



Administration for Community Living

Administration on Aging

National Technical Assistance Center on Kinship and Grandfamilies

HHS-2021-ACL-AOA-TAKG-0103

07/26/2021

Table of Contents

Executive Summary	2
Additional Overview Content/Executive Summary	2
I. Funding Opportunity Description	3
II. Award Information	8
III. Eligibility Information	10
1. Eligible Applicants	10
2. Cost Sharing or Matching	10
3. Responsiveness and Screening Criteria	11
IV. Application and Submission Information	11
1. Address to Request Application Package	11
2. Content and Form of Application Submission	13
Letter of Intent	13
Project Narrative	14
Summary/Abstract	14
Problem Statement	14
Goals and Objectives	15
Proposed Intervention	15
Special Target Populations and Organizations	15
Outcomes	15
Project Management	16
Evaluation	16
Dissemination	16
Organizational Capability	16
Budget Narrative/Justification	17
Work Plan	17
Letters of Commitment from Key Participating Organizations and Agencies	17
3. Submission Dates and Times	17
4. Intergovernmental Review	18
5. Funding Restrictions	18
6. Other Submission Requirements	19
V. Application Review Information	19
1. Criteria	19
2. Review and Selection Process	22

3. Anticipated Announcement Award Date	23
VI. Award Administration Information	23
1. Award Notices	23
2. Administrative and National Policy Requirements	23
3. Reporting	24
4. FFATA and FSRS Reporting	24
VII. Agency Contacts	24
VIII. Other Information	24
The Paperwork Reduction Act of 1995 (P.L. 104-13)	25
Appendix	25
Instructions for Completing Required Forms	26
Budget Narrative/Justification- Sample Format	36
Instructions for Completing the Project Summary/ Abstract	41

ACL Center:

Administration on Aging

Funding Opportunity Title:

National Technical Assistance Center on Kinship and Grandfamilies

Funding Opportunity Number:

HHS-2021-ACL-AOA-TAKG-0103

Primary CFDA Number:

93.048

Due Date for Letter of Intent:

06/24/2021

Due Date for Applications:

07/26/2021

Date for Informational Conference Call:

06/08/2021

Applications that fail to meet the application due date will not be reviewed and will receive no further consideration. You are strongly encouraged to submit your application a minimum of 3-5 days prior to the application closing date. Do not wait until the last day in the event you encounter technical difficulties, either on your end or, with <https://www.grants.gov>. Grants.gov can take up to 48 hours to notify you of a successful submission.

Executive Summary

Additional Overview Content/Executive Summary

INFORMATIONAL CONFERENCE CALL: Tuesday, June 8, 2021 at 2:00 PM (ET)

Conference Call Phone Number: 800-369-1857; Pass Code: 3598241#

The U.S. Administration for Community Living (ACL), Administration on Aging (AoA), is

providing this competitive funding opportunity to eligible entities for implementing the requirements of the National Technical Assistance Center (NTAC) for Kinship and Grandfamilies, as authorized in the American Recovery Plan Act (ARPA) of 2021 (P.L. 117-2).

Through this funding opportunity announcement, ACL will award one (1) Cooperative Agreement with a federal funding level up to \$1,990,000 each year for 5-years, for a potential maximum funding of \$9,950,000 over the course of the 5-year project period. The grantee and their partners, if any, will develop and test approaches for providing technical assistance, training, resources, and support for program development to targeted audiences, including States, Territories, Indian Tribes, Tribal Organizations, urban Indian organizations, and nonprofit and community-based organizations to better serve and support the health and well-being of members of kinship and grandfamilies, including caregivers, children, and their parents.

Prospective applicants should carefully read all application requirements and submit proposals that completely address the priority areas described herein.

I. Funding Opportunity Description

Background:

Who are Kinship and Grandfamilies?

Increasingly, kin and grandparent caregivers across the nation are being called upon to provide vital support for American families, serving as a financial safety net for their adult children and offering practical assistance along the way, such as child-care. When unexpected tragedies happen and parents can no longer care for their children, there is no one better suited to step in as primary caregiver than grandparents and those extended family members and close friends who know and love the children.

Kinship Families and Grandfamilies are becoming increasingly common. Currently, an estimated 2.7 million American children living in households led by a parent, relative, or close family friend without their parents present (Generations United, 2020). These caregivers are stepping up at tremendous cost to their own financial, physical, and emotional well-being. While intergenerational living is often hailed as a way to support the older generation, many Kinship Families and Grandfamilies are formed and maintained out of necessity for the benefit of the children within them (Baker, Silverstein, & Putney, 2008)[\[1\]](#).

While research data shows that these millions of families span the socioeconomic spectrum, they are overwhelming more likely to be led by older adults who are poor, ethnically diverse, and live with disabilities (Generations United, 2020)[\[2\]](#). Coupled with the complex array of needs that exist in these families, is the fact that the system they often turn to for support is fragmented, inadequate and poorly resourced, or it simply does not acknowledge the roles and responsibilities they are taking on.

To heighten visibility and address the need for better support, information, and services to assist Kinship Families and Grandfamilies, Congress passed the **Supporting Grandparents Raising Grandchildren (SGRG) Act** (PL 115-196). The SGRG Act, signed into law in July 2018, [authorized the establishment of an advisory council](#) made up of grandparents who are raising grandchildren and representatives from federal agencies, and the private and public sectors.

Congress charged the council with seeking ways to strengthen supports to Kinship Families and Grandfamilies through the identification and promotion of information, best practices, resources, and recommendations to ensure these caregivers meet the needs of the children in their care while at the same time are able to maintain their own physical and mental health, and emotional well-being. This vision includes all Kinship Families and Grandfamilies, regardless of their relationship to the child and whether they are providing formal (i.e., legally recognized) or informal care. It is anticipated that the advisory council will play an integral role in the ongoing work of the NTAC.

Purpose, Goals and Suggested Outcomes:

The American Rescue Plan Act (ARPA) of 2021 was signed into law on March 11, 2021. Section 2922 of the ARPA authorizes the Administration for Community Living (ACL) to establish a National Technical Assistance Center on Kinship and Grandfamilies (NTAC) for the purpose of expanding and enhancing the capacity of States, Territories, Indian Tribes, Tribal Organizations, urban Indian organizations, and nonprofit or other community-based organizations to better serve and support the health and well-being of kinship and grandfamilies.

ACL's primary goal for the NTAC is to measurably increase the capacity and effectiveness of states, territories, tribes/tribal organizations and nonprofit and other community-based organizations to serve and support kinship and grandfamilies. As such, applicants will be expected to propose a set of specific and measurable outcomes against which to measure progress towards the stated goals. Over the course of this new, five-year project, ACL seeks outcomes that might include, but are not limited to:

- Measureable increases in the number of identified existing and new, evidence-based, evidence informed, and exemplary practices or programs in use nationwide;
- Measurable, sustained increases in the competency and capacity of states, territories, tribes/tribal organizations, nonprofit and other community-based organizations to better serve and support kinship and grandfamilies; and/or
- Measurable improvements in the ability of kinship and grandfamilies to access the supports and services they need, across a range of issues.

