

# GRANTSOLUTIONS

ANA GRANTEE

USER MANUAL





# TABLE OF CONTENTS

[INTRODUCTION](#)

[DEFINITIONS](#)

[ROLES](#)

[GETTING STARTED](#)

[BECOMING FAMILIAR WITH YOUR ACCOUNT](#)

- ❖ [MY GRANTS LIST](#)
- ❖ [VIEW NGA](#)
- ❖ [GRANT NOTES](#)
- ❖ [SEND MESSAGE](#)
- ❖ [HISTORY](#)
- ❖ [MANAGE AMENDMENTS](#)
- ❖ [ACCOUNT MANAGEMENT](#)

[PROCESSING AMENDMENTS](#)

- ❖ [MANAGE AMENDMENTS](#)
- ❖ [THE APPLICATION CONTROL CHECKLIST](#)
- ❖ [ENTERING/SAVING ONLINE FORM INFORMATION](#)
- ❖ [VALIDATING ONLINE FORM DATA](#)
- ❖ [ENTERING COMMENTS FOR A PARTICULAR FORM](#)
- ❖ [UPLOADING A FILE AS PART OF YOUR APPLICATION](#)
- ❖ [VIEWING THE FULL APPLICATION SUBMISSION \(PRINT APPLICATION\)](#)
- ❖ [SUBMITTING YOUR APPLICATION](#)
- ❖ [INSTRUCTIONS FOR THE ON-LINE 424A](#)
- ❖ [INSTRUCTIONS FOR THE ON-LINE 424](#)
- ❖ [GRANTSOLUTIONS AMENDMENT APPLICATION FLOW CHART](#)

[OBJECTIVE PROGRESS REPORT](#)



## INTRODUCTION

GrantSolutions.gov is a comprehensive grants management system provided by the Grants Center of Excellence. Through this system, you will be able to see your grant file and submit and track requests for changes and continuations to your project. Currently, along with HHS, the Department of Transportation and State Department are also utilizing GrantSolutions.

Please keep in mind that GrantSolutions is a work in progress. There will be changes made as more agencies begin to utilize this tool. As major changes occur, your Program Specialist will inform you of those changes and any new processes.

## DEFINITIONS AND NOTES

**Amendments:** (Formerly called Grant Actions) Amendments are non-routine grant actions that require special approval and do not automatically occur for every grant, such as:

- Budget Modification
- Change in Key Personnel
- Carry Over Budget
- Supplemental Award

Change in OWP or Impact Indicators, No Cost Extensions, Supplements and Non-Competing Continuations are not initiated by the grantee.

You must contact your program specialist to initiate No Cost Extensions and Supplements. Continuing grantees are informed by ANA when the NCC applications are posted on GrantSolutions

**Notice of Grant Award (NGA):** (Formerly called Financial Assistance Award, or FAA) Notifies the grantee that their application for funding, increase in budget or amendment has been approved. Please keep in mind that *Section 16.Approved Budget* will now show the total amount of Federal and Non-Federal Share together for each budget category. *Section 17. Award Computation* will still show the total amount of Federal and Non-Federal share as well as their respective percentages of the Total Budget.

**Authorized Official (AO):** The individual, named by the recipient organization, who is authorized to act for the recipient and to assume the obligations imposed by the Federal laws, regulations, requirements and conditions that apply to grant applications or awards.

**Principal Investigator/Program Director (PI/PD):** The individual the grantee designates as the contact person on the 424. The principal investigator or program director is the person the ANA Program Specialist will contact if they have any questions or concerns regarding the grant.

## ROLES

There are a variety of roles that can be assigned through GrantSolutions. Grantees may add several points of contact to GrantSolutions, but you can only have one Authorized Official (AO) and one Principal Investigator/Program Director (PI/PD). Below is how you register to take on one of these roles in GrantSolutions. Only the AO and PI/PD have the ability to initiate applications for amendments and Non-Competing Continuations - all supplemental roles are “read only” and do not have access to request grant modifications.

## GETTING STARTED

### **Grantees**

All account requests must be made by the prospective user’s supervisor or other authorized organization official.

- The requester must complete and sign the first section of the Account Request Form.

You can access the GrantSolutions Grantee User Account Request Form (PDF) on this web site:

<https://www.grantsolutions.gov/cf/display/mkt/Getting+Started>

- The person who will be receiving access needs to:
  - Sign and date the second part of the forms (Data Access/Security Compliance Statement)
  - Sign and date the main signature page in the HHS Rules of Behavior.
- Submit all required documents to the GrantSolutions Help Desk via email at [help@grantsolutions.gov](mailto:help@grantsolutions.gov) or fax the documents to the Help Desk at (301) 231-7223.

If you have any questions directly with setting up or managing your GrantSolutions account, you may call the GrantSolutions Help Desk at (202) 401-5282 or (866) 577-0771.



## BECOMING FAMILIAR WITH YOUR ACCOUNT

When you first log on to Grantsolutions take a few minutes to familiarize yourself with the system. Once you are logged into Grantsolutions, you will see basic information about your grant – such as Grant Number, Program, Award Issue Date, etc. You will also see several links on the right hand side of this information – View NGA, Grant Notes, Send Message, History and Manage Amendments.

