | Displaying 1 to 1 of 1 items | Review

Figure: Payment Management System Federal Financial Report – Search

- The PMS Federal Financial Report Search page will appear. Fill in all fields that apply and click the “Search” button.

Federal Financial Report - Details

REPORT WORKFLOW: Report Available Prepare Report Certify Report **Agency Review** Completed

Click the [Edit Report](#) link or button to make new changes.

Preview Report Report Details Status History Documents Revision History Notifications

FEDERAL FINANCIAL REPORT

(Prescribed by OMB A-102)

- Federal Agency and Organizational Element to Which Report is Submitted: HHS-ADMINISTRATION FOR CHILDREN & FAMILIES
- Federal Grant / Subaccount: 90NA012345
- Recipient Organization (Name and complete address including Zip code): HUI PONO COMMUNITY COALITION
12-345 KEALA ST
MAKAWAO, HI 95555-555
- 4a. UEI: ACTIVE (as of 05/18/2022) ABC1DE234F56
- 4b. EIN: 1234567890A1
- Recipient Account Number or Identifying Number: X0000P1
- Report Type: Semi-Annual
- Basis of Accounting: Accrual
- Project/Grant Period: From: 09/30/2024 To: 09/29/2025
- Reporting Period End Date: 03/31/2025

Figure: Federal Financial Report – Details

- This will take you to the FFR Details page. Fill in the blank fields. Some fields will be pre-filled.

10. Transactions:		Cumulative
<i>(Use lines a-c for single or multiple grant reporting)</i>		
Federal Cash (on the GRANT LEVEL) for 90NN001401:		
a. Cash Receipts:		65,620.03
b. Cash Disbursements:		88,471.68
c. Cash on Hand (line a minus b):		-22,851.65
<i>(Use lines d-o for single grant reporting)</i>		
Federal Expenditures and Unobligated Balance:		
d. Total Federal funds authorized:		880,351.00
e. Federal share of expenditures:		88,471.68
f. Federal share of unliquidated obligations:		0.00
g. Total Federal share (sum of lines e and f):		88,471.68
h. Unobligated balance of Federal funds (line d minus g):		791,879.32
Recipient Share:		
i. Total recipient share required:		45,088.00
j. Recipient share of expenditures:		21,000.00
k. Remaining recipient share to be provided (line i minus j):		24,088.00
Program Income:		
l. Total Federal program income earned:		0.00
m. Program income expended in accordance with the deduction alternative:		0.00
n. Program income expended in accordance with the addition alternative:		0.00
o. Unexpended program income (line l minus line m and line n):		0.00

Figure: Federal Financial Report – Details Continued

- Section 10a - c should be prefilled, but you can change the amount in 10b if needed. 10c will automatically calculate any changes made to 10b.
- You will need to fill out the amounts that go into 10 e,f and j. The rest will be pre-filled or automatically calculate.
- Only fill out 10l-o if your project generated program income during the reporting period.
- Fill out the Indirect Expense section (11) if you included any indirect costs/rates in your budget. Remarks should pertain to your indirect cost expense as seen in this example.

11. Indirect Expense:

a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
1. Fixed	10.00	2021-10-01	2022-03-31	11,139.80	1,113.98	1,113.98
2.					0.00	
g. Totals:				11,139.80	1,113.98	1,113.98

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

Prepared by: Kekanaka, Heinoa

Phone No.:

Email Address: heinoa@anapacific.org

Date Report Prepared: 05/18/2022

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001).

a. Typed or Printed Name and Title of Authorized Certifying Official: Kekipi, Alakai - Executive Director

b. Signature of Authorized Certifying Official: Kekipi, Alakai

c. Telephone (Area code, number and extension):

d. Email Address: alakai@anapacific.org

e. Date Report Submitted: 05/18/2022

Figure: Federal Financial Report – Details Continued Part 2

8. Next in section 12, fill in the name of the preparer of the FFR. This should not be the AOR.
9. The AOR's information should be included in section 13. The AOR will now have to log in and certify and submit the FFR.

COMPLETING THE STATUS REPORT (FFR)

Paperwork Burden Statement
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 4040-0014. Public reporting burden for this collection of information is estimated to average 1 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: US Department of Health & Human Services, OS/OCIO/PRA, 200 Independence Ave, SW, Suite 336-E, Washington DC 20201. Attention: PRA Reports Clearance Officer

Standard Form:	425
OMB Approval Number:	4040-0014
Expiration Date:	02/28/2025

Figure: Federal Financial Report – Details End

10. To revise the FFR after you have submitted it in PMS, you will need to contact your OGM Specialist and ask them to REJECT the report you want to revise. Once the report is rejected, you will take the same steps for submitting the FFR as described above and go to the bottom of the page and click the "Edit Report" button. Now you can revise the FFR.



Chapter 6

Uniform Administrative Requirements, Cost Principles, And Audit Requirements For Federal Awards

Uniform Administrative Requirements for Federal Awards

The full adoption of 2 CFR Part 200 by HHS did not take effect until October 1, 2025. Therefore awards made by ANA in 2025 still fall under 45 CFR Part 75. Only a few items were adopted last year in October.

In the interim, HHS is adopting significant changes to monetary thresholds and other administrative processes that have not been updated for many years. As of October 1, 2024, the IFR will implement eight key provisions that add flexibilities and reduce the burden for the applicant and recipient community, for awards made on or after October 1, 2024.

These key provisions are:

1. Increased exclusion threshold of subawards from \$25,000 to \$50,000 for modified total direct cost calculations (2 CFR § 200.1 definition of Modified Total Direct Cost).
2. Increased threshold for equipment from \$5,000 to \$10,000, and clarification that Indian tribes may use their own procedures for equipment disposition (2 CFR § 200.313(e)).
3. Increased threshold for supplies from \$5,000 to \$10,000 (2 CFR § 200.314(a)).
4. Increased amount of fixed amount subawards that a recipient may provide with agency prior written approval to \$500,000 (2 CFR § 200.333).
5. Increased indirect cost de minimis rate from 10 to 15 percent (2 CFR § 200.414).
6. Increased single audit threshold from \$750,000 to \$1 million (2 CFR § 200.501).