Activities and Objectives of the NTAC on Kinship and Grandfamilies:

To realize Congress' vision for the NTAC, ACL seeks applications from interested parties proposing to undertake strategies and approaches to:

- Engage and collaborate with individuals who possess expertise in health promotion (including mental health and substance use disorder treatment), education, nutrition, housing, financial needs, legal issues, trauma, disability self-determination, criminal justice, caregiver support, and other issues relevant to supporting kinship and grandfamily caregivers;
- Identify existing and/or foster the development of new, evidence-based, evidence informed, and exemplary practices or programs and propose approaches for supporting their implementation, scaling and replication;
- Develop and provide technical assistance, resources, and training related to health promotion (including mental health and substance use disorder treatment), education,

nutrition, housing, financial needs, legal issues, disability self-determination, caregiver support, and other issues to individuals and entities across systems;

- Facilitate and foster learning across States, territories, Indian Tribes, Tribal organizations, and urban Indian organizations to more effectively support kinship and grandfamilies;
- Help government programs, nonprofit and other community-based organizations, and Indian Tribes, Tribal organizations, and urban Indian organizations, serving grandfamilies and kinship families plan and coordinate responses to assist grandfamilies and kinship families during national, State, Tribal, territorial, and local emergencies and disasters;
- As applicable and possible, ground the NTAC's activities in the recommendations of the Advisory Council to Support Grandparents Raising Grandchildren and the forthcoming National Family Caregiving Strategy; and
- Promote equity and implement culturally and linguistically appropriate approaches across all activities, topic areas and with all target audiences.

Priority Focus Areas:

ACL seeks to establish the NTAC as an entity that operates on a national scale and, from the outset, serves all target audiences as defined in Section 2922 of the ARPA and by ACL. In this capacity, the NTAC will become the nationally recognized source of expert, policy and programmatic training and technical support to states, territories, tribes/tribal organizations and nonprofit and other community-based organizations, with particular attention to the following topic areas known to be of critical importance to kinship and grandfamilies:

- Health promotion, including mental health and substance use disorder treatment;
- Education;
- Nutrition;
- Housing;
- Financial needs;
- Legal issues, including guardianship, foster care, and adoption;
- Trauma and trauma-informed care;
- Disability self-determination;
- Criminal Justice;
- Intergenerational programming;
- Multi-faceted, community-based supports (e.g., information, assistance, counseling, respite, other goods/services), with particular attention to:
 - Diversity and equity, including traditionally underserved populations, particularly those in greatest economic and social need;
 - Those who are further isolated from services and supports by their race, ethnicity, cultural background, sexual orientation/gender identity, geographic location (i.e., rural or frontier), and/or limited English speaking proficiency; and
- Other topics as identified by the grantee, partners and ACL.

In this regard, applicants should carefully consider and describe how the strategies and approaches outlined previously will be carried out while addressing the key topic areas directly

above.

Organizational Capacity

To successfully meet ACL's expectations for this initiative, the successful grantee will be one that possesses the organizational capacity to apply multi-faceted, comprehensive approaches in their efforts. To that end, applicants should fully describe their capacities to:

- Ensure expeditious startup of project activities upon notice of award;
- Work effectively with all stated target audiences to achieve desired outcomes;
- Employ efficient and effective strategies that maximize available resources, including technology, while ensuring measurable reach and impact of technical assistance; and
- Ensure sustainability of all activities once Federal funding ends.

Applicants should demonstrate expertise, either directly or through the use of subject matter experts, sub-contracts and sub-grants to carry out the desired activities outlined in this funding opportunity. Applicants will be reviewed and scored, in part, on how well they demonstrate such expertise and/or how they propose to ensure it is available throughout the life of the project. To this end, the use of sub-grants or sub-contracts is permissible. Applicants should fully describe their rationale and criteria for selecting sub-grantees/contractors as well as how they will be managed and monitored to ensure successful completion of all project tasks.

Collaboration and Partnerships

To most effectively accomplish the goals and objectives outlined in this funding opportunity, ACL anticipates that the successful applicant will demonstrate the commitment to broad collaboration with other organizations and individuals with the diverse areas of expertise required to meet the objectives described above. Applicants should describe the partner organizations and the role of each in the planning, development and implementation of the proposed project. Letters of support from partnering organizations should be included as part of the application package and should reflect the unique contributions of each entity. Letters of support will be reviewed and evaluated to determine the likely value of each named partner and its relative impact to the proposed project.

Use of advisory/steering committee and subject matter experts

A steering committee and other subject matter experts (SMEs) can be effective additions to any project and can help to ensure that diverse ideas are considered in the planning and implementation of any new project. Applicants for this opportunity should explain how they will use a steering committee to assist their efforts and include a listing of the backgrounds of individuals (e.g. consumers, professionals and organizations) that will be invited to participate. As this is a cooperative agreement, ACL anticipates ongoing and substantial involvement in the identification and engagement of steering committee members and other subject matter experts over the life of the project. The grantee is permitted to provide stipends to steering committee members and other SMEs, as necessary, to appropriately reimburse for their time and expertise on work directly related to this project.

Sub-grants and/or subcontracts

Provision of funding for sub-grantees or subcontracts to carry out specific activities is expected, as ACL believes this project will have a greater likelihood of success when a range of

organizations, or individual subject matter experts, undertakes the work and/or the applicant identifies a gap in expertise necessary to fully complete project goals and objectives. Applicants should fully describe their rationale and criteria for selecting sub-grantees/subcontractors, including their approaches for monitoring sub-grantee/subcontractor progress and ensuring successful completion of all tasks.

Training and Technical Assistance Approaches and Strategies

ACL has a long history of funding training and technical support activities for the purposes of expanding capacities and competencies of relevant entities to provide essential services and supports to targeted populations. To be successful, the NTAC's approaches will need to be multifaceted and multimodal with respect to how the intended objectives of the Center are achieved. Applicants should thoroughly describe how all aspects of the NTAC's formation, startup and ongoing operation will be managed.

ACL understands that the formation and startup of a new national technical assistance center, as with other new training and technical support activities, may need to take a phased, layered approach to achieve optimal outcomes. Applicants should address how, over the course of the 5-year project, they propose to structure the ongoing activities and objectives of the NTAC on Kinship and Grandfamilies, as outlined above, to result in a robust, national training and technical assistance center that realizes Congress' vision.

Information Dissemination

Given this project's focus as a technical assistance and resource center, ACL anticipates that the successful grantee will develop and employ a robust and far-reaching dissemination strategy designed to ensure that project information, best practices and other information are available and shared broadly. Applicants should describe their dissemination plans and articulate the methods (e.g., electronic/web-based, in-person, print, etc.) by which such activities will occur. Furthermore, it is ACL's expectation that disseminated information, regardless of the dissemination method, will be fully accessible, i.e., 508-compliant,[\[3\]](#) as well as meet the cultural and linguistic needs of the intended audience.

Given the web-based nature of most modern technical assistance activities, it is ACL's expectation that the grantee will develop a web-based platform for housing and showcasing the work of the NTAC. To keep the work of the NTAC separate from any parallel activities, applicants should carefully describe their proposed approaches for ensuring any website or related vehicles will be 508-compliant and separate and distinct from other such efforts of the organization or their partners.

Sustainability

ACL expects to realize tangible, measurable and sustainable enhancements to state, territorial, Indian Tribes, including urban Indian organizations capacities to effectively serve and support kinship and grandfamily caregivers. Applicants will be scored, in part, on the extent to which a plan for the project's sustainability beyond the period of Federal funding is articulated and appears feasible and likely.