**My Grants List** – This is the main area where you will review your grant file. In this section you can view your Notice of Grant Award (NGA), Grant Notes, and History. This is also where you will be able to request changes to your grant, through Manage Amendments.

*Note:* There is a function where you can Send Messages to your Program Specialist or Grants Management Specialist; however ANA requests that you do not use this as a means of communication, and rather you send correspondence directly to them via email or phone.

GrantSolutions.gov [AGrantee] GrantSolutions-3.16.2.15 05/26/2011 | Log Out

Account Management ▾ Funding Opportunity Applications Grants ▾ Reports ▾ Online Data Collection Help/Support

### My Grants List

[Show Expired Grants](#)

Indian Workforce Investment

Grant Number: 1 IDD11000001-01-00	<a href="#">View NGA</a>
Grant Program: Improving Disability Determination Process	<a href="#">Grant Notes</a>
Program Office: SSA (Entire US)	<a href="#">Send Message</a>
Project Title: Improving Disability Determination Process	<a href="#">History</a>
Award Issue Date: 07/26/2011	<a href="#">Manage Amendments</a>
Project Period: 09/01/2010 to 08/31/2015	<a href="#">Objective Work Plan</a>
Budget Period: 09/01/2010 to 08/31/2011	<a href="#">Objective Progress Report</a>
Total Approved Budget (Federal): \$80,000	
Next T&C Due Date: N/A	
Status: Work In Progress (Post Award) (Budget Revision )	
Non Competing Status: LATE	<a href="#">Apply For Non Competing Award</a>
Non Competing Due Date: 06/02/2011	

Close

**View NGA** – This is where you can view your most recent NGA. This will be the NGA that approved your current year’s funding. If a budget modification or other amendment is

processed during the current budget period, the NGA will be replaced. However, all previously issued NGAs can be found under the History link.

**Grant Notes** – This is where you can see a wide variety of information about your grant including, but not limited to, correspondence between you and your Program Specialist, current approved OWP and 424A, and quarterly reports.

You can search the Grant Notes section by date, author or subject. Below are a listing of items that are located in Grant Notes. The subject name you can search by is in italics.

*Note:* You can only view items in Grant Notes, Although you do have the ability to add grant notes, ANA specialists do not have notifications that allow them to see that information has been uploaded. ANA strongly encourages grantees to use this tab as a read only designation.

- Current Objective Work Plan (search *ApprovedCurrentOWP*)
- Current SF-424A (search *ApprovedCurrent424A*)
- Correspondence between you and your Program Specialist or Grants Management Specialist (search *Corr*)
- Objective Progress Reports (search *OPR*)
- SF-425 or (search *425*)
- Amendment Application Submitted Status (search *Application Submitted*)
- Amendment Application Returned to Grantee for Corrections Status (search *Submitted Application*)
- Approval of Amendment or Application (search *Grant Award Action*)

**Send Message** – ANA is not utilizing this feature of GrantSolutions. Please do not send correspondence to your Program Specialist or Grants Manager via GrantSolutions.. Please send correspondence through email, phone, or mail.

**History** –This shows the history for applications, non competing continuations and approved amendments.

**Manage Amendments** – This is the section where you will initiate amendments in GrantSolutions.

**Objective Work Plan** – This is where you can view your Current Approved Objective Work Plan.

**Objective Progress Report** – This is where you will go to fill out your required Objective Progress Report. More information on the OPR and instructions will be found later in this manual.

**Account Management** - Under the *Accounts Management* tab in the top left hand side of the screen you can update your profile, change your passcode, set your notification preferences and view your CCR verification status.

## PROCESSING AMENDMENTS

### **Manage Amendments**

This section is where you can initiate, edit and delete amendments and view the status of existing amendments.

Amendments include all types of actions that require a NGA to be issued. You can refer back to the definition of amendment for a list of what are considered amendments in GrantSolutions. Each amendment has an application that is submitted by the grantee and processed by ANA and OGM. The following section shows how to submit amendments using GrantSolutions.

Each amendment has a default application kit containing online forms/enclosures and information for that particular amendment. ANA requirements sometimes differ from the information in the default application kit, so please refer to the *Grant Amendment Handbook* or use the *Table of Required Forms and Documents* on the next page to see what documentation ANA requires.

TABLE OF REQUIRED FORMS AND DOCUMENTS

	SF-424	SF-424A	SF-424B	SF-425	Cover Letter	Resumes	Project Narrative	Budget (Line Item and Narrative)	OWP
Budget Revision	✓	✓			✓			✓	
Carry Over Budget	✓	✓		✓	✓			✓	✓
Change in Address	✓				✓				
Change in PI/PD	✓				✓	✓			
Change in Grantee Auth. Official	✓				✓	✓			
Change in Scope	✓	✓		✓	✓		✓	⌘	✓
Name Change	✓				✓				
No Cost Extension *	✓	⌘			✓			⌘	✓
Non-Competing Continuation *	✓	✓	✓		✓		✓	✓	✓

\* No Cost Extensions, Supplements and Non-Competing Continuations are not initiated under Manage Amendments.