HHS has already adopted these provisions:

7. Increased micro-purchase threshold to \$50,000 (2 CFR § 200.320), if specific conditions are met.
8. Allowing 120 days after the period of performance for submission of all final reports related to award closeout the grant. (2 CFR § 200.344)

The result of the dual-phased implementation will be a single set of Federal financial assistance requirements at 2 CFR part 200, with minimal HHS-specific modifications at 2 CFR part 300, in October 2025. The single set of regulations will lessen confusion and reduce administrative burden while fostering enhanced transparency, coordination, and accountability across HHS agencies and the Federal government.

OVERVIEW OF 45 CFR PART 75

The management of an Administration for Native Americans grant requires a working knowledge of the financial assistance rules and regulations and basic cost contained in 45 CFR Part 75 and superseding regulations in 2 CFR Part 200 which are being implemented based on the Notice of Funding Opportunity (NOFO) administrative and national policy requirements.

Below is a summary of 45 CFR Part 75 and selected requirements of 2 CFR Part 200. It is important that the full regulations be referenced for information about each of the areas covered by the regulations.

The circular is organized as follows:

Subpart A: Acronyms and Definitions

Subpart B: General Provisions

Subpart C: Pre-Federal Award Requirements and Contents of Federal Awards

Subpart D: Post Federal Award Requirements

Subpart E: Cost Principles

Subpart F: Audit Requirements

45 CFR PART 75 – SUBPART A – ACRONYMS AND DEFINITIONS

This section combines the definitions from the administrative requirements and cost principles circulars into a single list. In addition to the definitions detailed in 2 CFR Part 200, HHS has added definitions for awardee, commercial organization, departmental appeals board, excess property, expenditure report, grantee, HHS awarding agency, and principal investigator/program director. Several of the key terms include:

- Expenditure Report. The Federal Financial Report (FFR) for non-construction awards.
- Fixed Amount Awards. A type of grant agreement under which the Federal awarding agency or pass-through entity provides a specific level of support without regard to actual costs incurred under the Federal award.
- Micro-purchase. A purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold of \$10,000 as established by the Federal Government.
- Pass-through Entity. A non-federal entity that provides a subaward to a subrecipient to carry out part of a Federal program. ANA then details more specific information on pass-through entities.
- Performance Goal. A target level of performance expressed as a tangible, measurable objective (for ANA these are your Objectives identified in your Outcome Tracker), against which actual achievement can be compared, including a goal expressed as a quantitative standard, value, or rate (for ANA these are your Indicator and Targets identified in your Outcome Tracker).
- Principal Investigator/Program Director (PI/PD). The individual designated to direct the project. This position is responsible for the proper conduct of the project and/or activities.
- Protected Personally Identifiable Information. An individual's first name or first initial and last name in combination with any one or more of types of information, including, but not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal, medical and financial records, educational transcripts.

The definitions located in 2 CFR Part 200.1 that supersede the specific definitions in 45 CFR Part 75 are:

- Modified Total Direct Cost (MTDC). MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs,

tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$50,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs and with the approval of the cognizant agency for indirect costs.

- **Equipment.** Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the recipient or subrecipient for financial statement purposes, or \$10,000.
- **Supplies.** Supplies means all tangible personal property other than those described in the equipment definition. A computing device is a supply if the acquisition cost is below the lesser of the capitalization level established by the recipient or subrecipient for financial statement purposes or \$10,000, regardless of the length of its useful life. See this section's definitions of computing devices and equipment.

45 CFR PART 75 – SUBPART B – GENERAL PROVISIONS

This subpart describes the purpose of Title 45, describing the contents of the remaining subparts, who it is applicable to as well as exceptions. In summary, this section:

- Establishes the uniform administrative requirements, cost principles and audit requirements for Federal awards to non-Federal entities.
- Explains that, in circumstances where the provisions of Federal statutes or regulations differ, the Federal statutes or regulations govern and specifically reference the Indian Self-Determination and Education and Assistance Act.
- States the specific programs that the cost principles do not apply to.
- Allows for exceptions in 75.102 if recommended by the Federal agency and approved by OMB.

The effective date for full implementation was with awards issued after December 26, 2014 and audits of fiscal years beginning on or after December 26, 2014.

Non-Federal agencies must disclose in writing any potential conflicts of interest. All violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.

45 CFR PART 75 – SUBPART C - PRE-FEDERAL AWARD REQUIREMENTS AND CONTENTS OF FEDERAL AWARDS

This subpart is primarily addressed to the awarding agency. As such, the following are the responsibility of ANA. These responsibilities span part 75.201 through 75.218. Here is a summary of each relevant section:

75.201 Use of Grant Agreements, Cooperative Agreements, and Contracts

Information on the award instrument which includes grant agreements, cooperative agreement, or contracts. It also allows for fixed amount awards. The Federal agency will determine the appropriate instrument.

75.202 Requirement to Provide Public Notice of Federal Financial Assistance Programs

Requires the Federal awarding agency to notify the public of Federal programs in the Catalog of Federal Domestic Assistance. Specific information must be provided to GSA about the Federal program.

75.203 Notices of Funding Opportunities

Requires a public notice of funding opportunities for competitive grants and cooperative agreements.

75.204 Federal Awarding Agency Review of Merit Proposals

Requires the Federal awarding agency to design and execute a merit review process for applications for competitive grants or cooperative agreements.

75.205 Federal Awarding Agency Review of Risk Posed by Applicants

Requires the Federal awarding agency to conduct a review of risk posed by applicants. The Federal agency may use a risk-based approach and may consider any items such as:

- Financial stability;
- Quality of management systems and ability to meet the management standards;
- History of performance;
- Reports and findings from audits; and
- Applicant's ability to effectively implement statutory, regulatory, or other requirements.

