

- How the main activities will be accomplished;
- Who specifically will conduct the activities under each objective; and
- The approach supports a project that will be completed, or self-sustaining, or financed by other than ANA funds at the end of the project period.

Applicants proposing multi-year projects under Category II must fully describe each year's project objectives and activities. Separate Objective Work Plans (OWPs) must be presented for each project year and a separate itemized budget of the Federal and non-Federal costs of the project for each budget period must be included.

Multi-year projects under Category II must justify the entire time-frame of the project (i.e., why the project needs funding for more than one year) and clearly describe the results to be achieved for each objective by the end of each budget period of the total project period.

The project application, including the Objective Work Plan(s), must clearly identify in measurable terms the expected results, benefits or outcomes of the proposed project, and the positive or continuing impact that the project will have on the community.

The Objective Work Plan proposed should be of sufficient detail to become a monthly staff guide for project responsibilities. Applicants are encouraged to follow the recommended ANA application kit format however, it is not a requirement. The relevant information included in an Objective Work Plan should indicate what is to be achieved, how, by whom, when and indicators of evaluation.

#### (4) Organizational Capabilities/Qualifications (15 points)

The management and administrative structure of the applicant is explained.

##### (a) Organizational Capability

- Evidence of the applicant's ability to manage a project of the proposed scope is well defined.
- The application clearly demonstrates the successful management of projects of similar scope by the organization and or by the individual designated to manage the project.
- An organizational chart indicating where the proposed Language project fits within the current organization is included.

##### (b) Organization/Project Staff Qualifications

- Position descriptions and/or resumes of project personnel, including those of consultants, are presented.
- The position descriptions and/or resumes relate specifically to the staff proposed in the Approach Section and in the proposed budget of the application.
- Position descriptions very clearly describe the position and its duties and clearly relate to the personnel staffing required to achieve the project objectives.
- Resumes demonstrate that the proposed staff is qualified to carry out the proposed activities. Either the position descriptions or the resumes contain the qualifications, and/or specialized skills, necessary for overall quality management of the project. Resumes must be included if individuals have been identified for positions in the application.

**Note:** Applicants are encouraged to give preference to Native Americans in hiring staff and contracting services under an approved ANA grant.

#### (5) Budget (10 points)

Detailed Federal and Non-federal Share budgets and detailed budget justifications are provided for each budget period requested. The budget includes a line item justification for each requested budget category as listed in Section B of the Budget Categories Section on the SF 424A.

A detailed and fully explained budget is provided for each budget period requested which:

- Justifies sufficient cost and provides necessary details to facilitate the determination of allowable costs and the relevance of these costs to the proposed project.
- Requests funds that are appropriate and necessary for the scope of the proposed project.
- Includes sufficient funds for principal representatives from the applicant organization to travel to one post-award grant training the technical assistance conference. This expenditure is mandatory for new grant recipients and optional for grantees that have had ANA grants in the past. This travel and training should occur as soon as practical.
- Where implemented, includes an employee fringe benefit budget that provides grant-funded employees with a retirement plan in addition to Social Security. The applicant is strongly encouraged to provide a retirement plan fringe benefit for grant-funded employees' salaries up to five (5)

percent. ANA supports a retirement plan to be a necessary, reasonable and allowable cost in accordance with OMB rules. Minimum standards for an acceptable retirement fringe benefit plan are:

- The plan exists for the benefit of the grant-funded staff; funds are to be used for retirement and certain other pre-retirement needs, not for the organization's needs.
- The plan must have a vesting schedule that does not exceed the initial budget period of the ANA grant. An alternate plan may be submitted for review and approval during grant award negotiations. Other plans may include the use of Individual Retirement Accounts, Money Purchase Pension Plans, Defined Benefit Pension Plans, Combination Plans, etc.

#### (6) Evaluation, Sharing and Preservation Plans (15 points)

The application should include the following three (3) plans:

(1) An "Evaluation Plan" with a baseline to measure project outcomes, including, but not limited to, describing effective language growth in the community (e.g., an increase of Native American language use). This plan will be the basis for evaluating the community's progress in achieving its language goals and objectives.

(2) A "Sharing Plan" that identifies how the project's methodology, research data, outcomes or other products can be shared and modified for use by other Tribes or communities. If this is not feasible or culturally appropriate, provide the reasons. The goal is to provide opportunities to ensure the survival and the continuing vitality of Native languages.

(3) A "Preservation Plan" to preserve project products describes how the products of the project will be preserved through archival or other culturally appropriate methods, for the benefit of future generations.

#### H. Application Due Date

The closing date for submission of applications under this program announcement is March 28, 2003.

### Part II: General Guidance to Applicants

The following is provided to assist applicants in the development of a competitive application.

#### A. Definitions

- *Language Preservation*: is the maintenance of a language so that it will not decline into non-use.
- *Language vitality*: is the active use of a language in a wide range of domains of human life.