⌘ You only need to submit these documents if there is a change in the budget.

You must contact your program specialist to initiate No Cost Extensions and Supplements. Continuing grantees are informed by ANA when the NCC applications are posted on GrantSolutions.

To initiate an amendment, click on the *Manage Amendments* link on your GrantSolutions home page. This section is where you can initiate, edit and delete amendments and view the status of existing amendments. To initiate an amendment, click on *New* at the bottom of the page. Then Select your amendment type: Budget Revision, Carryover Request, Change Grantee Address, Change in PI/PD, Change in Grantee Authorizing Official or a Name Change.

The screenshot shows the GrantSolutions.gov website interface. At the top, there is a navigation bar with the following items: Account Management, Funding Opportunity, Applications, Grants, Reports, Online Data Collection, and Help/Support. The main content area is titled "My Grants List" and includes a link for "Show Expired Grants". A modal window is displayed, showing details for a grant under the heading "Indian Workforce Investment". The modal contains the following information:

- Grant Number: 1 IDD11000001-01-00
- Grant Program: Improving Disability Determination Process
- Program Office: SSA (Entire US)
- Project Title: Improving Disability Determination Process
- Award Issue Date: 07/26/2011
- Project Period: 09/01/2010 to 08/31/2015
- Budget Period: 09/01/2010 to 08/31/2011
- Total Approved Budget (Federal): \$80,000
- Next T&C Due Date: N/A
- Status: Work In Progress (Post Award) (Budget Revision )
- Non Competing Status: LATE
- Non Competing Due Date: 06/02/2011

On the right side of the modal, there are several links: "View NGA", "Grant Notes", "Send Message", "History", "Manage Amendments", and "Apply For Non Competing Award". A "Close" button is located at the bottom center of the modal.

## The Application Control Checklist

The application control checklist is where you fill out forms, download documents and instructions, upload files, and submit and unsubmit your application. It lists all of the documents and other information that is required for that particular amendment.

GrantSolutions.gov
[Official] | GrantSolutions-3-25-8-9b 11/02/2012 | Log Out

Account Management Funding Opportunity Applications Grants Reports Online Data Collection Help/Support

### GrantSolutions Amendment Application Control Checklist

**Post Award Action: Budget Revision**

**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	ANA Language Preservation Center Sample
Grant Number	90NL0561
Application Number	(To be assigned)
Action	Budget Revision
Project Title	Native American Language Preservation and Maintenance Sample

Information for the Applicant	Enclosure(s)	Attachment(s)	Status
Budget Revision Instructions ACF	<a href="#">View PDF Version</a> <a href="#">View Original Version</a>	N/A	—
SF-425 Download		N/A	—
Online Forms	Enclosure(s)	Attachment(s)	Status
SF-424A Budget Information - Non-Construction	<a href="#">Enter Online</a>	0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	⚠
SF-424 Application for Federal Assistance Version 2	<a href="#">Enter Online</a>	0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	—
Program Narrative	Enclosure(s)	Attachment(s)	Status
Program Narrative Upload	<a href="#">Enter Comments</a>	0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	⚠
Additional Information to be Submitted	Enclosure(s)	Attachment(s)	Status
Cover Letter Upload		0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	—
Budget Narrative Upload		0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	⚠
Line Item Budget		0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	—
SF-425 Upload		0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	—
Miscellaneous Information	<a href="#">Enter Comments</a>	0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	—

Amendment Package Status: Work In Progress (Post Award)

## Entering/Saving Online Form Information

To enter online form information, select the “Enter Online” link associated with the item you wish to fill out, e.g., 424A. When you are done entering in the information, select the Save button at the bottom of the screen. You do not have to fill in ALL of the information in one session. However, the online forms must be validated before you can submit the application. Additional instructions for completing the 424 and 424A are below. It is best to complete the 424A first, and then the 424 as that order will allow the 424A to automatically populate the 424. All 424 and 424A’s must be submitted online and not uploaded as a PDF.

## Validating Online Form Data

Upon completing the online form information, select the Validate button at the bottom of the page. Any validation errors, such as missing required data, will be presented to you. If you are filling out the 424A form, the system will prompt you to copy the budget information over to the 424 form. Select 'Yes'.

## Entering Comments for a Particular Form

If you would like to add a comment about the online information or uploaded document, select the 'Comments' link for the item you wish to add comments to.

GrantSolutions.gov [AGrantee] GrantSolutions-3.16.2.15 05/26/2015 | Log Out

Account Management ▾ Funding Opportunity Applications Grants ▾ Reports ▾ Online Data Collection Help/Support

### Attachments

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

Organization Name: Indian Workforce Investment  
Application Number: (To be assigned)  
Project Title: Improving Disability Determination Process  
Project Period: 09/01/2010 to 08/31/2015

Enclosure: Application for Federal Assistance (SF-424 V2)  
Number of Attachments: 0

Item Description	Type	Review	Action
(Empty)			

**Attachment Notice:**  
GrantSolutions will perform a virus scan on all uploaded attachments. If GrantSolutions finds a virus, the file will be purged and the attachment will not be accepted. If the uploaded file is virus-free and a [supported document file type](#), GrantSolutions will convert the file into PDF format and store it on the system. Where possible, please consolidate the number of uploads.