75.206 Standard Application Requirements

Including forms for applying for HHS financial assistance, and state plans.

75.207 Specific Award Conditions

Provides authorization to impose specific award conditions as needed for applicants with a history of failure to comply with terms and conditions of a Federal award, fails to meet expected performance goals, or otherwise not responsible.

75.211 Public Access To Federal Award Information

Implements the statutory requirement for Federal spending transparency which requires the Federal awarding agency to announce all Federal awards publicly and publish on the OMB designated website. Currently <https://USAspending.gov>.

75.213 Suspension and Debarment

These regulations restrict awards, subawards and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

75.218 Participation by Faith-Based Organizations

The funds must be administered in compliance with the standards in 45 CFR Part 87.

45 CFR PART 75 – SUBPART D – POST AWARD REQUIREMENTS

This section of the code is primarily focused on the expectations of the grant recipient in carrying out their role and responsibilities while managing Federal funds.

Here, we've summarized the relevant parts from 75.301 through 75.403. We've also included suggestions on how to apply these requirements to your own internal practices.

75.301 Performance Measurement

The Federal awarding agency must require the recipient to relate financial data to performance accomplishments of the Federal award.

When applicable, recipients must also provide cost information to demonstrate cost effective practices.

The recipient's performance should be measured in a way that will help the Federal awarding agency and other non-Federal entities to improve program outcomes, share lessons learned, and spread the adoption of promising practices.

75.302 Financial Management

The financial management system must provide for:

- Retention, methods of transfer, transmission and storage of information.
- Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received.
- Accurate, current, and complete disclosure of financial results of each Federal award or program.
- Records that identify adequately the source and application of funds.
- Effective control over, and accountability for, all funds, property, and other assets.
- Comparison of expenditures with budget amounts.
- Written procedures to implement the payment requirements.
- Written procedures for determining whether costs are allowable (allowability of costs) in accordance with the generally accepted cost principles

75.303 Internal Controls

The non-Federal entity must establish and maintain effective internal control over the Federal award which is in compliance with guidance in “Standards for Internal Control in the Federal Government”.

Additional Information About Internal Controls that is Not Part of the Regulations.

The Standards for Internal Control in the Federal Government are classified into the following components of internal control:

1. Control Environment

Principle 1: Demonstrate Commitment to Integrity and Ethical Values which encompasses having established standards of conduct and adhering to the standards of conduct.

Principle 2: Exercise Oversight Responsibility which is oversight of the internal control system and procedures for remediation of deficiencies.

Principle 3: Establish Structure, Responsibility, and Authority Organizational Structure by assigning responsibility and delegation of authority documentation of the internal control system.

Principle 4: Demonstrate Commitment to Competence through ensuring that all staff have the skills to ensure the integrity of the control system and there are contingency plans for the organization.

Principle 5: Enforce Accountability: The organization ensures that established procedures are followed by everyone.

2. Risk Assessment

Principle 1: Define Objectives and Risk Tolerances. This includes having specific and measurable terms and potential risks and designing the system as such.

Principle 2: Identify, Analyze, and Respond to Risks. The organization defines potential risks in the first principle and then must have procedures in place which clearly identifies and responds to risks if they occur in operations.

Principle 3: Assess Fraud Risk which involves analyzing operations and determining potential vulnerable areas that are at risk for fraud and ensuring appropriate procedures are in place such as misappropriation of assets.

Principle 4: Identify, Analyze, and Respond to Change which involves always being aware of changes in the organizational structure or requirements that would trigger making appropriate changes to the internal control system.

3. Control Activities

Principle 1: Design Control Activities that are policies and procedures to achieve objectives and respond to risks in the internal control system. The control activities should be appropriate and address various levels. They also must ensure a segregation of responsibilities.

Principle 2: Design Activities for the Information System. The information system would include the control activities for the information technology infrastructure, security management, and also technology acquisition, development, and maintenance.

Principle 3: Implement Control Activities which is the documentation of responsibilities through policies and periodic review of the control activities.

4. Information and Communication

Principle 1: Use Quality Information. Quality information is the identification of information requirements, getting data from reliable sources, and processing the data into quality information.

Principle 2: Communicate Internally. Internal communication is key to effective internal control and communication should be to everyone within the organization. Also important is appropriate methods of communication.

Principle 3: Communicate Externally. As with internal communication it is important to determine the information to share externally and the appropriate methods of communication to be used.

5. Monitoring

Principle 1: Perform Monitoring Activities. Monitoring is important as things change and the internal control system needs respond to current operations.

Principle 2: Evaluate Issues and Remediate Deficiencies. In monitoring you might find that the current system is not producing the results anticipated and the controls need to be changed to meet the objectives of the internal control system.

75.305 Payments

Payments must minimize the time elapsing between the transfer of funds from the Federal government and the disbursement of funds.

Payments must be paid in advance, provided the non-Federal entity maintains written procedures that minimize the time elapsing between the transfer of funds and disbursement and systems that meet the standards for fund control and accountability.

Reimbursement is the preferred method when the requirements cannot be met.

If the non-Federal entity does not meet standards but cannot operate without an advance a working capital advance may be made available.

Rebates, refunds, contract settlements, audit recoveries, and interest must be used first before requesting an advance.

All advances must be placed in an interest-bearing account unless the non-Federal entity receives less than \$120,000 in Federal awards, interest earned would not exceed \$500 per year, depository requires a high average or minimum balance, or a foreign government or banking system prohibits or precludes interest bearing accounts.

The first \$500 of interest earned may be retained for administrative expenses.