[\[1\]](#) Baker, L., Silverstein, M., & Putney, N. (2008). Grandparents raising grandchildren in the

United States: Changing family forms, stagnant social policies. *J Soc Soc Policy*, 53-69.
Retrieved from <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2888319/>

[2] Generations United. (2020). *Grandfamilies: Strengths and Challenges (Fact Sheet)*.
Retrieved from Grandfamilies.org: <https://www.gu.org/app/uploads/2020/05/Grandfamilies-GeneralFactSheet.pdf>

[3] To learn more about creating accessible documents, web pages, presentations, social media content, and blogs, please visit <https://www.section508.gov/create>.

Statutory Authority

The statutory authorities for this program announcement is in Section 2922 of the American Rescue Plan Act (ARPA) of 2021 and Title IV of the Older Americans Act of 1965, as amended.

II. Award Information

Funding Instrument Type:

CA (Cooperative Agreement)

Estimated Total Funding:

\$ 9,950,000

Expected Number of Awards:

1

Award Ceiling:

\$ 1,990,000

Per Budget Period

Award Floor:

\$ 1,925,000

Per Budget Period

Length of Project Period:

60-month project period with five 12-month budget periods

Additional Information on Project Periods and Explanation of 'Other'

This funding opportunity will be administered as a Cooperative Agreement. As such, the successful applicant should expect substantial ACL involvement in grant activities as appropriate or requested, including reviewing products for compliance with federal grant rules and participating in planning and training activities, which will be determined by the needs and priorities of the grantee and ACL. The terms and conditions for this cooperative agreement are as follows and will be incorporated by reference in the Notice of Award (NOA).

The ACL will carry out the following activities for the cooperative agreement:

- Perform the day-to-day Federal responsibilities of grants management while working with the grantee to ensure that the minimum requirements for the grant are met.
- Assist the grantee project leadership in understanding the policy concerns and/or priorities of ACL by conducting periodic briefings and by carrying out ongoing consultations.

- Work cooperatively with the grantee to clarify the programmatic and budgetary issues to be addressed by the project.
- Provide guidance to the grantee, as necessary, in making sub-awards (i.e., sub-grants/contracts) as permitted in this funding opportunity announcement.
- Provide guidance to the grantee on the provision of technical support and associated tasks related to the fulfillment of the goals and objectives of this grant.
- Review and provide technical advice to the grantee on all work products and other project deliverables and processes.
- Provide consultation to the grantee in identifying emerging issues as they relate to the goals and objectives of this grant program.
- Work with the grantee on the development and implementation of evaluation and quality assurance systems to ensure that performance is measured and continuous improvement occurs.
- Attend and participate in major project events as appropriate.

The grantee will execute the responsibilities of the cooperative agreement, as listed below:

- Immediately inform, and collaborate with, the ACL on any in-scope modification of the work plan.
- Participate in monthly check-in calls with the ACL Program Officer;
- Provide drafts of all press [releases](#) and [social media announcements](#)
- Provide preliminary and other working drafts of all products and deliverables to the ACL Program Officer for review;
- Prior to dissemination, provide final drafts of all products and deliverables to the ACL Program Officer for accessibility and 508-compliance review;
- Ensure that all materials and products as well as all aspects of the NTAC web site, are fully accessible and developed in accordance with 508 compliance standards;
- Collaborate with ACL on the identification and selection of steering committee (if established) members and any subject matter experts/advisory consultants to the project;
- Evaluate the impact of overall project activities and ensure quality assurance systems are in place.
- Share information with ACL, national and local organizations, and other entities as appropriate.
- Fulfill all of the requirements of the grant initiative as detailed in this program announcement.
- Report semi-annually on project accomplishments, challenges and progress towards measurable objectives.
- Work with the ACL Program Officer to evaluate performance results reported semiannually and jointly develop strategies to address those areas requiring improvement.

ACL will assist the grantee in understanding the strategic goals and objectives, policy perspectives, and priorities of the Administrator/Assistant Secretary for Aging and the Department of Health and Human Services, by sharing such information via email, conference calls, briefings, memos, and other consultations. The ACL Program Officer will provide

technical assistance and guidance on issues related to grant management and implementation, including the execution of the cooperative agreement. The program officer will also share information with the grantee about other federally sponsored projects and activities relevant to activities funded under this announcement.

Once a cooperative agreement is in place, requests to modify or amend it or the work plan may be made by ACL or the awardee at any time. Modifications and/or amendments of the Cooperative Agreement or work plan shall be effective upon the mutual agreement of both parties, except where ACL is authorized under the Terms and Conditions of award, 45 CFR Part 74 or 92, or other applicable regulation or statute to make unilateral amendments. When an award is issued, the cooperative agreement terms and conditions from the program announcement are incorporated into the Notice of Award by reference.

III. Eligibility Information

1. Eligible Applicants

This is a full and open competition. Domestic public or private non-profit entities including state and local governments, Indian tribal governments and organizations (American Indian/Alaskan Native/Native American), faith-based organizations, community-based organizations, hospitals, and institutions of higher education.

2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:

Yes

For awards that require matching or cost sharing by statute, recipients will be held accountable for projected commitments of non-federal resources (at or above the statutory requirement) in their application budgets and budget justifications by budget period, or by project period for fully funded awards. The applicant will be held accountable for all proposed non-federal resources as shown in the Notice of Award (NOA). **A recipient's failure to provide the statutorily required matching or cost sharing amount (and any voluntary committed amount in excess) may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, recipients are not expected to provide cost sharing or matching. However, recipients are allowed to voluntarily propose a commitment of non-federal resources. If an applicant decides to voluntarily contribute non-federal resources towards project costs and the costs are accepted by ACL, the non-federal resources will be included in the approved project budget. The applicant will be held accountable for all proposed non-federal resources as shown in the Notice of Award (NOA). **A recipient's failure to meet the voluntary amount of non-federal resources that was accepted by ACL as part of the approved project costs and that was identified in the approved budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

Under this ACL program, ACL will fund no more than 95% of the project's total cost, which means the applicant must cover at least 5% of the project's total cost with non-federal resources. In other words, for every nineteen (19) dollars received in federal funding, the applicant must contribute at least one (1) dollar in non-federal resources toward the project's total cost. This

nineteen-to-one ratio is reflected in the formula included under Item 18 in the “Instructions for Completing Requested Forms.” You can use this formula to calculate your minimum required match. A common error applicants make is to match 5% of the federal share, rather than 5% of the project’s total cost.

There are two types of match: 1) non-federal cash and 2) non-federal in-kind. In general, costs borne by the applicant and cash contributions of any and all third parties involved in the project, including sub-grantees, contractors and consultants, are considered matching funds. Volunteered time and use of facilities to hold meetings or conduct project activities may be considered in-kind (third party) donations. Examples of non-federal cash match includes budgetary funds provided from the applicant agency’s budget for costs associated with the project.

ACL discourages you from exceeding the minimum match requirement. Applications with a match greater than the minimum required will not receive additional consideration under the review.

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria

Applications that fail to meet each of the responsiveness criteria described below will not be reviewed and will receive no further consideration:

- The project’s proposed focus is primarily on serving grandfamilies and kinship families in which the primary caregiver is an adult age 55 or older, or the child has one or more disabilities; and
- The project’s proposed activities are national in scope.

Application Screening Criteria

In order for an application to be reviewed, it must meet the following screening requirements:

- Applications must be submitted electronically via <http://www.grants.gov> by 11:59 p.m., Eastern Time, by the due date listed in section IV.3 Submission Dates and Times.
- The Project Narrative section of the Application must be double-spaced, on 8 ½” x 11” plain white paper with 1” margins on both sides, and a font size of not less than 11.
- The Project Narrative must not exceed 50 pages. NOTE: The Project Work Plan, Letters of Commitment, and Vitae of Key Project Personnel are not counted as part of the Project Narrative for purposes of the 50-page limit.