Please be aware that these operations could take up to five minutes to complete and that this page will not automatically refresh itself. If the word "Pending" appears next to your file upload, wait a few minutes and then refresh the page by pressing your browser's refresh button. Alternatively, press the "Close" button and return to this screen later.

## Uploading a File as Part of Your Application

If you wish to upload a file as part of your application, select the appropriate item and select the *Uploaded files* link. From there, you will be able to upload a file from your computer to the system.

Select *Upload Attachment* to upload a file to the system.

## Viewing the Full Application Submission (Print Application)

To view your entire application click *Original Submission* on the GrantSolutions Application Checklist at the top of the page and a new window will open with a PDF version of your application, which you can print.

## **Submitting Your Application**

Once you have completed your application, click the *Verify Submission* button at the bottom of the page.

Then click *Final Submission*.

Your application has now been submitted to ANA for review.

If any information is missing or unclear, you will receive responses back through GrantsSolutions by email. To resubmit or add information, use the same instructions as for the original application.

# INSTRUCTIONS FOR THE ON-LINE 424A

## SF-424A

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

### BUDGET INFORMATION - NON CONSTRUCTION PROGRAMS

\* indicates a required field.

<b>Organization Name</b> ANA Language Preservation Center Sample	<b>Project Title</b> Native American Language Preservation and Maintenance Sample	<b>Budget Period</b> Start Date * 8/1/2012 <input type="text"/>
<b>Application Number</b> (To be assigned)	<b>Project Period</b> 08/01/2012 to 07/31/2015	End Date * 7/31/2013 <input type="text"/>

[424A Instructions](#)

▼ Section A Budget Summary

Grant Program Function or Activity (a)	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. <input type="text" value="NL - Grant Languages Program"/>	<input type="text" value="93.587 - Promote the Survival"/>	\$ <input type="text" value="0.00"/>	\$0.00			
2. <input type="text" value="NL - Grant Languages Program"/>	<input type="text" value="93.587 - Promote the Survival"/>	\$ <input type="text" value="0.00"/>	\$0.00			
3. <input type="text" value="NL - Grant Languages Program"/>	<input type="text" value="Please select a CFDA"/>	\$ <input type="text" value="0.00"/>	\$0.00			
4. <input type="text" value="NL - Grant Languages Program"/>	<input type="text" value="Please select a CFDA"/>	\$ <input type="text" value="0.00"/>	\$0.00			
<b>5. TOTALS (sum of lines 1-4)</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

▼ Section B Budget Categories

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) NL - Grant Languages Program	(2) NL - Grant Languages Program	(3) NL - Grant Languages Program	(4) NL - Grant Languages Program	
(a) Personnel	\$ <input type="text" value="0.00"/>	\$0.00			
(b) Fringe Benefits	\$ <input type="text" value="0.00"/>	\$0.00			
(c) Travel	\$ <input type="text" value="0.00"/>	\$0.00			
(d) Equipment	\$ <input type="text" value="0.00"/>	\$0.00			
(e) Supplies	\$ <input type="text" value="0.00"/>	\$0.00			
(f) Contractual	\$ <input type="text" value="0.00"/>	\$0.00			
(g) Construction	\$ <input type="text" value="0.00"/>	\$0.00			
(h) Other	\$ <input type="text" value="0.00"/>	\$0.00			
(i) Total Direct Charges (sum of 6a - 6h)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(j) Indirect Charges	\$ <input type="text" value="0.00"/>	\$0.00			
(k) Totals (sum of 6i and 6j)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>7. Program Income</b>	\$ <input type="text" value="0.00"/>	\$0.00			

Click on the link *Enter Online* in the SF-424A section of the Application Checklist. This will open up an online form where you can begin entering in the budget amounts. Some of the information will be populated by GrantSolutions. The following is the information you will need to enter.

Section A – Budget Summary:

Note: Line 1 is for your Federal Share and Line 2 represents your Non-Federal Share.

- Under Program 2, in column b chose the Catalog of Federal Domestic Assistance Number.
- If you are Carrying Over funds from one year to the next: In lines c and d, fill in the Federal and Non-Federal shares according to your NGA.
- If you are revising your budget: In lines e and f, fill in the same amounts as are on your NGA
- If you are submitting your Non-Competing Continuation application In lines e and f, fill in the approved budget for the next budget period.

Section B – Budget Categories:

- In lines a-k, enter the requested revised budget amounts for the Federal and Non-Federal shares. Note: Please remember that the Federal Share should be entered into the column marked *Program-1* and the Non-Federal Share should be entered in the column marked *Program-2*.