75.306 Cost Sharing or Matching

Cost sharing or matching must meet the following requirements:

1. Verifiable from the non-Federal entity's records,
2. Not included as contributions for any other Federal award,
3. Necessary and reasonable for accomplishment of project objectives,
4. Allowable under the cost principles,
5. Not paid by the Federal government under another Federal award, except where the Federal statute authorizes use of funds for cost sharing or matching,
6. Provided for in the approved budget

The regulations contain additional information on the valuation of donated services, property, indirect costs, land, and equipment.

75.307 Program Income

Program income is defined as gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance.

Proceeds from the sale of real property or equipment are not program income; such proceeds will be handled in accordance with the post federal award requirements.

There are three methods for treatment of program income:

1. Deduction
2. Addition
3. Cost sharing or matching

The HHS Grants Policy Statement goes into further detail on the use of program income alternatives in Exhibit 7. If the Federal award does not specify in its regulations or terms and conditions of the Federal award, the program income will be deduction.

ALTERNATIVE	USE OF PROGRAM INCOME
Additive	Added to funds committed to the project or program and used to further eligible project or program objectives
Deductive	Deducted from total allowable costs of the project or program to determine the net allowable costs on which the Federal share of costs will be based
Matching	Used to satisfy all or part of the non-Federal share of a project or program
Combination	Uses all program income up to (and including) \$25,000 as specified under the additive alternative and any amount of program income exceeding \$25,000 under the deductive alternative

Table: Use of Program Income Alternatives

For Institutions of Higher Education or non-profit research institutions if not specified the program income will be addition.

If addition or cost sharing or matching methods are authorized, any program income in excess of any amounts specified must also be deducted from expenditures.

There are no Federal requirements governing the disposition of income earned after the end of the period of performance for the Federal award unless the Federal awarding agency regulations or the terms and conditions of the Federal award provide otherwise.

NOTE ANA always uses the addition method for treatment of program income. Check your NOA to ensure it states this in line 28 as the default is Deductive.

75.308 Revision of Budget and Program Plans

The budget must be related to performance for program evaluation purposes when appropriate. For non-construction Federal awards, recipients must request prior approvals for the following:

- Change in the scope or the objective of the project.
- Change in key personnel.
 - Disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project by the approved project director or principal investigator.
- Costs requiring prior approval as defined in the cost principles.
- Transfer of funds budgeted for participant support costs.
Participant support costs are defined as direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees in connection with conferences, or training projects.
- Transfer or contracting out of any work under the Federal award unless described in the application and funded in the approved Federal award. This does not apply to acquisition of supplies, material, equipment or general support services.
- Changes in the amount of approved cost-sharing or matching.
- A fixed amount sub-award as described in 2 CFR Part 200.333.
- The recipient wishes to dispose of, replace, or encumber title to real property, equipment, or intangible property that was acquired or improved with a Federal award.
- Federal awarding agencies may waive certain prior approvals.
- Incurring costs 90 days prior to award.
- Initiation of a one-time extension of the period of performance by up to 12 months.
- Carry forward unobligated balances to subsequent periods of performance.
- The HHS awarding agency may, at its option, restrict the transfer of funds among direct cost categories or programs, functions and activities if the amount exceeds \$150,000 or 10% of the total budget amount.
- The need for additional funds.

75.309 Period of Performance

Costs may be charged only during the period of performance or 90 days prior to the period of performance if authorized by the Federal awarding agency.

75.317 Insurance

Must be the equivalent of coverage as provided to property owned by the non-Federal entity.

75.318 Real Property

Will be used for the originally authorized purpose. When no longer needed must secure disposition instructions from the Federal awarding agency.

75.319 Federally Owned and Exempt Property

Title to Federally-owned property remains vested in the Federal Government, and the non-Federal entity must submit an inventory of the property in its custody, annually. Exempt Property is property acquired under a Federal award that has explicit terms and conditions detailed in the Federal award.

45 CFR Part 75.320(e) is superseded by 2 CFR Part 200.313(e)

- Title will vest with the non-Federal entity.
- Equipment must be used by the non-Federal entity in the program or project for which it was acquired as long as needed.
- When no longer needed by project or program it can be used in the following ways:
 - Activities under Federal award from the Federal awarding agency which funded the original project
 - Activities under Federal awards from other Federal awarding agencies
- The non-Federal entity must make the equipment available for use on other projects or programs provided that such use does not interfere with the work on the projects or program for which it was originally acquired.
- Equipment cannot be used to provide services for a fee that is less than private companies charge for equivalent services.
- When acquiring replacement equipment, the non-Federal entity may use the equipment to be replaced as a trade-in.
- There must be written procedures for managing and maintenance of equipment.
- Property records must include the following:
 - Description of property
 - Serial number
 - Source of funding
 - Who holds title
 - Acquisition date
 - Acquisition cost

- Percentage of Federal participation
- Location
- Use and condition
- Ultimate disposition
- A control system must be developed to safeguard the equipment.
- Disposition of equipment (2 CFR Part 200.313(e)):
 - Equipment with a current fair market value of \$10,000 or less may be retained, sold or otherwise disposed of with no further obligations to the Federal awarding agency.
 - Equipment with a fair market value of \$10,000 or more the non-Federal agency must secure disposition instructions. If instructions are not received in 120 days, the regulations detail how to handle the disposition.

45 CFR Part 75.321 is superseded by 2 CFR Part 200.314(a)

Title to supplies upon acquisition vest with the non-Federal entity upon acquisition. If the residual inventory of unused supplies exceeds \$10,000 upon completion or termination of project and not needed for other Federal awards, the non-Federal entity must compensate the Federal government for its share.

If the Federal government retains an interest in the supplies, they cannot be used to provide services for a fee that is less than private companies charge for equivalent services.

75.322 Intangible Property

Intangible property is defined as property having no physical existence, such as trademarks, copyrights, patents and patent applications and property, such as loans, notes and other debt instruments, lease agreements, stock and other instruments of property ownership.