Unsuccessful submissions will require authenticated verification from <http://www.grants.gov> indicating system problems existed at the time of your submission. For example, you will be required to provide an <http://www.grants.gov> submission error notification and/or tracking number in order to substantiate missing the application deadline.

IV. Application and Submission Information

1. Address to Request Application Package

Application materials can be obtained from <https://www.grants.gov> or <https://www.acl.gov/grants/applying-grants>.

Please note, ACL requires applications for all announcements to be submitted electronically through <http://www.grants.gov> in Workspace. Grants.gov Workspace is the standard way for organizations and individuals to apply for federal grants in Grants.gov. An overview and training on Grants.gov Workspace can be found here at:

<https://www.grants.gov/web/grants/applicants/workspace-overview.html>

The Grants.gov registration process can take several days. If your organization is not currently registered, please begin this process immediately. For assistance with <https://www.grants.gov>, please contact them at support@grants.gov or 800-518-4726 between 7:00 a.m. and 9:00 p.m. Eastern Time.

- At the <https://www.grants.gov> website, you will find information about submitting an application electronically through the site, including the hours of operation. ACL strongly recommends that you do not wait until the application due date to begin the application process because of the time involved to complete the registration process.
- All applicants must have a DUNS number (<https://fedgov.dnb.com/webform/>) and be registered with the System for Award Management (SAM, www.sam.gov) and maintain an active SAM registration until the application process is complete, and should a grant be made, throughout the life of the award. Effective June 11, 2018, when registering or renewing your registration, you must submit a notarized letter appointing the authorized Entity Administrator. Please be sure to read the FAQs located at www.sam.gov to learn more. Applicants should allot sufficient time prior to the application deadline to finalize a new, or renew an existing registration. This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application or receive an award. Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline. See the SAM Quick Guide for Grantees at: <https://www.sam.gov/SAM/pages/public/help/samQUserGuides.jsf>.

Note: Once your SAM registration is active, allow 24 to 48 hours for the information to be available in Grants.gov before you can submit an application through Grants.gov. This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application or receive an award.

- Note: Failure to submit the correct EIN Suffix can lead to delays in identifying your organization and access to funding in the Payment Management System.
- Effective October 1, 2010, HHS requires all entities that plan to apply for and ultimately receive federal grant funds from any HHS Operating/Staff Division (OPDIV/STAFFDIV) or receive subawards directly from the recipients of those grant funds to:
 1. Register in SAM prior to submitting an application or plan;
 2. Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
 3. Provide its DUNS number in each application or plan to submit to the OPDIV.

Additionally, all first-tier subaward recipients must have a DUNS number at the time the subaward is made.

- Since October 1, 2003, The Office of Management and Budget has required applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for federal grants or cooperative agreements. It is entered on the SF-424. It is a unique, nine-digit identification number, which provides unique identifiers of single business entities. The DUNS number is free and easy to obtain.
- Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 866-705-5711.
- You must submit all documents electronically, including all information included on the SF424 and all necessary assurances and certifications. In accordance with the Federal Government's efforts to reduce reporting burden for recipients of federal financial assistance, the general certification and representation requirements contained in the Standard Form 424B (SF-424B) – Assurances – Non-Construction Programs, and the Standard Form 424D (SF-424D) – Assurances – Construction Programs, have been standardized federal-wide. Effective January 1, 2020, the updated common certification and representation requirements will be stored and maintained within SAM. Organizations or individuals applying for federal financial assistance as of January 1, 2020, must validate the federally required common certifications and representations annually through SAM located at SAM.gov.
- After you electronically submit your application, you will receive an automatic acknowledgement from <https://www.grants.gov> that contains <https://www.grants.gov> tracking number. The Administration for Community Living will retrieve your application form from <https://www.grants.gov>.

U.S. Department of Health and Human Services
Administration for Community Living

Lori Stalbaum
Email: lori.stalbaum@acl.hhs.gov

2. Content and Form of Application Submission

Letter of Intent

Number Of Days from Publication 30

06/24/2021

Applicants are requested, but not required, to submit a letter of intent to apply for this funding opportunity to assist ACL in planning for the application independent review process. The purpose of the letter of intent is to allow our staff to estimate the number of independent reviewers needed and to avoid potential conflicts of interest in the review. Letters of intent should be sent to:

Applicants are requested, **but not required**, to submit a letter of intent to apply for this funding opportunity to assist ACL in planning for the application independent review process. The

purpose of the letter of intent is to allow our staff to estimate the number of independent reviewers needed and to avoid potential conflicts of interest in the review. Letters of intent should be emailed to:

U.S. Department of Health and Human Services
Administration for Community Living
Lori Stalbaum
Administration on Aging
Email: Lori.Stalbaum@acl.hhs.gov

Project Narrative

The Project Narrative must be double-spaced, on 8.5" x 11" paper with 1" margins on both sides, and a standard font size of no less than 11 point, preferably Times New Roman or Arial. You can use smaller font sizes to fill in the Standard Forms and Sample Formats. The suggested length for the Project Narrative is 40 to 50 pages; 50 pages is the maximum length allowed. Project Narratives that exceed 50 pages will have the additional pages removed and only the first 50 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. The Project Work Plan, Letters of Commitment, and Vitae of Key Personnel are not counted as part of the Project Narrative for purposes of the 50-page limit, but all of the other sections noted below are included in the limit.

The sample components of the Project Narrative counted as part of the 50-page limit include:

- Summary/Abstract
- Problem Statement
- Goal(s) and Objective(s)
- Proposed Intervention
- Special Target Populations and Organizations
- Outcomes
- Project Management
- Evaluation
- Dissemination
- Organizational Capability

Summary/Abstract

This section should include a brief (265 words maximum) description of the proposed project, including: goal(s), objectives, outcomes, and products to be developed. Detailed instructions for completing the summary/abstract are included in the "Instructions for Completing the Project Summary/Abstract"

Problem Statement

This section should describe, in both quantitative and qualitative terms, the nature and scope of the particular problem or issue the proposed intervention is designed to address, including how the project will potentially affect older adults and /or people with disabilities, their families and caregivers and the health care and social services systems.

Goals and Objectives

This section should consist of a description of the project’s goal(s) and major objectives. Unless the project involves multiple, complex interventions, we recommend you have only one overall goal.

Proposed Intervention

This section should provide a clear and concise description of the intervention you are proposing to use to address the problem described in the “Problem Statement”. You should also describe the rationale for using the particular intervention, including factors such as: “lessons learned” for similar projects previously tested in your community, or in other areas of the country; factors in the larger environment that have created the “right conditions” for the intervention (e.g., existing social or economic factors that you’ll be able to take advantage of, etc.). Also note any major barriers you anticipate encountering, and how your project will be able to overcome those barriers. Be sure to describe the role and makeup of any strategic partnerships you plan to involve in implementing the intervention, including other organizations, supporters, and/or consumer groups.

Special Target Populations and Organizations

This section should describe how you plan to involve organizations in a meaningful way in the planning and implementation of the proposed project. This section should also describe whether, and if so, how the proposed intervention will target disadvantaged populations, including limited-English speaking populations, those of greatest economic need and those of greatest social need.