INSTRUCTIONS FOR THE ON-LINE 424A CONTINUED

Section C Non Federal Resources						
(a) Grant Program	(b) Applicant	(c) State	(d) Other (Local)	(e) Other (Non Local)	(f) Other Program Income	(g) TOTALS
8. NL - Grant Languages Program	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
9. NL - Grant Languages Program	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
10. NL - Grant Languages Program	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
11. NL - Grant Languages Program	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
12. TOTALS (sum of lines 8-11)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Section D Forecasted Cash Needs					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
14. Non Federal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
15. Total (sum of lines 13 and 14)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Section E Budget Estimates of Federal Funds needed for Balance of the Project				
(a) Grant Program	(b) First	FUTURE FUNDING PERIODS (YEARS)		
		(c) Second	(d) Third	(e) Fourth
16. NL - Grant Languages Program	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
17. NL - Grant Languages Program	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
18. NL - Grant Languages Program	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
19. NL - Grant Languages Program	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
20. TOTALS (sum of lines 16-19)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Section F Other Budget Information	
21. Direct Charges	<input type="text"/>
22. Indirect Charges	<input type="text"/>
23. Remarks	<input type="text"/>

Save Close

### Section C – Non Federal Resources:

Note: Be sure to leave Line 8 as a *zero* amount.

- In line 9, columns b – g, enter Non Federal Share associated with your grant under the appropriate heading to indicate what amount is provided by the applicant, by the state, or by other sources.

### Section D – Forecasted Cash Needs

- In lines 13 and 14, enter in the estimated cash needs for each quarter. Be sure to estimate what ACTUAL expenditures will be instead of simply dividing the total award by four. Note: The default setting is set to divide by four; however ANA requires grantees to more realistically predict spending each quarter.

### Section E – Budget Estimates of Federal Funds Needed for Balance of the Project

- In line 16, columns b-e, enter in the future funding amounts, if any, which were approved for subsequent years.

### Section F – Other Budget Information

- This section is to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

After you have populated the on-line form, click *save* and then click *validate*. GrantSolutions will indicate if there are any errors in the information you entered with a pop-up window.

GrantSolutions will prompt you to copy the budget information over to the 424 form. Select *Yes*.