Title to intangible property acquired under a Federal award vests upon acquisition in the non-Federal entity.

There are a number of conditions about use, please read the regulations if applicable.

PROCUREMENT STANDARDS

75.327 General Procurement Standards

- Non-Federal entity must use its own documented procurement procedures.
- Must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

- Must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts.
- Must maintain written standards of conduct covering organizational conflicts of interest.
- Procedures must avoid acquisition of unnecessary or duplicative items.
- Non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where applicable.
- Encouraged to use Federal excess and surplus property.
- Encouraged to use value engineering clauses in contracts for construction projects.
- Must award contracts only to responsible contractors possessing the ability to perform successfully.
- Must maintain records sufficient to detail the history of the procurement.
- Can only use time and materials contracts if no other contract is suitable.

75.328 Competition

All procurement transactions must be conducted in a manner providing full and open competition.

45 CFR Part 75.329 is superseded by 2 CFR Part 200.320

- Micro-Purchases.
Micro-purchase is the purchase of supplies which do not exceed the Federal government threshold for micro-purchase which is currently \$15,000 in the aggregate. They may be awarded without soliciting competitive quotations if the price is reasonable. For a higher micro-purchase threshold refer to the regulations in 2 CFR Part 200.320.
- Small Purchase Procedures.
Small purchase procedures cannot exceed the Federal Simplified Acquisition Threshold. Price or rate quotations must be obtained from an adequate number of qualified sources. The Federal Simplified Acquisition Threshold is currently \$250,000.
- Sealed Bids.
The following conditions must exist for sealed bids to be feasible:
 - A complete, adequate, and realistic specification is available.
 - Two or more responsible bidders are able to compete.
 - The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
 The following requirements apply:

1. The invitation for bids (IFB) will be publicly advertised and solicited from an adequate number of suppliers.
 2. The IFB will include any specifications and pertinent attachments
 3. All bids will be publicly opened
 4. A firm fixed price contract will be made in writing to the lowest responsive and responsible bidder
 5. Any or all bids may be rejected for documented reason
- **Competitive Proposals.**
Competitive proposals are used when conditions are not appropriate for the use of sealed bids. The following conditions apply:
 - Must be publicized and identify all evaluation factors and their relative importance
 - Solicited from an adequate number of qualified sources
 - Must have a written method for conducting technical evaluations and selecting recipients
 - Awarded to the firm whose proposal is most advantageous to the program, with price and other factors considered
 - **Non-Competitive Proposals.**
Solicitation through only one source. May be used only when the following circumstances apply:
 - Item is available only from a single source
 - Public exigency or emergency will not permit a delay
 - Authorized by the funder
 - After solicitation of a number of sources, competition is determined inadequate

75.330 Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms

The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

75.331 Procurement of Recovered Materials

Procuring only items designated in guidelines of the Environmental Protection Act that contain the highest percentage of recovered materials practicable.

75.332 Contract Cost and Price

The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold.

75.333 Federal Awarding Agency or Pass-Through Entity Review

The non-Federal entity must make available procurement documents when requested, or when:

- The procurement procedures or operations fail to comply with procurement standards
- Is to be awarded without competition
- Specifies a "brand name"
- Is awarded to other than the apparent low bidder under a sealed bid procurement
- A proposed modification changes the scope of the contract amount

The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or the non-Federal entity may self-certify its procurement system.

75.334 Bonding

This section is specific to construction or facility improvement contracts and subcontracts. ANA does not allow for construction projects. Please read the regulations, if applicable.

75.341 Financial Reporting

The current OMB financial report is the Federal Financial Report or the SF- 425. The report can be required no less frequently than annually and no more frequently than quarterly without OMB approval.

75.342 Monitoring and Reporting Program Performance

The non-Federal entity is responsible for oversight of the operations of the Federal award supported activities to assure compliance with requirements and performance expectations are being achieved. This must cover each activity.

The performance reports must have OMB approval. Performance reports will be required no less frequently than annually and no more frequently than quarterly without OMB approval. Annual reports will be due 90 calendar days after the reporting period and quarterly or semiannual reports will be due 30 calendar days after the reporting period.

75.343 Reporting on Real Property

The non-Federal entity is required to report at least annually on any tangible personal property (e.g., equipment with a unit cost of \$5,000 or more). A Final SF-428 report should be submitted within 90 days from the end of the period of performance.

75.352 Requirements for Pass-Through Entities

Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes such identification as: Subrecipient name, FAIN, award date, amount, description, and so on.

45 CFR Part 75.353 is superseded by 2 CFR Part 200.333

With prior written approval from the HHS awarding agency, a pass-through entity may provide subawards based on fixed amounts up to the Simplified Acquisition Threshold, provided that the subawards meet the requirements for fixed amount awards.

75.361 Retention Requirements for Records

All records and supporting documents must be retained for three years from the date of submission of the final expenditure report or for awards that are renewed quarterly or annually from the date of the submission of the quarterly or annual financial report.

If any litigation, claim, or audit is started before the expiration of the three-year period the records must be retained until resolved. Also, if the awarding agency notifies the non-Federal entity in writing to retain records.

Property and equipment records must be retained for three years after final disposition.

75.363 Methods for Collection, Transmission and Storage of Information

There are a number of requirements for records collection, transmission, and storage. Also refer to Access to Records in 75.364.

75.371 Remedies for Noncompliance

A non-Federal entity that fails to comply with Federal statutes, regulations, or the terms and conditions, the HHS awarding agency or pass-through entity may impose additional conditions.

75.372 Termination

The awarding agency may terminate an award if the non-Federal entity fails to comply with the terms of the Federal award, mutual consent is reached, if written notification is sent, or if there is cause.

75.381 Closeout

The awarding agency will close-out the Federal award when all applicable administrative actions and required work is completed. This includes submitting reporting and liquidating all obligations within 120 days after the conclusion of the period of performance.

