

Please note: This letter is only a sample and changes annually as needed.

Reference: ANA Grant No.

Dear :

I am pleased to inform you that [the grantee tribe or organization] has been awarded a grant from the Administration for Native Americans (ANA). Grant funds provided by ANA are obtained through a highly competitive application process. This year, we received over 377 new grant applications with funding requests for approximately \$75.2 million. I appreciate the time it takes to develop and communicate a project idea and prepare an application for funding. Congratulations, your dedication to your community is being honored by this grant award.

Please read closely the information included in this letter. There are important instructions to be followed that are critical to the successful implementation of your project. Your success is important to ANA. Please contact us if you have any questions about getting your project started.

Notice of Award (NoA)

The grant funding awarded is to support the project identified in the enclosed NoA. It also specifies the amount and duration of this grant award, as well as other pertinent information concerning the grant as noted in the Remarks section. Your initial expenditure of grant funds will indicate your acceptance of this grant award.

Project Changes

In making this funding decision, the ANA relied on the project information submitted in your application, including: the experience of key personnel, consultants and contractors proposed to support this project; the project goal; and the objectives and activities outlined in the Objective Work Plan (OWP). If ever there is a proposed change that deviates from what was included in the project proposal and subsequent negotiations, or as identified in the NoA, you must notify ANA and the ACF Office of Grants Management in advance and provide a description of the proposed change(s), the purpose of the proposed change(s), and how the success of the project and impact indicators will be affected. Also, please note that key staff positions funded with this grant must be filled within 60 days from award, and resumes must be provided to ANA along with a statement describing how the individual(s) will contribute to the success of the project.

Required Reporting

The timely submission of quarterly Objective Progress Report (OPR) and the Financial Status Report (SF269 long form) is one of the most important factors we consider when deciding whether to award continuation funding for multi-year projects. Program Specialists review these reports against the approved OWP and budget, monitor

drawdowns in the Payment Management System, and track the implementation of your project. Submitting late or incomplete reports and delays in completing activities will impair the project success and could jeopardize current and continuation funding.

The OPR must be signed by the Authorizing Official. Each OPR submission must include the status of all funded objectives and impact indicators and identify any project challenges and all changes the approved project approach. At the conclusion of the project period, you must submit an Objective Evaluation Report (OER) that recaps the accomplishments of the project. Additional instructions for completing these reporting requirements are enclosed.

Post-Award Training

All applicants receiving grant awards in fiscal year 2009 are required to attend post-award training. This training is provided by ANA regional training and technical assistance (T/TA) providers and will cover topics vital to the successful implementation and administration of your federal grant project.

It is very important that both the project director and the individual responsible for financial reports attend this training. The ANA T/TA provider for your region will notify you of the upcoming post-award training events to be held between November 2009 and January 2010.

The Program Specialist responsible for monitoring and assisting with the programmatic activities associated with this project is:

[Name], Program Specialist
Administration for Native Americans
370 L'Enfant Promenade, SW
Mail Stop: Aerospace 2-West
Washington, D.C. 20447-0002
Telephone (toll free): (877) 922-9262
Fax: (202) 690-7441
E-mail:

The Grants Management Specialist responsible for receiving the original reports and for assisting in the administrative and financial aspects of the grant is:

[Name], Grants Management Specialist
Office of Grants Management
370 L'Enfant Promenade, SW
Mail Stop: Aerospace 6-East
Washington, D.C. 20447-0002
Telephone:
Fax: (202) 401-5468
E-mail:

Please contact us should you have any questions or need assistance. We are committed to providing assistance to all current and prospective grantees working to meet the needs of our Native children, families and communities.

Sincerely,

Lillian Sparks
Commissioner

Enclosures