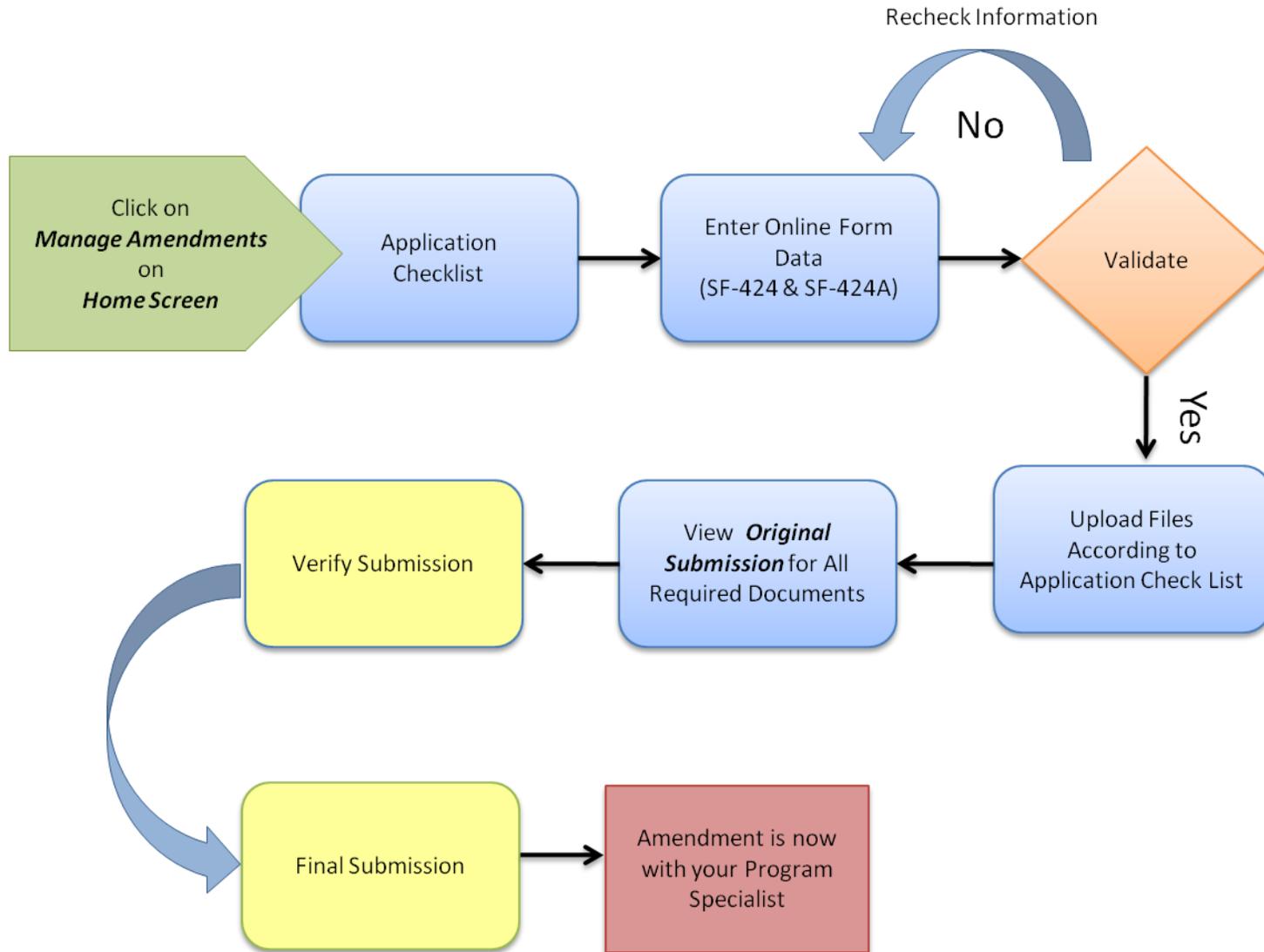
### INSTRUCTIONS FOR THE ON-LINE 424

Most of the information for the 424 will pre-populate. There are instructions located in a link at the top of the form. Please make sure all information is correct and up to date and enter in information in all of the line items which are not shaded:

- Item 2, for most amendments, please indicate what type of amendment you are filing in the *Other* category (e.g. Carry Over Budget (COB), Budget Modification (Bud Mod), etc.)
- Item 4, enter your Grant Number
- Item 9, select your Applicant type from the drop down menu. Select *Other* and indicate what is the type of organization
- Item 16, indicate what Congressional districts your organization and project are located
- Item 18, check to ensure that all funding information was transferred correctly from the 424A.
- Item 21, click the box next to I AGREE

Please include the email addresses of the Point of Contact and the Authorized Official in the appropriate sections.

GRANTSOLUTIONS AMENDMENT APPLICATION FLOW CHART



## OBJECTIVE PROGRESS REPORT

Detailed instructions on how to complete the OPR are below. Use these instructions when completing the activities below and when responding to the request for information contained in the OPR.

### Page 1

**Item 1:** Enter legal name of the grantee

**Item 2:** Enter the grant number assigned by DHHS/ACF/ANA. This number is found in Item 3 on the FAA

**Item 3a:** Enter the grantee DUNS number (received from Dun and Bradstreet)

**Item 3b:** Enter the Employer Identification Number (EIN) assigned by the IRS

**Item 4:** Enter grantee name and complete address, including zip code

**Item 5:** Select “yes” if the SF-425 is attached to the OPR. Select “no” if the SF-425 is not attached.

**Item 6:**

- Enter the budget period covered in the report (e.g. Year 1, Year 2 or Year 3)
- Enter the project start date (month, day, and year)
- Enter the project end date (month, day, and year)

**Item 7:** Enter the month, day, and year of the last day covered by the report (e.g. December 31, 20XX, March 31, 20XX, June 30, 20XX, or September 29, 20XX).

**Item 8:** Indicate the reporting quarter (e.g. 1st, 2nd, 3rd, or 4th quarter, or Final (OER) report). Select “other” if the report does not cover a three month period and provide information on the period covered by the report.

**Item 9:** Enter the title of the ANA project, the name of the individual that prepared the report, the date, his/her email address and phone number. Note that the performance narrative referenced here starts on page 2.

**Item 10:** If attachments are being included with the report , list each of the attachments.

**Item 11:** Self-explanatory.

**Item 12a:** Enter the name and title of the authorized representative of the grantee.

**Item 12b:** Enter the signature of the authorized representative certifying the report.

**Item 12c:** Enter the telephone number including the area code and extension number of the authorized representative certifying the report.

**Item 12d:** Enter the email address of the authorized representative certifying the report.

**Item 12e:** Enter the month, day, and year the report is being submitted.

**Item 13:** Leave blank.

### Performance Narrative

This form can be unprotected in order to add rows to the objective tables. However, the form should be returned to its protected status in order for fill in boxes, check boxes and drop down menus to work properly.

#### **Item 1:** Objective Work Plan Update

- Select “yes” if any changes have been made to the Objective Work Plan (OWP) and provide an explanation of the changes. Select “no” if no changes were made to the OWP.
- Next, select “yes” if you requested approval from your Awarding Agency for the changes made to the OWP and “no” if you did not.
- Next, select “yes” if you received approval from your Awarding Agency for the changes to the OWP and “no” if you did not.

#### **Item 2:** Objective Work Plan:

- Enter the goal of the project and the current budget year.
- List each objective for that budget year and all the activities for each objective, exactly as they appear in the approved OWP.
- In the second column, describe how each activity was accomplished during each quarter (i.e., Q1, Q2, Q3, Q4) of the budget period. Report on activities should be specific and include numbers and dates when possible. The report should demonstrate how much progress has been made on the activity. If the activity has been delayed, identify the causes and what, if any, steps are being taken to address the challenge. The information on activities is cumulative for each project year and should be maintained for the duration of the budget year (i.e. do not delete information from previous quarters for the current budget period).
- In the third and fourth columns, enter the originally anticipated “begin date” and “end date” from the approved OWP.
- In the last column, identify the status of the activity. This column should be updated each quarter. From the pull-down menu, select the correct status: *Completed* if the activity

was completed based on originally anticipated “end date”; *Ongoing* only if the activity is supposed to continue past this quarter according to the OWP; *N/A* if the activity is not scheduled to start until later in the project period; *Delayed* if the activity was not completed based on the originally anticipated end date and is still active. If the activity is delayed, enter the expected day, month, and year that the activity is expected to be completed.