45 CFR PART 75 – SUBPART E – COST PRINCIPLES

75.401 Application

The principles must be used in determining the allowable costs of work performed by the non-Federal entity under Federal awards.

75.402 Composition of Costs

The total cost of a Federal award is the sum of the allowable direct and indirect costs. For ANA's purposes, this is the Federal request in your approved Notice of Award (NOA) and line-item budget.

75.403 Factors Affecting Allowability of Costs

- Must be necessary and reasonable.
- Conform to any limitations or exclusions in the cost principles or the federal award.
- Be consistent with policies and procedures.
- Be accorded consistent treatment.
- Be determined in accordance with generally accepted accounting principles.
- Not included as a cost or used to meet cost sharing or matching requirements of any other federally financed program.
- Be adequately documented.

2 CFR Part 200.414(f) does allow Recipients and subrecipients that do not have a current Federal negotiated indirect cost rate (including provisional rate) may elect to charge a de minimis rate of up to 15 percent of modified total direct costs (MTDC).

The regulations also address direct and indirect costs and cost allocation plans. 75.416 states the special considerations for States, Local Governments and Indian Tribes and discusses cost allocation plans and indirect cost proposals.

OMB COST PRINCIPLES: SELECTED ITEMS OF COST

The next two pages display a graphic of the allowability of selected elements of cost detailed in the regulations. It is important to read the specific requirements located in sections 75.421 through 75.475 if you have questions about specific costs.

	ALLOWABLE	PRIOR APPROVAL REQUIRED	NOT ALLOWABLE
Advertising and Public Relations - read the regulations			
Advisory Councils - read the regulations			
Alcoholic Beverages			√
Alumni/ae Activities			√
Audit Services	√ (with restrictions)		
Bad Debts			√
Bonding Costs	√		
Collections of Improper Payments	√		
Commencement and Convocation Costs			√ (with exception)
Compensation - Personal Services - read the regulations	√		
Compensation - Fringe Benefits	√		
Conferences	√		
Contributions and Donations - read allowability of contributions to the Tribe or organization			√
Defense and Prosecution of Criminal and Civil Proceedings, Claims, Appeals and Patent Infringements - some exceptions			√
Depreciation	√		
Employee Health and Welfare Costs	√		
Entertainment Costs			√
Equipment and Other Capital Expenditures		√	
Exchange Rates		√	
Fines, Penalties, Damages and Other Settlements - some exceptions			√
Fund Raising and Investment Management Costs		√ (If to meet Federal program Objectives)	

	ALLOWABLE	PRIOR APPROVAL REQUIRED	NOT ALLOWABLE
Gains and Losses on Disposition of Depreciable Assets - read the regulations			√
General Costs of Government			√
Goods or Services for Personal Use - read the regulations			
Idle Facilities and Idle Capacity			√ (two exceptions)
Insurance and Indemnification	√		
Intellectual Property	√		
Interest - read the regulations			
Lobbying			√
Losses on Other Awards or Contracts			√
Maintenance and Repair Costs	√		
Materials and Supplies Costs, including costs of computing devices	√		
Organization Costs		√	
Proposal Costs	√		
Publication and Printing Costs	√		
Rearrangement and Reconversion Costs - read the regulations		√	
Recruiting Costs	√		
Relocation Costs of Employees	√ (Only specific criteria)		
Rental Costs of Real Property and Equipment - read the regulations	√		
Selling and Marketing - direct costs only		√	
Specialized Service Facilities	√ (specific conditions)		
Student Activity Costs			√
Taxes	√		
Termination Costs	√		
Training and Education Costs	√		
Transportation Costs	√		
Travel Costs - read the regulations	√		
Trustees Travel and Subsistence Costs	√		

45 CFR PART 75 – SUBPART F – AUDIT REQUIREMENTS

45 CFR Part 75.501 is superseded by 2 CFR Part 200.501

A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program specific audit conducted for that year.

75.504 Frequency of Audits

Audits required by this part must be conducted annually with the following exceptions:

- An Indian tribe that is required by constitution or statute, in effect on January 1, 1987, to undergo its audits less frequently than annually, is permitted to undergo its audits pursuant to this Part biennially.
- Any nonprofit organization that had biennial audits for all biennial periods ending between July 1, 1992 and January 1, 1995 is permitted to undergo its audits pursuant to this Part biennially.

75.512 Report Submission

The audit must be completed and the required data collection form and reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period.

45 CFR APPENDIX TITLES

Appendix I: Full Text of Notice of Funding Opportunity

Appendix II: Required Contract Provisions

Appendix III: Indirect Cost Institutions of Higher Education

Appendix IV: Indirect Cost Nonprofit Organizations

Appendix V: Government Entities Cost Allocation Plans

Appendix VI: Public Assistance Cost Allocation Plans

Appendix VII: States and Local Government and Indian Tribe Indirect Cost Proposals

Appendix VIII: Nonprofit Organizations exempted from Cost Principles

Appendix IX: Hospital Cost Principles

Appendix X: Data Collection Form

Appendix XI: Compliance Supplement

Appendix XII - Award Term and Condition for Recipient Integrity and Performance Matters

NOTE

The management of an ANA grant requires a working knowledge of the financial assistance rules and regulations and basic cost principles of HHS. HHS rules and regulations are contained in Title 45 of the Code of Federal Regulations (45 CFR). More detailed information on how HHS implements the CFRs is in the Grants Policy Statement available at: <https://www.hhs.gov/sites/default/files/hhs-grants-policy-statement-oct-2025.pdf>.

Conclusion

Congratulations on your ANA grant. We hope the information in this manual is helpful in the management and reporting of your ANA project. ANA has a variety of resources available to help you during the course of your project.

ANA believes community members are at the heart of lasting and positive change and community involvement is central to designing and implementing a successful project. The ANA website includes success stories, a growing resource library, and guides for new recipients.

Please review the ANA website at <https://acf.gov/ana>.

