

Notice of Funding Opportunity



**GETTING STARTED
GUIDE FROM FSA-AG**

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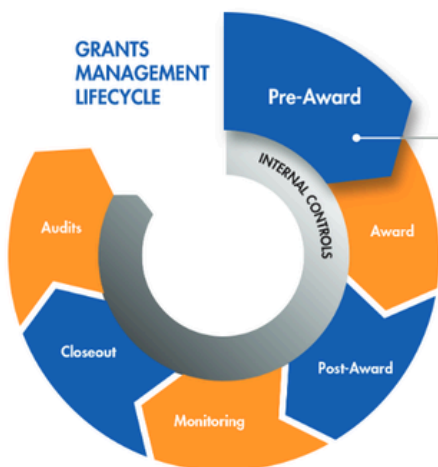
GENERAL GRANT KNOWLEDGE



FIRST THINGS FIRST: WHAT IS A GRANT? A GRANT IS A WAY THAT THE U.S. FEDERAL GOVERNMENT FUNDS YOUR IDEAS AND PROJECTS TO PROVIDE PUBLIC SERVICES AND STIMULATE OUR ECONOMY.

Grants are one of many forms of federal financial assistance and we utilize this term, federal financial assistance, as a broad term to refer to various ways that the U.S. government redistributes resources to eligible recipients, such as tribal governments or tribal organizations.

As shown below, the grant life cycle is a six-phase process with ongoing internal controls, but this Getting Started Guide will focus on the pre-award phase. In particular, we will cover the Notice of Funding Opportunity.



Federal Awarding Agency Prepares for Awarding of Financial Assistance

- Federal Agency Determines Type of Federal Assistance to be Awarded

Federal Awarding Agency Develops Solicitation

- Submits Public Notice on Federal Assistance Listings
- Listings are Based on Authorizing Statute and Regulations
- Develops Guidance on Application Process
- Posts Notice of Funding Opportunity

Potential Recipients Prepare Grant Application

- Determines Eligibility for Financial Assistance
- Registers on Appropriate Portals and Websites
- Follows Requirements from Statute, Regulations, Agency Guidance Regarding Stakeholder Involvement in Developing the Application

Federal Awarding Agency Review of Applications

- Conducts Pre-Award Application Review, Merit Review of Proposals, Conducts Financial Integrity Review and Risk-Assessment, as Appropriate

Federal Awarding Agency Determinations

- Determines Applications of Specific Conditions, as Required
- Makes Determinations of Any Applicants That are Deemed "Not Qualified"
- Allows Public Access to Federal Awards

FEDERAL GRANT AWARDING AGENCIES

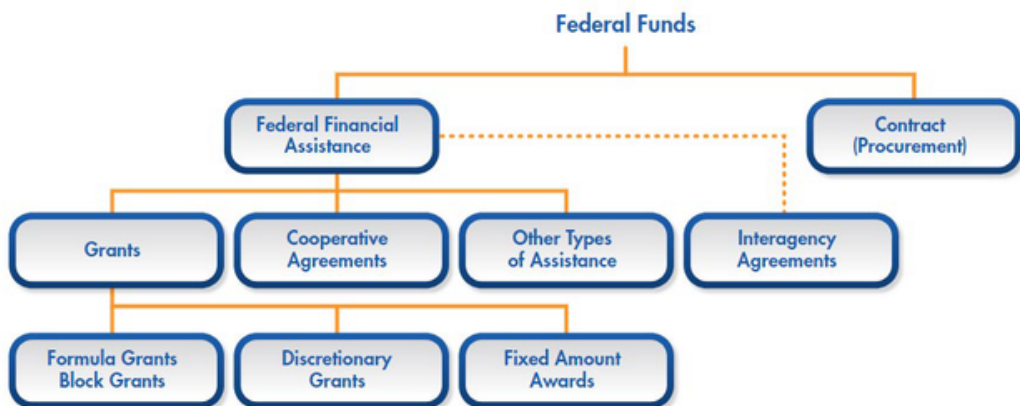
THERE ARE 26 FEDERAL GRANT-AWARDING AGENCIES--WHICH IS A LOT TO KEEP UP WITH! THESE FEDERAL AGENCIES PROVIDE AWARDS TO NON-FEDERAL ENTITIES (NFE.)