Outcomes

This section of the project narrative must clearly identify the measurable outcome(s) that will result from the project. **(NOTE: ACL will not fund any project that does not include measurable outcomes)**. This section should also describe how the project’s findings might benefit the field at large, (e.g., how the findings could help other organizations throughout the nation to address the same or similar problems.) List measurable outcomes in the optional work plan grid (“Project Work Plan – Sample Template”) under “Measurable Outcomes” in addition to any discussion included in the narrative along with a description of how the project might benefit the field at large.

A “measurable outcome” is an observable end-result that describes how a particular intervention benefits consumers. It demonstrates the functional status, mental well-being, knowledge, skill, attitude, awareness or behavior.) It can also describe a change in the degree to which consumers exercise choice over the types of services they receive, or whether they are satisfied with the way a service is delivered. Additional examples include: a change in the responsiveness or cost-effectiveness of a service delivery system; a new model of support or care that can be replicated in the ACL network; new knowledge that can contribute to the field of community living; a measurable increase in community awareness; or a measurable increase in persons receiving services. A measurable outcome is not a measurable “output”, such as: the number of clients served; the number of training sessions held; or the number of service units provided.

You should keep the focus of this section on describing what outcome(s) will be produced by the project. You should use the Evaluation section noted below to describe how the outcome(s) will be measured and reported.

Your application will be scored on the clarity and nature of your proposed outcomes, not on the number of outcomes cited. It is totally appropriate for a project to have only ONE outcome that it is trying to achieve through the intervention reflected in the project's design.

Project Management

This section should include a clear delineation of the roles and responsibilities of project staff, consultants and partner organizations, and how they will contribute to achieving the project's objectives and outcomes. It should specify who would have day-to-day responsibility for key tasks such as: leadership of project; monitoring the project's on-going progress, (i.e., measure of performance towards the goals stated in the funding opportunity announcement and for your specific intervention/activities) preparation of reports; communications with other partners and ACL. It should also describe the approach that will be used to monitor and track progress on the project's tasks and objectives.

Evaluation

This section should describe the specific outcomes (e.g., changes in clients, organizations, and/or communities) expected as a result of this funding as well as method(s), techniques and tools that will be used to: 1) determine whether the proposed intervention achieved its anticipated outcome(s), and 2) document the "lessons learned" – both positive and negative - from the project that will be useful to people interested in replicating the intervention, if it proves successful.

Dissemination

This section should describe the method that will be used to disseminate the project's results and findings in a timely manner and in easily understandable formats, to parties who might be interested in using the results of the project to inform practice, service delivery, program development, and/or policy-making, including and especially those parties who would be interested in replicating the project.

Organizational Capability

Each application should include an organizational capability statement and vitae for key project personnel. The organizational capability statement should describe how the applicant agency (or the particular division of a larger agency which will have responsibility for this project) is organized, the nature and scope of its work and/or the capabilities it possesses. It should also include the organization's capability to sustain some or all project activities after federal financial assistance has ended.

This description should cover capabilities of the applicant agency not included in the program narrative, such as any current or previous relevant experience and/or the record of the project team in preparing cogent and useful reports, publications, and other products. If appropriate, include an organization chart showing the relationship of the project to the current organization. Please attach short vitae for key project staff only. Neither vitas nor an organizational chart will count towards the narrative page limit. Also include information about any contractual

organization(s) that will have a significant role(s) in implementing project and achieving project goals.

Budget Narrative/Justification

The Budget Narrative/Justification can be provided using the format included in the document, “Budget Narrative/Justification – Sample Format.” Applicants are encouraged to pay particular attention to this document, which provides an example of the level of detail sought. A combined multi-year Budget Narrative/Justification, as well as detailed Budget Narratives/Justifications for each year of potential grant funding is required. **Failure to include a detailed, yearly AND multi-year Budget Narrative/Justification will result in a score of “zero” for this section during the third party, objective grant review.** (For more information, see Section V: Application Review Information.)

Work Plan

The Project Work Plan should reflect and be consistent with the Project Narrative and Budget and should cover all five (5) years of the project period. It should include a statement of the project’s overall goal, anticipated outcome(s), key objectives, and the major tasks / action steps that will be pursued to achieve the goal and outcome(s). For each major task / action step, the work plan should identify timeframes involved (including start- and end-dates), and the lead person responsible for completing the task. Please use the “Project Work Plan - Sample Template” format as a reference and resource, if desired. **Failure to include a completed work plan with the application will result in a score of “zero” for this section during the third party, objective grant review.** (For more information, see Section V: Application Review Information.)

Letters of Commitment from Key Participating Organizations and Agencies

Include confirmation of the commitments to the project (should it be funded) made by key collaborating organizations and agencies in this part of the application. Any organization that is specifically named to have a significant role in carrying out the project should be considered an essential collaborator. For applications submitted electronically via <http://www.grants.gov>, signed letters of commitment should be scanned and included as attachments.

3. Submission Dates and Times

Number Of Days from Publication 62

07/26/2021

Date for Informational Conference Call:

06/08/2021

Applications that fail to meet the application due date will not be reviewed and will receive no further consideration. You are strongly encouraged to submit your application a minimum of 3-5 days prior to the application closing date. Do not wait until the last day in the event you encounter technical difficulties, either on your end or, with <http://www.grants.gov>. Grants.gov can take up to 48 hours to notify you of a successful submission.

In addition, if you are submitting your application via Grants.gov, you must (1) be designated by your organization as an Authorized Organization Representative (AOR) and (2) register yourself with Grants.gov as an AOR. Details on these steps are outlined at the following Grants.gov web page: <http://www.grants.gov/web/grants/register.html>.

After you electronically submit your application, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. (This notification indicates receipt by Grants.gov only)

If you are experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

If you are prevented from electronically submitting your application on the application deadline because of technical problems with the Grants.gov system, please contact the person listed under For Further Information Contact in section VII of this notice and provide a written explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number. ACL will contact you after a determination is made on whether your application will be accepted.

Note: We will not consider your application for further review if you failed to fully register to submit your application to Grants.gov before the application deadline or if the technical problem you experienced is unrelated to the Grants.gov system.

If for any reason (including submitting to the wrong funding opportunity number or making corrections/updates) an application is submitted more than once prior to the application due date, ACL will only accept your last validated electronic submission, under the correct funding opportunity number, prior to the Grants.gov application due date as the final and only acceptable application

Unsuccessful submissions will require authenticated verification from <http://www.grants.gov> indicating system problems existed at the time of your submission. For example, you will be required to provide an <http://www.grants.gov> submission error notification and/or tracking number in order to substantiate missing the cut off date.

Grants.gov (<http://www.grants.gov>) will automatically send applicants a tracking number and date of receipt verification electronically once the application has been successfully received and validated in <http://www.grants.gov>.

INFORMATIONAL CONFERENCE CALL: Tuesday, June 8, 2021 at 2:00 PM (ET)
Conference Call Phone Number: 800-369-1857; Pass Code: 3598241#

4. Intergovernmental Review

This program is not subject to Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs.