ANA also has regional training and technical assistance centers. These centers are staffed by training and technical assistance (TTA) providers with extensive experience managing and implementing community development projects. Contact information for the centers can be found on the back cover of this manual.



Good luck on your new project and let your Program Specialist or TTA provider know if you have any questions.

APPENDIX 1

ABBREVIATIONS AND ACRONYMS

Term	Definition
ACF	Administration for Children and Families
ANA	The Administration for Native Americans
CFR	Code of Federal Regulations
COB	Carry Over Budget
DoP	ANA Division of Policy
DPEP	ANA Division of Program Evaluation and Planning
DPO	ANA Division of Program Operations
EMI	Esther Martinez Immersion
ERE	Environmental Regulatory Enhancement
FFR	Federal Financial Reports
GPS	Grants Policy Statement
GS	GrantSolutions
HHS	Department of Health and Human Services
NAPA	Native American Programs Act of 1974, as amended
NCC	Non-Competing Continuation
NCE	No Cost Extension
NFS	Non-Federal Share (also referred to as Cost Share)
NOA	Notice of Award
NOFO	Notice of Funding Opportunity
OGM	ACF Office of Grants Management
OLDC	Online Data Collection System
OMB	Office of Management and Budget
OPR	Ongoing Progress Report
OWP	Objective Work Plan
PIP	Project Improvement Plan
PM	Native American Language Preservation and Maintenance
PMS	Payment Management System
SEDS	Social and Economic Development Strategies
SEDS AK	Social and Economic Development Strategies Alaska
SF	Standard Form
T/TA	Training and Technical Assistance

APPENDIX 2

ANA DEFINITIONS

Authorizing Official: 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. Usually the Chairman, Chief, Governor, President or Executive Director of the Tribe or Organization.

Budget Justification: A narrative that provides information to ANA which validates that each expense is necessary and reasonable. The budget justification will explain how the cost was calculated and provide additional information about each expense.

Budget Period: The interval of time into which a period of performance is divided for budgetary and funding purposes. The budget period also is the "period of funding availability" as specified in 45 CFR Part 75.

Community Assessment: A systematic process to acquire an accurate, thorough picture of the strengths and weaknesses of a community. This process is utilized to help identify and prioritize goals, develop a plan for achieving those goals, and allocate funds and resources for undertaking the plan. A community assessment can be conducted to identify community condition(s), define which condition a project will address, and identify resources that can be used in the project to reduce or eliminate the community condition.

Community Involvement: How the community participated in the development of the proposed project and how the community will be involved during the project implementation and after the project is completed. Evidence of community involvement can include, but is not limited to, certified petitions, public meeting minutes, surveys, needs assessments, newsletters, special meetings, public council meetings, public committee meetings, public hearings, and annual meetings with representatives from the community.

Community-Based Projects: Projects designed and developed in the community, by the community. Community-based projects involve tapping into local needs, understanding and building on the strengths of existing institutions and resources, and defining the changes needed to support community action. They reflect the cultural values; collective vision; and long-term governance, social, and economic development goals of Native communities.

Community-Based Strategies: A strategy which relates the proposed project to a long-term community goal, justifies why the proposed project is important to the long-term community goal, and describes how the community was involved in identifying the project as a means to achieve the long-term community goal.

Community Condition: A specific and current community condition that is related to the purpose of the project. Sufficient detail should be included to describe the baseline condition for the project, so that the achievement of the project goal and outcomes can be used to show an enhancement in the condition described.

Comprehensive Plan: A document developed by the community that lists the community's long-term goals. The plan should include benchmarks that measure progress towards achieving those goals. Comprehensive plans usually require at least a year to complete and cover a five- to ten-year time span.

Construction: Construction of a new building, including the installation of fixed equipment, but excluding the purchase of land and ancillary improvements, for example, parking lots or roads.

Contingency Plan: A set of specific actions to reduce anticipated negative impacts on a project in the event challenges arise.

Core Administration: Salaries and other expenses for those functions that support the applicant's organization as a whole or for purposes unrelated to the actual management or implementation of the ANA-funded project.

Federal Share: Financial assistance provided by ANA in the amount of 80 percent of the total approved costs of the project. The Commissioner may approve assistance in excess of such percentage if such action is in furtherance of the purposes of the Native American Programs Act of 1974 (NAPA), 42 U.S.C. 2991b.

Governing Body: A body: (1) consisting of duly elected or designated representatives, (2) appointed by duly elected official, 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.

Equipment: An article of nonexpendable, tangible personal property, having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$10,000.

Evaluation: Involves assessing the strengths and weaknesses of programs, policies, personnel, products, and organizations to improve their efficiency and effectiveness. Project evaluation measures the efficiency and effectiveness of a project and determines the level of achievement of the project objectives.

Indicators: Measurement descriptions used to verify the impact (outcome) or the achievement of the project goal. Indicators must be quantifiable and documented. Indicators include target numbers and tracking systems. ANA requires one indicator per objective.

Line-Item Budget: The detailed cost presentation for the project. The line item budget must be reasonable and tied to the project objectives and work plan.

Leveraged Resources: Any resource not including the Federal share, non-Federal contribution, and program income, expressed as a dollar figure, acquired or utilized during the period of performance that supports the project. Leveraged resources may include natural, financial, personnel, and physical resources provided to assist in the successful completion of the project.

Long-Term Community Goal: A goal that has been identified by a community through surveys, community meetings, or a strategic plan.

Milestone Activities: The main activities ordered in a sequential manner which become the building blocks to accomplish the objectives. These activities have a definite start and end date. ANA has limited these to a maximum of 25 activities per objective (per period of performance), excluding administrative functions such as attending ANA mandatory meetings and reporting.