- Finally, list the results and benefits expected from the approved OWP. Describe the current status of those results and benefits, including quantitative tracking for each quarter.

### **Item 3: Partnerships**

- In the first table, identify the targeted number of partnerships from your application, the total number of new partnerships formed during the reporting period (quarter), and the cumulative number of partnerships formed since the project began.
- In the second table, provide detail which supports the data in the first table. Identify each partner during the quarter that partnership was formed. Do not identify the same partner more than once. In column one, enter the name of the agency, organization, or Tribe with which the grantee established a partnership to support the ANA project.
- In column two provide a brief description on how the partnership is benefiting the ANA project.'
- In columns three and four, enter the year and quarter in which the partnership was formed utilizing the drop-down list. This information is cumulative and should be maintained from the beginning of the grant to the last day of the project period.

### **Item 4: Leveraged Resources**

A leveraged resource is any cash or in kind goods/services received by the grantee to support the project; that are over and above the non-federal share match obligation. First, identify the target from the application. For each leveraged resource, identify:

- whether each is a Federal (F) or Non-Federal (NF) source (columns 1 and 2),
- the source (e.g. Bob’s Diner – catering for monthly meeting) of each leveraged resource (column 3), and
- the dollar value of each resource under the correct Year and quarter column.

All totals at the bottom and to the right of the table should be calculated. This information is cumulative and should be maintained from the beginning of the grant to the last day of the project period.

### **Item 5: Impact Indicator**

Identify the impact indicator, tracking mechanism, pre-grant status (for comparison with end of year

and three year targets), end of grant target, and three year target, which were approved during award negotiations.

**Item 5a:** *This is only completed for 4th quarter reports.* Utilizing the indicator noted under item 5, assess the change in the baseline measure. For example if your impact indicator is the unemployment rate, list the actual unemployment rate at the end of each budget period.

**Item 5b:** *This is only completed for 4th quarter reports.* Utilizing the information stated in item 5a, check the box that corresponds to how the stated impact indicator was achieved at the end of each budget period.

Comments-Use this space to provide follow up comments on Items 5, 5a, and 5b or to report on any additional impact indicators being tracked.

**Item 6:** Native American Youth and Elder Opportunities

Select “yes” if the project provided opportunities or activities for Native American youth or elders during this reporting period. Select “no” if the project did not provide opportunities for Native American youth or elders. Select “NA” (not applicable) if Native American youth or elders are not a component of the ANA project.

If opportunities were provided, complete the table as follows:

- Column one - enter each activity for the reporting period only.
- Column two - enter the number of youth participating in the specific activity.
- Column three - enter the number of new youth participating (first time participants) for the reporting period. For example, if you had 50 youth participate in quarter 1 and in quarter 2, 60 youth participated but only 10 were first time participants, please only input ten in this column.
- Column four - enter the number of elders that participated in the specific activity.
- Column five - enter the number of new elders participating (first time participants). For example, if you had 20 elders participate in quarter 1 and in quarter 2, 30 elders participated but only 10 were first time participants, please only input ten in this column.
- Column six – Check “yes” if the project included intergenerational activities during this reporting period and “no” if it did not.

Complete calculations at the bottom of the table.

- First row – Include totals for all new participants for the reporting period.
- Second row – Input the unduplicated number of youth and elders from the previous OPR.
- Third row – Add the first and second row together and input the amount in this row.

**Item 6a: Intergenerational**

Check “yes” if the project included intergenerational activities between grandparents and grandchildren during this reporting period and “no” if it did not.

**Item 7: Project Personnel**

Select “yes” if all key personnel were hired as outlined in the OWP. Select “no” if one or more key personnel were not hired as outlined in the OWP. If “no” is selected, list any positions which have not yet been filled and provide an explanation for why there were hiring delays and state when the position will be filled.

**Item 7a:** Select “yes” if there were any changes or turnover in key personnel, consultants or contractors in this reporting period or “no” if no changes occurred. If “yes,” list each position, consultant, or contractor that has changed and provide an explanation for the change. You should also note how long the position has been opened and if the position has been filled.

**Item 7b: Jobs**

A job is classified as being currently filled and required for this project to be completed. Complete the table as follows:

- Column one - enter the position title for each job created.
- Column two - enter the name of the individual filling the position.
- Column three - enter the type of position (project position, consultant, stipend, intern, other).
- Column four - enter the year the job was created utilizing the drop down button.
- Column five - enter the quarter the job was created utilizing the drop down button.
- Column six - enter the hours worked per week by the position.
- Column seven - enter if the position was paid with federal funds or in kind.

This information is cumulative and should be maintained from the beginning of the grant to the last day of the project period.

**Item 8: Project start/end dates**

*This is only completed for the 1st quarter reports.* Select “yes” if your project start date was delayed and “no” if your project was not delayed. If “yes” is selected, provide an explanation for why the project was delayed.