5. Funding Restrictions

The following activities are not fundable:

- *Construction and/or major rehabilitation of buildings*
- *Basic research (e.g. scientific or medical experiments)*
- *Continuation of existing projects without expansion or new and innovative approaches*

Note: *A recent Government Accountability Office (GAO) report has raised considerable concerns about grantees and contractors charging the Federal Government for additional meals*

outside of the standard allowance for travel subsistence known as per diem expenses. Executive Orders on Promoting Efficient Spending (E.O. 13589) and Delivering Efficient, Effective and Accountable Government (E.O. 13576) have been issued and instruct Federal agencies to promote efficient spending. Therefore, if meals are to be charged in your proposal, applicants should understand such costs must meet the following criteria outlined in the Executive Orders and HHS Grants Policy Statement:

- *Meals are generally unallowable except for the following:*
 - *For subjects and patients under study (usually a research program);*
 - *Where specifically approved as part of the project or program activity, e.g., in programs providing children's services (e.g. Head Start);*
 - *When an organization customarily provides meals to employees working beyond the normal workday, as a part of a formal compensation arrangement,*
 - *As part of a per diem or subsistence allowance provided in conjunction with allowable travel; and*
 - *Under a conference grant, when meals are necessary and integral part of a conference, provided that meal costs are not duplicated in participants' per diem or subsistence allowances. (Note: conference grant means the sole purpose of the award is to hold a conference.)*

The following updated sections 2 CFR 200.216 “Prohibition on certain telecommunications and video surveillance services or equipment” became **effective on or after August 13, 2020**.

Recommended Actions for any recipient that has received a loan, grant, or cooperative agreement **on or after August 13, 2020**:

- Develop a compliance plan to implement 2 CFR 200.216 regulation.
- Develop and maintain internal controls to ensure that your organization does not expend federal funds (in whole or in part) on covered equipment, services or systems.
- Determine through reasonable inquiry whether your organization currently uses “covered telecommunication” equipment, services, or systems and take necessary actions to comply with the regulation as quickly as is feasibly possible.

6. Other Submission Requirements

V. Application Review Information

1. Criteria

Applications are scored by assigning a maximum of 100 points across five standard categories used for All ACL grant programs. Applicants should be sure the content of their applications address or answer each of the questions in the sub-categories listed below:

- a. Project Relevance & Current Need - (15 points)
- b. Approach - (35 points)
- c. Budget – (20 points)
- d. Project Impact - (20 points)
- e. Organizational Capacity - (10 points)

Project Relevance & Current Need

Maximum Points: 15

1. Does the application adequately and appropriately describe and document the key problem(s) and/or need(s) to be addressed?
2. Does the applicant clearly describe the need for a National Technical Assistance and Resource Center for Kinship and Grandfamilies?
3. Is the proposed project justified in terms of the most recent, relevant, and available information and knowledge?
4. Does the applicant provide appropriate information with respect to the current status of the field of kinship and grandfamily programming and support?

Approach

Maximum Points: 35

Goals and Objectives (5 Points)

1. Does the proposed project clearly and adequately respond to the priority areas, as described in this funding opportunity announcement, in relation to current needs?
2. Does the project, as proposed, align with the goals and objectives desired by ACL?
3. Does the proposed project reflect an overall coherent and feasible approach for successfully addressing identified problems and achieving the identified outcome(s)?

Work Plan (20 Points)

1. Does the application include a clear and comprehensive work plan for each year of the project (if “no,” score the work plan section as “zero”)?
2. Does it include sensible and feasible timeframes for the accomplishment of tasks presented?
3. Does the work plan include specific objectives and tasks that are linked to measurable outcomes?
4. Are the roles and responsibilities of project staff, consultants and partners clearly defined and linked to specific objectives and tasks?

Methods of Addressing the Problem(s) (5 Points)

1. Has the applicant described a coherent approach to implementing a National Technical Assistance Center capable of addressing the needs described?
2. Based on the information provided by the applicant, is it likely the proposed approach will achieve specified goals?
3. Does the project take into account barriers and opportunities that exist in the larger environment that may impact the project’s success?
4. Does the application address how the project will target disadvantaged populations, including limited-English speaking populations?

Collaboration, Partnerships and Steering Committee (5 Points)

1. Does the application describe how relevant stakeholders will be involved in a meaningful way in the planning, implementation and execution of the proposed project?
2. Does the intervention appear to optimize the use of potential partnerships with key individuals, organizations and/or consumer groups, as appropriate?
3. Does the steering committee’s (if proposed) makeup and anticipated role appear to be sufficient to guide the work of the project?

Budget**Maximum Points: 20**

1. Has both a multiyear budget covering the entire proposed project period and individual budgets for each project year, been included (if no, score this section as “zero”)?
2. Is the budget justified with respect to the adequacy and reasonableness of resources requested and activities proposed?
3. Are the resources requested consistent with the scope of the proposed project activities?
4. Are budget line items clearly delineated and consistent with work plan objectives?

Project Impact**Maximum Points: 20****Project Outcomes (5 Points)**

1. Are the project outcomes as proposed specific, measurable and consistent with the objectives and purpose of the project?
2. Are the anticipated outcomes of the proposed project likely to be achieved and will they significantly benefit the populations affected by the intervention, and the field as a whole?

Project Evaluation (5 Points)

1. Does the application include an evaluation plan?
2. Does the project evaluation reflect a thoughtful and well-designed approach that will be able to successfully measure whether or not the project has achieved its proposed outcome(s)?
3. Does the plan include the qualitative and/or quantitative methods necessary to reliably measure outcomes?
4. Is the evaluation also designed to capture “lessons learned” from the overall effort that might be of use to others in the field?

Sustainability (5 Points)

1. Does the application include a clear and feasible plan for sustaining activities beyond the period of federal funding?
2. Is there a plan to use, where possible, other funding sources to expand and enhance the proposed activities?

Dissemination (5 Points)

1. Will the proposed dissemination plan take into account the differing capacities of the various target audiences to receive and benefit from the technical assistance and resources that will be offered?
2. Does the dissemination plan include multiple means for delivering technical assistance, information and other resources, including electronic, print and web-based methods?
3. Does the proposed dissemination plan include an understanding of the requirement that disseminated information, regardless of the dissemination method, will be fully accessible, e.g., 508-compliant?

Organizational Capacity**Maximum Points: 10****Project Staffing and Qualifications (5 points)**

1. Does the applicant organization clearly identify their capacity for carrying out the proposed project?
2. Do the proposed project director(s), key staff, consultants and advisors to the project have the background, experience, and other qualifications required to carry out their designated roles?
3. Is the time commitment of the proposed director and other key project personnel sufficient to assure proper direction, management and timely completion of the project?
4. Are the qualifications of the project staff, consultants and/or partners, adequate to carry out the project?

Organization and Management (5 points)

1. Does the applicant demonstrate a level of understanding of the field of kinship and grandfamily support and policy to effectively lead this project?
2. Does the applicant demonstrate the capacity to provide technical assistance at the national level on the range of topics associated with this project?
3. Does the applicant demonstrate the commitment to lead the project?
4. Does the application adequately describe the applicant's ability and plan to partner with other entities as necessary to achieve the goals of the project?
5. Does the applicant demonstrate the experience, knowledge and expertise in working with target audiences as identified in the funding opportunity, including federal, state, territorial, tribal and local community agencies and relevant stakeholders on the range of issues outlined herein?

2. Review and Selection Process

As required by 2 CFR Part 200 of the Uniform Guidance, effective January 1, 2016, ACL is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), <https://www.fapiis.gov> before making any award in excess of the simplified acquisition threshold (currently \$150,000) over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACL will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR Section 200.205 Federal Awarding Agency Review of Risk Posed by Applicants ([https:// www.ecfr.gov/ cgi-bin/ text-idx?node=se2.1.200_1205&rgn=div8](https://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8)).

