



Reference: ANA Grant No.

Dear :

Congratulations! I am pleased to inform you that [GRANTEE NAME] has been awarded a [PROGRAM AREA OF INTEREST] grant from the Administration for Native Americans (ANA) for the implementation of [PROJECT TITLE].

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 Grant Award (NGA)

The official Notice of Grant Award (NGA) is attached to this email. The NGA 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.

#### Post-Award Training

All applicants receiving grant awards in fiscal year 2012 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 mandatory that both the project director and the individual responsible for financial reports attend this training.

#### GrantSolutions

GrantSolutions is an electronic workflow database that will be used to support the management of your project through the entire life-cycle of your grant. Through this system you will work with your grants management and program specialist to administer and document essential project information. If you have not previously accessed GrantSolutions you must establish a user account. This should be done as soon as possible by submitting the GrantSolutions user account request form attached to this email. Instructions for using GrantSolutions will be covered during Post-Award Training. You must register with GrantSolutions prior to attending Post-Award Training.

#### Project Changes

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 NGA, you must notify ANA and the ACF Office of Grants Management in advance. Also, please note that key staff positions funded with

this grant must be filled within 60 days from award, and résumés 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 (SF-425) is a requirement of this award. Submitting late or incomplete reports and delays in completing activities will impair the project success and could jeopardize current and continuation funding.

#### Program and Grants Management Specialist

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

[PROGRAM SPECIALIST] 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) XXX-XXXX  
E-mail: first.last@acf.hhs.gov

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

[OGM SPECIALIST], Grants Management Specialist  
Office of Grants Management  
370 L'Enfant Promenade, SW  
Mail Stop: Aerospace 6-East  
Washington, D.C. 20447-0002  
Telephone: (202) XXX-XXXX  
E-mail: first.last@acf.hhs.gov

I am very excited to meet you during the ANA annual grantee meeting and to learn about your project. Please contact us should you have any questions or need assistance. ANA is looking forward to working with you on our shared commitment towards meeting the need of our Native children, families, and communities.

Sincerely,

Commissioner  
Administration for Native Americans