



Administration for Native American (ANA) American Rescue Plan (ARP) Frequently Asked Questions (FAQs)

Post Award Project Amendments

Q: How do I change my Authorized Official Representative (AOR) or Principal Investigator/Project Director (PI/PD)?

- A. In order to make changes your AOR or PI/PD you will need to submit an amendment in Grant Solutions. You can find guidance, [HERE](#), on how to create those amendments. This guidance is part of the ANA ARP Post Award Online Training Modules.

Q: How do I get access to GrantSolutions?

- A. The PI/PD and AOR should automatically get access to GrantSolutions upon approval of the award or a PI/PD or AOR amendment. If other users within your organization need access to GrantSolutions, the form can be located here: [Getting Started – Request a User Account - GrantSolutions](#)

Financial Management

Q: How do I know who my Payment Management Systems (PMS) liaison accountant is?

- A. Go to <https://pms.psc.gov/find-pms-liaison-accountant.html> and based on your type of organization, click on your corresponding area or state from the drop-down menu.

Q: Do I need a budget modification if my Notice of Award shows all the funding was placed in the “Other” line-item cost category?

- A. As stated on the award terms and conditions, funds have been placed in the “Other” category and should be spent in accordance with the budget approved by ANA. Due to the emergency nature of these ARP funds, this provides recipients the flexibility to direct resources where needed and without the need to process a revised line-item budget. If a recipient requires a change to their ANA approved ARP budget, please continue to seek approval from your ANA Program Specialist and Grants Management Specialist outside of the formal budget modification amendment process. ACF authorizes the use of this award term and condition as ample documentation for accounting and auditing purposes.

Q: Are there limitations to how much money I can draw down at one time?

- A. You should have no more than 3 days’ worth of cash on hand at any given point in time.

Q: How can I return federal funds?

- A. “When funds have been drawn from the wrong subaccount, the funds can be returned when you are requesting a payment. This process can be used as long as the net result of returning funds and requesting funds equals a positive \$.01 or more and the subaccounts are within the same Payee Account Number (PAN). This method cannot be used if you are returning funds to a cancelled or closed subaccount. If the subaccount is not listed on the subaccount screen, then it may not be used. An example would be that you are

requesting funds on account A123P1 from subaccount XXX for \$3,000 and you are returning funds to subaccount ZZZ for -\$2,500. The amount for returning funds would be entered with a negative (-). The net payment would be \$500.” You can find more information here: <https://pms.psc.gov/grant-recipients/returning-funds-interest.html>

Q: Is non-federal share (NFS) required for ANA ARP recipients?

A. ANA ARP recipients are not required to provide non-federal matching or cost-share.

Q: Is there training available on the Payment Management System (PMS)?

A. Yes, PMS will hold several trainings in the coming months.

Grant Recipient Training

<https://pms.psc.gov/training/grant-recipient-training.html>

In this two-hour session, attendees will learn how to:

- Access PMS
- Complete a payment request
- Perform APEX inquiries
- Run report requests
- Complete the Federal Financial Report (FFR)

In addition, the session includes a highly interactive question and answer period at the conclusion of the webinar.

Progress and Financial Reporting

Q: Where do I need to submit my ANA ARP Progress Report?

A. You will be required to submit your semi-annual ARP Progress and Post-Project Reports through a Smartsheet link provided to you by ANA. Contact your Program Specialist so that they can provide you with the project tracking tool to capture the data you will need to complete the report.

Q: When will my reports be due?

A. Your ARP programmatic and financial reporting periods are as follows:

Deadline	Report Name	System for Report	Reporting Period
Project Year 1			
10/30/2021	SF-425 (FCTR)*	PMS	09/01/2021 - 09/30/2021
01/30/2022	SF-425 (FCTR)*	PMS	10/01/2021 - 12/31/2021
04/30/2022	APR (1 st Semi-Annual)	SmartSheets	09/01/2021 - 03/31/2022
04/30/2022	SF-425 (Semi-Annual FFR)	PMS	09/30/2021 - 03/31/2022
10/30/2022	APR (2 nd Semi-Annual)	SmartSheets	04/01/2022 - 09/30/2022
10/30/2022	SF-425 (Semi-Annual FFR)	PMS	04/01/2022 - 09/30/2022

12/30/2022	PPR for projects with only 1 year that end on time (Final Report)	SmartSheets	09/01/2021 - 09/30/2022
12/30/2022	Annual Financial Report (FFR)	PMS	09/01/2021 - 9/30/2022
Project Year 2 and 3 (XX is respective to the project's year)			
04/30/20XX	APR (1 st Semi-Annual)	SmartSheets	10/01/20XX - 03/31/20XX
04/30/20XX	SF-425 (Semi-Annual FFR)	PMS	09/30/20XX - 03/31/20XX
10/30/20XX	APR (2 nd Semi-Annual)	SmartSheets	04/01/20XX - 09/29/20XX
10/30/20XX	SF-425 (FFR)	PMS	04/01/20XX - 09/29/20XX
12/30/20XX	PPR for projects with 2 or 3 years that ended (Final Report)	SmartSheets	09/01/21 - end of project period
12/30/20XX	Annual and Final Financial Report (FFR)	PMS	09/01/2021 - Annual and end of project period

Key:

*FCTR = Federal Cash Transaction Report; this report no longer required as of 3/18/22

FFR = Federal Financial Report

PMS = Payment Management System

APR = ARP Progress Report

PPR = Post Project Report

Q: Are there any rules or guidelines regarding developing media materials (i.e. language curriculum, assessment material)?

- A. For each publication that results from HHS grant-supported activities, recipients must include an acknowledgment of grant support using one of the following statements: “This publication was made possible by Grant Number _____ from Administration for Native Americans.” “The project described was supported by Grant Number _____ from Administration for Native Americans.” Recipients also must include a disclaimer stating the following: “Its contents are solely the responsibility of the authors (insert name of recipient organization) and do not necessarily represent the official views of the Administration for Children and Families, Administration for Native Americans, or HHS.” If the recipient plans to issue a press release concerning the outcome of HHS grant supported activities, it should notify ANA in advance to allow for coordination. One copy of each publication resulting from work performed under an HHS grant-supported project must accompany the annual or final progress report submitted to the ANA.

You may also find and download the ANA logo at:

<https://www.acf.hhs.gov/ana/outreach-material/ana-logo>

ARP Training

Q: How do I receive training to manage my ARP award?

- A. We have designed a self-paced ANA ARP Post Award Online Training to fulfill the special needs of ANA ARP Recipients. This training will also provide you with the resources you need as you move forward with project implementation. The ANA ARP Post Award Online Training is a **required** training for all ANA ARP recipients (Project Directors and Financial staff). You can access the ANA ARP Post Award Online Training HERE <https://elearning.easygenerator.com/6d7e80ae-a20b-4378-80b1-b2fa4bcac83e/#/signup> . ANA will receive a list of individuals who have completed or are in progress of taking the training. If you are having issues accessing the Post Award Online Training course, please contact info@kaananiau.com.

General

Q: Are we eligible to receive an ANA Native Language Preservation and Maintenance (P&M) or an ANA Esther Martinez Immersion (EMI) grant award while we have an ARP language grant?

- A. ANA does have a policy that a recipient can have no more than one grant award per CFDA number. CFDA is the Catalog of Federal Domestic Assistance and P&M, EMI, and the ARP awards have the same CFDA number, 93.587. However, ANA made an exception for ARP recipients. Therefore, ARP recipients are eligible to apply and receive a competitive P&M or EMI grant while still implementing your ARP project.