An independent review panel of at least three individuals will evaluate applications that pass the screening and meet the responsiveness criteria if applicable. These reviewers are experts in their field, and are drawn from academic institutions, non-profit organizations, state and local governments, and federal government agencies. Based on the Application Review Criteria as outlined under section V.1, the reviewers will comment on and score the applications, focusing their comments and scoring decisions on the identified criteria.

Final award decisions will be made by the Administrator, ACL. In making these decisions, the Administrator will take into consideration: recommendations of the review panel; reviews for programmatic and grants management compliance; the reasonableness of the estimated cost to the government considering the available funding and anticipated results; and the likelihood that the proposed project will result in the benefits expected.

3. Anticipated Announcement Award Date

Award notices to successful applicants will be sent out prior to the project start date.

The anticipated project period start date for this announcement is: 09/01/2021

VI. Award Administration Information

1. Award Notices

Successful applicants will receive an electronic Notice of Award. The Notice of Award is the authorizing document from the U.S. Administration for Community Living authorizing official, Office of Grants Management. Acceptance of this award is signified by the drawdown of funds from the Payment Management System. Unsuccessful applicants are generally notified within 30 days of the final funding decision and will receive a disapproval letter via e-mail. Unless indicated otherwise in this announcement, unsuccessful applications will not be retained by the agency and will be destroyed.

2. Administrative and National Policy Requirements

The award is subject to HHS Administrative Requirements, which can be found in 45 CFR Part 75 and the Standard Terms and Conditions, included in the Notice of Award as well as implemented through the HHS Grants Policy Statement.

Recipients of federal financial assistance (FFA) from HHS must administer their programs in compliance with federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, disability, age and, in some circumstances, religion, conscience, and sex. This includes ensuring programs are accessible to persons with limited English proficiency. The HHS Office for Civil Rights provides guidance on complying with civil rights laws enforced by HHS. Please see the appendix for this announcement to review the entire policy and guidelines.

A standard term and condition of award will be included in the final notice of award; all applicants will be subject to a term and condition that applies the terms of 48 CFR section 3.908 to the award and requires the grantees inform their employee in writing of employee whistleblower rights and protections under 41 U.S.C. 4712 in the predominant native language of the workforce.

Applicants may follow their own procurement policies and procedures when contracting with Project Funds, but You must comply with the requirements of 2 C.F.R. §§ 200.317-200.326. Additionally, when using Project Funds to procure supplies and/or equipment, applicants are encouraged to purchase American-manufactured goods to the maximum extent practicable. American-manufactured goods are those products for which the cost of their component parts

that were mined, produced, or manufactured in the United States exceeds 50 percent of the total cost of all their components. For further guidance regarding what constitutes an American-manufactured good (also known as a domestic end product), see 48 C.F.R. Part 25.

3. Reporting

Reporting frequency for performance and financial reports, as well as any required form or formatting and the means of submission will be noted within the terms and conditions on the Notice of Award.

4. FFATA and FSRS Reporting

The Federal Financial Accountability and Transparency Act (FFATA) requires data entry at the FFATA Subaward Reporting System (<http://www.FSRS.gov>) for all sub-awards and sub-contracts issued for \$25,000 or more as well as addressing executive compensation for both grantee and sub-award organizations.

For further guidance please follow this link to access ACL's Terms and Conditions: <https://www.acl.gov/grants/managing-grant#>

VII. Agency Contacts

Project Officer

First Name:

Lori

Last Name:

Stalbaum

Phone:

202-795-7444

Office:

AoA/Office of Supportive and Caregiver Services

Grants Management Specialist

First Name:

Sherlonda

Last Name:

Blue

Phone:

202-795-7310

Office:

CMB/Office of Grants Management

VIII. Other Information

Application Elements

- SF 424, required – Application for Federal Assistance (See “Instructions for Completing Required Forms” for assistance).
- SF 424A, required – Budget Information. (See Appendix for instructions).

- Separate Budget Narrative/Justification, required (See “Budget Narrative/Justification - Sample Format” for examples and “Budget Narrative/Justification – Sample Template.”)

NOTE: Applicants requesting funding for multi-year grant projects are REQUIRED to provide a Narrative/Justification for each year of potential grant funding, as well as a combined multi-year detailed Budget Narrative/Justification.

- SF 424B – Assurance, required. Note: Be sure to complete this form according to instructions and have it signed and dated by the authorized representative (see item 18d on the SF 424).
- Lobbying Certification, required.
- Proof of non-profit status, if applicable
- Copy of the applicant’s most recent indirect cost agreement or cost allocation plan, if requesting indirect costs. If any sub-contractors or sub-grantees are requesting indirect costs, copies of their indirect cost agreements must also be included with the application.
- Project Narrative with Work Plan, required (See “Project Work Plan – Sample Template” for a formatting suggestions).
- Vitae for Key Project Personnel.
- Letters of Commitment from Key Partners, if applicable.

The Paperwork Reduction Act of 1995 (P.L. 104-13)

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The project description and Budget Narrative/Justification is approved under OMB control number 0985-0018. Public reporting burden for this collection of information is estimated to average 10 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

Appendix

Accessibility Provisions for All Grant Application Packages and Funding Opportunity Announcements

Recipients of federal financial assistance (FFA) from HHS must administer their programs in compliance with federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, disability, age and, in some circumstances, religion, conscience, and sex. This includes ensuring programs are accessible to persons with limited English proficiency. The HHS Office for Civil Rights provides guidance on complying with civil rights laws enforced by HHS. Please see <https://www.hhs.gov/civil-rights/for-providers/provider-obligations/index.html> and <http://www.hhs.gov/ocr/civilrights/understanding/section1557/index.html>.

- Recipients of FFA must ensure that their programs are accessible to persons with limited English proficiency. HHS provides guidance to recipients of FFA on meeting their legal obligation to take reasonable steps to provide meaningful access to their programs by persons with limited English proficiency. Please see <https://www.hhs.gov/civil-rights/for-individuals/special-topics/limited-english-proficiency/fact-sheet-guidance/index.html> and <https://www.lep.gov>. For further guidance on providing culturally and linguistically appropriate services, recipients should review the National

Standards for Culturally and Linguistically Appropriate Services in Health and Health Care at <https://minorityhealth.hhs.gov/omh/browse.aspx?lvl=2&lvlid=53>.

- Recipients of FFA also have specific legal obligations for serving qualified individuals with disabilities. Please see <http://www.hhs.gov/ocr/civilrights/understanding/disability/index.html>.
- HHS funded health and education programs must be administered in an environment free of sexual harassment. Please see <https://www.hhs.gov/civil-rights/for-individuals/sex-discrimination/index.html>; <https://www2.ed.gov/about/offices/list/ocr/docs/shguide.html>; and <https://www.eeoc.gov/sexual-harrassment>.
- Recipients of FFA must also administer their programs in compliance with applicable federal religious nondiscrimination laws and applicable federal conscience protection and associated anti-discrimination laws. Collectively, these laws prohibit exclusion, adverse treatment, coercion, or other discrimination against persons or entities on the basis of their consciences, religious beliefs, or moral convictions. Please see <https://www.hhs.gov/conscience/conscience-protections/index.html> and <https://www.hhs.gov/conscience/religious-freedom/index.html>.

Please contact the HHS Office for Civil Rights for more information about obligations and prohibitions under federal civil rights laws at <https://www.hhs.gov/ocr/about-us/contact-us/index.html> or call 1-800-368-1019 or TDD 1-800-537-7697.