- U.S. Agency for International Development (USAID)
- Corporation for National and Community Service (CNCS)
- Department of Agriculture (USDA)
- Department of Commerce (DOC)
- Department of Defense (DOD)
- Department of Education (ED)
- Department of Energy (DOE)
- Department of Health and Human Services (HHS)
- Department of Homeland Security (DHS)
- Department of Housing and Urban Development (HUD)
- Department of the Interior (DOI)
- Department of Justice (DOJ)
- Department of Labor (DOL)
- Department of State (DOS)
- Department of Transportation (DOT)
- Department of Treasury (TREAS)
- Department of Veteran Affairs (VA)
- Environmental Protection Agency (EPA)
- Institute of Museum and Library Services (IMLS)
- National Aeronautics and Space Administration (NASA)
- National Archives and Records Administration (NARA)
- National Endowment of the Arts (NEA)
- National Endowment for the Humanities (NEH)
- National Science Foundation (NSF)
- Small Business Administration (SBA)
- Social Security Administration (SSA)

TYPES OF GRANT AWARDS

THERE ARE OTHER TYPES OF FEDERAL ASSISTANCE PROGRAMS BUT THESE ARE JUST THE GRANT AWARDS AND COOPERATIVE AGREEMENTS THAT WE WOULD SEE WITH A NOTICE OF FUNDING OPPORTUNITY.

- **Formula Grants:**
 - Based on formula authorized by statute/regulations.
- **Block Grants:**
 - Pre-determined eligibility but broadly defined functions.
- **Discretionary Grants:**
 - Competitive process based on merits of proposals.
 - Eligibility based on enabling legislation.
 - May also be non-competitive.
- **Fixed Amount Awards:**
 - Can be a grant or cooperative agreement.
 - Requires written approval from the awarding agency.
 - Specific requirements of the award must be met.
- **Cooperative Agreements:**
 - Assumes substantial involvement between the federal agency and recipient.
 - Technical directions, reporting, and programmatic guidance.
 - Providing subject matter experts.




GRANTS.GOV OVERVIEW

HOW DOES THE FEDERAL GOVERNMENT USE GRANTS.GOV? WHAT ARE THE KEY FEATURES OF THIS WEBSITE? LET'S TAKE A QUICK OVERVIEW OF THIS ONLINE RESOURCE. FOR A MORE THOROUGH WALKTHROUGH, PLEASE WATCH OUR WEBINAR REPLAY ON YOUTUBE.

- LEARNING CENTER
- APPLICANT RESOURCES
- GRANT FORMS
- CONNECT
- SEARCH TOOL
- VIEW GRANT OPPORTUNITIES

NOTES ON SEARCHING:

- Keywords are critical!
- CFDA: the system for identifying and sorting the 2,000+ federal programs
- Opportunity Number: Identifies the opportunity in the system
- You can add a category or an agency into the search filter to limit results further

 An official website of the United States government [Here's how you know](#) ▼



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Your Team. Your Workspace.

Applying for a funding opportunity is easier and more efficient when your team collaborates. Grants.gov Workspace makes it possible.

[Apply for a Grant Using Workspace](#)



VIEWING GRANT OPPORTUNITIES

"IS THIS GRANT WORTH LOOKING INTO?"

When you view a grant opportunity on grants.gov, you will be able to see the following information that will help you determine if the opportunity is appropriate for your tribe.

GENERAL INFORMATION

- Funding opportunity number
- Title of grant
- Category of funding activity
- Expected number of awards
- Cost sharing/matching requirements
- Posted date
- Last updated date
- Closing date
- Estimated total program funding
- Award ceiling
- Award floor

Be mindful that there can sometimes be mistakes in the synopsis, it is wise to double and triple check.



ARE YOU ELIGIBLE?

It is so important to make sure we are eligible for the grant you are applying for or we are wasting time, at the end of the day, for even reading a grant opportunity notice.

