MISSION STATEMENT
Awards Management Branch (AMB)

• To support our customers with expertise and resources and to facilitate the Federal assistance process to promote agricultural programs in Research, Education, and Extension.
LIFE CYCLE OF AN AWARD

• National Program Leader (NPL) Develops Request For Applications (RFA)

• RFA is reviewed by Office of Extramural Programs (OEP)
  – Policy Section
  – Awards Management Branch (AMB)
  – Concerns Discussed between OEP and Program

• RFA is posted at grants.gov by the Policy Section
Southwestern Indian Polytechnic Institute
LIFE CYCLE OF AN AWARD

• Applying for a grant
  Building Capacity
  Special Emphasis
  Research
LIFE CYCLE OF AN AWARD

• Writing the Proposal
  - Soliciting the stakeholders
  - Situation
  - Developing objectives and budget
  - Developing a strong evaluation plan
LIFE CYCLE OF AN AWARD

• List the objectives
• List what you did
• How did you evaluate it?
  Quantitative- Attendance, etc.
  Qualitative- Surveys, interviews, anecdotal
• Outcomes-What happened?
• Impact- So what?
LIFE CYCLE OF AN AWARD

• Submitting a grant proposal thru grants.gov by designated deadlines
  - Be sure to download PureEdge Viewer
  - Download Grant application package and instructions.
  - ALL ATTACHMENTS MUST BE CONVERTED TO PDF.
LIFE CYCLE OF AN AWARD

• NPL Role
  – Panel Selection
    • Dates/Members
    • Diverse Group
    • Expert in their field

• NPL Accepts Proposal from grants.gov
  – Proposal must be Submitted before DEADLINE
LIFE CYCLE OF AN AWARD

• Panel
  – Meets/Recommendations
  – Funding
  – Clarification of Information

• NPL
  – Recommends Award
  – Deputy Administrator Approves Recommendation
LIFE CYCLE OF AN AWARD

• AMB
  – Grant Specialist Reviews Proposal
    • Documents
    • Allowable/Reasonable Costs
    • Additional Information/Clarification – Authorized Representative
    • Forwards to Authorized Departmental Officer for Review and Signature
LIFE CYCLE OF AN AWARD

• Funds are Obligated

• Notification to Recipient
  – E-Notify
  – Paper
LIFE CYCLE OF AN AWARD

• AOR and Project Director notified
• Staff working on award meet to review
  - Give copy of award notification, facesheet, budget and budget narrative to business office, accountant, or awards management office.
  - Establish a timeline
LIFE CYCLE OF AN AWARD

- Business office sets up an account
- Drawdown of funds
- Quarterly Reports
- Final Reports
LIFE CYCLE OF AN AWARD

• Evaluation is qualitative and quantitative
• Annual Progress reports are submitted to CRIS
• Final Technical report is submitted to CRIS upon completion of award.
### Description of challenge or opportunity
- On-going assessment of family and community needs is essential in program planning.
- Identification of additional resources to strengthen family and community partnerships is vital.
- Dissemination of information is central to program success.

### What we invest:
- FEEP staff
- Tribal leaders
- Tribal community members
- Students
- Infrastructure
- USDA funds
- Time
- Knowledge
- The collection of stakeholder opinions

### What we do (Activities):
- Design and conduct needs assessment
- Conduct continual needs assessment through activity evaluations
- Develop and disseminate notification materials to 23 sovereign nations through flyers, newsletters, SIPI Website
- Provide educational brochures and flyers to community members
- Conduct non-formal education at SIPI and in communities.
- Conduct focus groups
- Publish and disseminate newsletters.
- Utilize AIHEC satellite and distance ed. to provide workshops to remote areas.

### Who we reach:
- Tribal Community members
- SIPI students & staff
- Community Partners

### Situation

### Inputs

### Activities

### Outputs

### Knowledge
- Focus groups held with tribal leaders and community members annually.
- 4000 Newsletters distributed over a four year period
- Activities and information posted on SIPI website
- On-going needs assessment implemented through evaluation sheets for each activity.
- Rapport established with communities and community members.
- Approximately 14,000 contacts have been made through Distance Ed. to remote communities over the four-year period.
- Partnerships established with community agencies and organizations to provide resources to communities.
- Presentations given in community sites, as well as at SIPI.

### Actions
- Increased knowledge of resources available to families.
- Information gained in focus groups and evaluations drives program development.
- FEEP is considered to be a resource for families and agencies.

### Condition

### Occur when there is a change in knowledge or the participants actually learn:
- Community members feel their opinions are valued.
- Database of 600 addresses and e-mails has been developed for dissemination of material.
- Increased knowledge of resources available to families.

### Outputs

### Knowledge
- Information gained in focus groups and evaluations drives program development.
- FEEP is considered to be a resource for families and agencies.

### Conditions

### Occur when there is a change in behavior or the participant's act upon what they've learned and:
- Increase in community involvement in activities conducted by FEEP.
- Adopt new improved skills in families and in agencies.
- Directly apply information from publications.
- Increase in calls to FEEP staff for information and services.

### Assumptions
- Community member input is essential in the development of effective community outreach programs. Continual needs assessment must drive program activities. A well-defined communication system is critical in program delivery.

### External Factors
- Tribal values and traditions and practices influence program needs and must be respected. SIPI goes through periods of not having a Web-master to update the website. This hampers dissemination of notices through that avenue.
LIFE CYCLE OF AN AWARD

• Post Award Management
  – No-Cost Extension
  – Release of Funds
  – Budget Changes
  – Project Director Changes
  – Reporting
  – Close Out