Minor Alterations and Renovations: A minor renovation or alteration is distinguished from construction and major renovations with the following characteristics;

- Work that changes the interior arrangements or other physical characteristics of an existing facility or installed equipment so that it may be more effectively used for its current designated purpose or adapted to an alternative use to meet a programmatic requirement.
- Costs may not exceed \$250,000 or 25 percent of the total approved budget for a period of performance.

New construction, development or repair of parking lots, or activities that would change the "footprint" of the facility (for example relocation of existing exterior walls or roofs) would not be allowable.

Modified Total Direct Cost (MTDC): MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$50,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs and with the approval of the cognizant agency for indirect costs.

Non-Federal Share (NFS): Financial amount provided by recipient in the amount of 20 percent of the total approved costs of the project. Non-Federal Share is the value of cash and non-cash contributions directly benefiting a grant-supported project or program not borne by the Federal Government. Recipient contributions may be derived from any non-Federal source; from Federal

sources if received as fees, payments, or reimbursements for the provision of a specific service; or from other program income. Otherwise, unless there is specific statutory authority, Federal funds may not be used to match HHS grant funds.

NOTE

Other terms often utilized to identify NFS include Matching, Cost Sharing, and In-Kind Services.

Objective: A statement of the specific outcomes or results to be achieved within the period of performance which directly contribute to the achievement of the project goal and support the community's long-range goal.

Ongoing Progress Report (OPR): The semi-annual form used by recipients to report project progress to ANA. The OPR includes several sections, including work plan status, activity completion dates, staffing, and financials.

Objective Work Plan (OWP): The plan for achieving the project objectives and producing the outcome expected for each objective. The OWP is the blueprint for the project and includes the project goal, objectives, and activities. The form can be found at: <https://acf.gov/ana/training-technical-assistance/objective-work-plan>

Online Data Collection System (OLDC): An electronic reporting system that houses the Ongoing Progress Report. Access to the OLDC is found through [GrantSolutions.gov](https://www.grantsolutions.gov).

Outcomes: Measurable, beneficial changes that result from the project and are directly tied to the Objectives.

Outcome Tracker: A tool used to identify the outcomes and indicators of each objective which provide benchmarks for the following points in time: baseline, end of project year(s), and end of period of performance, as well as lists project outputs.

Outputs: Outputs are tangible products or services that result from actions taken to achieve project objectives.

Partnerships: A collaborative effort between two or more parties that will support the development and implementation of the project.

Program Income: Means gross income earned by a non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance except as provided in 45 CFR Part 75.307.

Project: A set of activities with a start and end date that will accomplish measurable objectives, achieve a project goal and are funded by a budget.

Project Approach or Strategy: The plan of action the project will take to successfully achieve its goal and objectives.

Project Goal: The specific result or purpose expected from the project and achieved through the project objectives and activities.

Period of Performance: The time during which a recipient or subrecipient may incur new obligations to carry out the work authorized under an award or subaward, respectively.

Project Planning: The process used to create a plan of action that will reduce or eliminate a condition that stands between the community and a long-term goal and determines the costs associated with implementation of that plan.

Project Steering Committee: A committee that includes a cross-section of people, such as: community members, potential beneficiaries, agency leadership, staff and partner organizations that coordinate project planning, oversee project implementation and assist with project evaluation.

Real Property: Land, including land improvements, structures, and added fixtures thereto, excluding movable machinery and equipment.

Stakeholder: A stakeholder (or interest group) is someone who has something to lose or gain through the outcomes of a project.

SF-424 Application for Federal Assistance

This form is required for most grant amendments.

Sf-424A Budget Information for Non-Construction Programs

This form is required when completing a grant amendment, typically for grant financial matters.

SF-428 Tangible Personal Property Report

The SF-428 is a standard form used to collect information related to tangible personal property (e.g., equipment with a unit cost of \$5,000 or more and residual supplies with an aggregate fair market value exceeding \$5,000) under the grant award are required to submit the OMB approved Tangible Personal Property form SF-428.

All SF-428s should be submitted in GrantSolutions as a Grant Note using the following naming convention: Correspondence-SF-428-Final-YYYY and or to the assigned program POC as found on the NoA. Overview of the forms are as follows:

- a. SF-428. The Cover Page must be submitted along with the other applicable SF-428 Attachments (B, C, and S).

b. SF-428 Attachment B. The Final/Award Closeout form on Acquired Equipment purchased with Federal Funds is due at the end of a Federal Assistance Award. This form may not apply to some discretionary grant programs. Please see program- specific NOFO for applicability and exceptions.

c. SF-428 Attachment C. The Disposition Request form on Acquired Equipment is due at any time other than award closeout. The submission of this form, with the SF-429 cover page and supporting documentation, to OGM is the official starting point for any prior approval disposition request.

Standard Form 425 (SF 425): A required Office of Management and Budget financial reporting form to track the status of financial data tied to a Federal grant award.

Strategic Plan: A plan to realize a priority long-term goal through development and implementation of two or three strategic initiatives in a three to five-year period.

Supplies: Supplies means all tangible personal property other than those described in the equipment definition. A computing device is a supply if the acquisition cost is below the lesser of the capitalization level established by the recipient or subrecipient for financial statement purposes or \$10,000, regardless of the length of its useful life. See this section's definitions of computing devices and equipment.

Sustainability Plan: A narrative description of how a project and its benefits will continue after grant funding is complete.

Sustainable Project: Ongoing project operation through such strategies as routinization, revenue generation or leveraged resources.

Total Project Cost: In a project budget, the sum of the federal request amount and the non-federal share.



ANA Help Desk

website: <https://acf.hhs.gov/ana>

email: anacomments@acf.hhs.gov

Western Region

<https://www.anawestern.org>

Toll free: 1.855.890.5299



Eastern Region

<https://www.anaeastern.org>

Toll free: 1.888.221.9686



Pacific Region

<https://www.anapacific.org>

Toll free: 1.844.944.9544



Alaska Region

<https://www.anaalaska.org>

Toll free: 1.800.948.3158