**Item 9: Challenges**

Challenges are any issues or events which have negatively impacted the implementation of your project. Challenges occur for nearly every project and can be overcome through careful planning and monitoring. In some cases, technical assistance can be provided to assist grantees in overcoming challenges.

Select “yes” if your project encountered any challenges during the reporting period. Select “no” if you encountered no challenges. If you select “yes”, please provide a description of each challenge in the first column in the table below. In the second column select “yes” if the challenge was overcome and select “no” if you are still encountering this challenge. In the third column, describe how you overcame the challenge if you selected “yes” or identify your plan to address the challenge if you selected “no”.

**Item 10: Expected Project Completion**

Select “yes” if you expect to complete your project on schedule and “no” if you do not. If “no” is selected, provide an explanation for why the project will not finish on schedule.

**Item 11: Training/Technical Assistance**

Select “yes” to request training or technical assistance (T/TA) to complete the project objectives. Select “no” if no T/TA is needed to complete the project objectives. If yes, explain what type of assistance is requested and the reasons for the request.

**Item 12: Project Sustainability**

Mark the box that most accurately describes your Tribe’s or organization’s level of funding to sustain this project or its benefits after this grant has ended.

**Item 13: Project Sustainability**

Describe any steps that have been taken to ensure the benefits of the project will be sustained after funding ends (e.g. capital campaign, securing other grants, folding project activities into existing tribal programs, etc.).

*Note: Using ANA funds for fundraising activities is not allowed.*

**Item 14: Financial**

Select “yes” if the Tribe or organization had trouble accessing (drawing down) funds from the Division of Payment Management (DPM) during the reporting period. Select “no” if not. If “Yes” is selected explain the problem and if it was resolved.

**Item 15: Financial**

Select “yes” if an approved revision was made to the budget during the reporting period. A budget revision is a change in the dollar amount of a line item. Select “no” if there was not a budget revision during the reporting period.

If a revision was made, select “yes” if a request was made for the change to the Awarding Agency and provide comments and the date requested. Select “no” if no request was submitted.

If a request was submitted, select “yes” if the budget revision was approved by the Awarding Agency and provide comments and the date approved. Select “no” if the budget revision was not approved by or a response has not been received from the Awarding Agency.

*Note: This does not take the place of submitting a formal request. All standard procedures for requesting a budget modification must be followed.*

**Item 16: Financial**

Enter the federal and non-federal forecasted cash needs from the Standard Form 424A of the approved grant application for the reporting period. Enter the actual cash needs (expenditures) for the reporting period, which should align with what is reported on the SF-425. This information is cumulative and should be maintained from the beginning of the grant to the last day of the budget period.

**Item 16a:** If forecasted and actual amounts are not the same, explain the reason for the difference for each quarter.

**Item 17:** Select “yes” if you anticipate obligating all funds by the end of the budget period. Select “no” if you do not anticipate obligating all funds by the end of the budget period. If “no”, please explain the reason why and the amount you anticipate not obligating.

**Item 18: Financial/Project Income**

Select “yes” if your project generated any program income. Select “no” if your project did not generate any program income. If your project generated program income, please identify the source of program income.

**Item 19: Other**

Add any additional information your organization would like to share with ANA regarding your project.

**Items 20-26:** *These questions apply only to projects funded under the Native Asset Building Initiative.*

- Question 20: Include in the table below all “nonfederal” funding you have deposited in to the Project Reserve Fund to match your AFI grant. (Remember, for every dollar of AFI grant funds, you must obtain an equal dollar of matching funds). In the first column enter the source of funding. In the second column enter the amount of funding. In the third column enter the date of receipt of funds. In the fourth column enter the number of IDAs funding will support. In the fifth column enter the asset goals this funding will support.
- Question 21(a): If you have not yet secured matching funds identify sources of “nonfederal” funding sources that you plan to obtain to match your AFI grant. In the first column enter the source of funding. In the second column enter the amount of funding. In the third column enter the date of receipt the commitment letter is expected. In the fourth column enter the date of receipt of funds expected. In the fifth column enter number of IDAs funding will support. In the sixth column enter the asset goals this funding will support.

- Question 21(b): For each of the funding sources identified in the table above, please list activities planned to secure the funding. In the first column enter the anticipated source of funding. In the second column enter the date funding is anticipated. In the third column enter the activity planned to secure funding. In the fourth column enter the description. In the fifth column enter if the funding is tentative or confirmed.
- Question 22: Provide a written explanation of how the narrative report aligns with the financial status report. For example, link expenditures to program outcomes by including information on the total number of participants who have received matched withdrawals as of the end of the reporting period, the amount they have received, and a summary of administrative costs incurred.
- Question 23: Highlight any practices, procedures, or experiences that might be helpful as models for other grantees to improve overall AFI performance.
- Question 24: Briefly describe project outreach and information dissemination carried out over the reporting period. List and include a copy of any newspaper, newsletter, and magazine articles as well as other published materials. If dissemination activities have been discussed in the OPR section above, please reference that section.
- Question 25: Briefly describe the project plan going forward.
- Question 26: Provide any additional comments you would like to share about your AFI IDA project or your comprehensive asset-building project.