- Native American tribal governments (federally recognized)
- Native American tribal organizations (other than Federally recognized tribal governments)

NOTICE OF FUNDING OPPORTUNITY (NOFO)

THE NOFO

- Federal Award Agency must design a program before announcing a NOFO.
- For ALL competitive discretionary and formula grants and cooperative agreements.
- Generally available for 60 days (no shorter than 30 days unless exigent circumstances exist)

HERE'S A TIP:

- **Read every word**
- **Do not skim**

7 KEY PARTS OF A NOFO

1. Full programmatic description
2. Sufficient information to help an applicant make an informed decision - whether to apply
3. Specific eligibility information
4. Application preparation and submission information (dates and time)
5. Review and evaluation criteria
6. Federal award administration information
7. Applicable terms and conditions for resulting awards, including any exceptions from these standard terms



MAKING AN INFORMED DECISION

MEET WITH TRIBAL LEADERSHIP, GRANT WRITERS, PROJECT SUPPORTS, HUMAN RESOURCES, PLANNING, AND OTHERS TO DETERMINE IF THIS GRANT IS A RIGHT FIT TO MEET THE NEEDS OF THE TRIBE.

- How will this project benefit the Tribe and Tribal Members?
- Estimated number of awards (i.e., 10-100)
- Award Project Period (i.e., maximum project period is 5 years or as proposed) Long-Term Costs?
- Does it require hiring a new position at the tribe?
- Does this project involve construction, remodeling, or new/additional space?
- Does the conduct of the project have the potential environmental impacts or impacts on sacred sites?
- Does the project require a tribal member community needs assessment?
- Will this project create a new department?

FSA-AG expands on the standard grant consideration discussion with questions about the NOFO that include, but are not limited to, the following:

- Fits Tribe's overall Goals?
- Fits Tribal Council's current strategic Plan?
- Does Administrative support exist? Appropriate personnel available?
- Fits with existing programs?
- Fits with other grants or tribal funding?
- Meets the needs of the target population?
- Does Community support exist, or can it be generated?
- Odds for funding?
- Requires webinar, consultant services, or other pre-award costs? Does Staff support and enthusiasm exist?

APPLICATION PREPARATION



BE SURE TO READ EACH NOFO CAREFULLY AND RESPOND PRECISELY AS INSTRUCTED. THE FOLLOWING EXAMPLES ARE PROVIDED AS A GENERAL GUIDELINE FOR ILLUSTRATION PURPOSES.

- Specific eligibility information
- Application prep and submission information
 - Pre-application
 - Full application
- Essential grant application formatting requirements
 - File format
 - Language
 - Font, font color, font size
 - Margin size
 - Reference format
 - Control number
 - Page numbers
 - File size
 - Templates

How Applications Will Be Graded:

- Community Benefits
- Workplan
- Technical Merit
- Financial Viability
 - Accounting system support
- Program Policy Factors
 - (i.e. support disadvantaged communities, rural or remote, optimizes use of funds, increase employment opportunities, etc.)

ADDITIONAL INFORMATION

WHAT TO LOOK FOR AFTER YOU SUBMIT AN APPLICATION

- Notification timeline
- Award negotiations
- Follow up comments for unsuccessful applicants
- Reporting requirements
- Terms & Conditions (OMB Guidance)
- How to contact the agency and get questions answered
- Funding restrictions (Allowable costs, etc.)



KEY REPORTING ELEMENTS

- Quarterly? Annual?
- Reporting Templates
- Submission Guidelines
- Key data to provide:
 - Grant Summary
 - Milestones
 - Financial Statements
 - Project Activities
 - Results and Impacts
 - Lessons Learned
 - Future Plans & Sustainability
 - Additional Information

HOW FSA-AG CAN HELP



GRANT COMPLIANCE SERVICES: EMPOWERING TRIBAL GOVERNMENTS WITH COMPREHENSIVE GRANT COMPLIANCE SOLUTIONS. NAVIGATING THE INTRICATE LANDSCAPE OF GRANT COMPLIANCE CAN BE DAUNTING FOR TRIBAL GOVERNMENTS. OUR DEDICATED TEAM OFFERS TAILORED SERVICES TO STREAMLINE GRANT MANAGEMENT AND ENSURE ADHERENCE TO REGULATORY REQUIREMENTS, FOSTERING SUCCESS IN EVERY STEP OF THE PROCESS.

OUR APPROACH:

- 1.Establish Effective Grant Compliance Programs
- 2.Education and Training
- 3.Ongoing Support and Issue Resolution
- 4.Monitoring
- 5.Ongoing Check-In Calls
- 6.Single-Audit Preparation
- 7.Customized Consulting Services

THE FSA-AG DIFFERENCE:

EXPERTISE

SERVICE

ACCOUNTABILITY

COMMUNNICATION

EXECUTION



READY FOR MORE? WATCH TODAY!



The FSA difference is centered around the way we serve and execute for our clients.

CONTACT US

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