Instructions for Completing Required Forms

This section provides step-by-step instructions for completing the four (4) standard Federal forms required as part of your grant application, including special instructions for completing Standard Budget Forms 424 and 424A. Standard Forms 424 and 424A are used for a wide variety of Federal grant programs, and Federal agencies have the discretion to require some or all of the information on these forms. ACL does not require all the information on these Standard Forms. Accordingly, please use the instructions below in lieu of the standard instructions attached to SF 424 and 424A to complete these forms.

a. Standard Form 424

1. Type of Submission: (REQUIRED): Select one type of submission in accordance with agency instructions.

- Preapplication
- Application
- Changed/Corrected Application – If ACL requests, check if this submission is to change or correct a previously submitted application.

2. Type of Application: (REQUIRED) Select one type of application in accordance with agency instructions.

- New
- Continuation
- Revision

3. Date Received: Leave this field blank.

4. **Applicant Identifier:** Leave this field blank

5a **Federal Entity Identifier:** Leave this field blank

5b. **Federal Award Identifier:** For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award (grant) number.

6. **Date Received by State:** Leave this field blank.

7. **State Application Identifier:** Leave this field blank.

8. **Applicant Information:** Enter the following in accordance with agency instructions:

a. Legal Name: (REQUIRED): Enter the name that the organization has registered with the System for Award Management (SAM), formally the Central Contractor Registry. Information on registering with SAM may be obtained by visiting the Grants.gov website (<https://www.grants.gov>) or by going directly to the SAM website (www.sam.gov).

b. Employer/Taxpayer Number (EIN/TIN): (REQUIRED): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. In addition, we encourage the organization to include the correct suffix used to identify your organization in order to properly align access to the Payment Management System.

c. Organizational DUNS: (REQUIRED) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website (<https://www.grants.gov>). Your DUNS number can be verified at <https://fedgov.dnb.com/webform/>.

d. Address: (REQUIRED) Enter the complete address including the county.

e. Organizational Unit: Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the project.

f. Name and contact information of person to be contacted on matters involving this application: Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.

9. **Type of Applicant:** (REQUIRED) Select the applicant organization "type" from the following drop down list.

A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled

Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions
W. Non-domestic (non-US) Entity X. Other (specify)

10. Name of Federal Agency: (REQUIRED) Enter U.S. Administration for Community Living

11. Catalog of Federal Domestic Assistance Number/Title: The CFDA number can be found on page one of the Program Announcement.

12. Funding Opportunity Number/Title: (REQUIRED) The Funding Opportunity Number and title of the opportunity can be found on page one of the Program Announcement.

13. Competition Identification Number/Title: Leave this field blank.

14. Areas Affected by Project: List the largest political entity affected (cities, counties, state etc.)

15. Descriptive Title of Applicant's Project: (REQUIRED) Enter a brief descriptive title of the project (This is not a narrative description).

16. Congressional Districts Of: (REQUIRED) 16a. Enter the applicant's Congressional District, and 16b. Enter all district(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5th district, CA-012 for California 12th district, NC-103 for North Carolina's 103rd district. If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. If nationwide, i.e. all districts within all states are affected, enter US-all. See the below website to find your congressional district:

<https://www.house.gov/>

17. Proposed Project Start and End Dates: (REQUIRED) Enter the proposed start date and final end date of the project. **If you are applying for a multi-year grant, such as a 3 year grant project, the final project end date will be 3 years after the proposed start date.** In general, all start dates on the SF424 should be the 1st of the month and the end date of the last day of the month of the final year, for example 7/01/2014 to 6/30/2017. The Grants Officer can alter the start and end date at their discretion.

18. Estimated Funding: (REQUIRED) If requesting multi-year funding, enter the full amount requested from the Federal Government in line item 18.a., as a multi-year total. For example and illustrative purposes only, if year one is \$100,000, year two is \$100,000, and year three is \$100,000, then the full amount of federal funds requested would be reflected as \$300,000. The amount of matching funds is denoted by lines b. through f. with a combined federal and non-federal total entered on line g. Lines b. through f. represents contributions to the project by the applicant and by your partners during the total project period, broken down by each type of contributor. The value of in-kind contributions should be included on appropriate lines, as applicable.

NOTE: Applicants should review cost sharing or matching principles contained in Subpart C of 45 CFR Part 75 before completing Item 18 and the Budget Information Sections A, B and C noted below.

All budget information entered under item 18 should cover the total project period. For sub-item 18a, enter the federal funds being requested. Sub-items 18b-18e is considered matching funds.

The dollar amounts entered in sub-items 18b-18f must total at least 1/3 of the amount of federal funds being requested (the amount in 18a). For a full explanation of ACL's match requirements, see the information in the box below. For sub-item 18f (program income), enter only the amount, if any, that is going to be used as part of the required match. Program Income submitted as match will become a part of the award match and recipients will be held accountable to meet their share of project expenses even if program income is not generated during the award period.

There are two types of match: 1) non-federal cash and 2) non-federal in-kind. In general, costs borne by the applicant and cash contributions of any and all third parties involved in the project, including sub-grantees, contractors and consultants, are considered **matching funds**. Examples of **non-federal cash match** includes budgetary funds provided from the applicant agency's budget for costs associated with the project. Generally, most contributions from sub-contractors or sub-grantees (third parties) will be non-federal in-kind matching funds. Volunteered time and use of third party facilities to hold meetings or conduct project activities may be considered in-kind (third party) donations.

NOTE: **Indirect charges** may only be requested if: (1) the applicant has a current indirect cost rate agreement approved by the Department of Health and Human Services or another federal agency; or (2) the applicant is a state or local government agency. State governments should enter the amount of indirect costs determined in accordance with HHS requirements. **If indirect costs are to be included in the application, a copy of the approved indirect cost agreement or cost allocation plan must be included with the application. Further, if any sub-contractors or sub-grantees are requesting indirect costs, a copy of the latest approved indirect cost agreements must also be included with the application, or reference to an approved cost allocation plan.**

19. Is Application Subject to Review by State Under Executive Order 12372

Process? Please refer to IV. Application and Submission Information, 4. Intergovernmental Review to determine if the ACL program is subject to E.O. 12372 and respond accordingly.

20. Is the Applicant Delinquent on any Federal Debt? (Required) This question applies to the applicant organization, not the person who signs as the authorized representative. If yes, include an explanation on the continuation sheet.

21. Authorized Representative: (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.)

Standard Form 424A

NOTE: Standard Form 424A is designed to accommodate applications for multiple grant programs; thus, for purposes of this ACL program, many of the budget item columns and rows are not applicable. You should only consider and respond to the budget items for which guidance is provided below. Unless otherwise indicated, the SF 424A should reflect a multi-year budget.

Section A - Budget Summary

Line 5: Leave columns (c) and (d) blank. Enter TOTAL Federal costs in column (e) and total non federal costs (including third party in-kind contributions and any program income to be used as part of the grantee match) in column (f). Enter the sum of columns (e) and (f) in column (g).

Section B - Budget Categories

Column 1: Enter the breakdown of how you plan to use the Federal funds being requested by object class category.

Column 2: Enter the breakdown of how you plan to use the non-Federal share by object class category.

Column 5: Enter the total funds required for the project (sum of Columns 1 and 2) by object class category.

Section C - Non-Federal Resources

Column A: Enter the federal grant program.

Column B: Enter in any non-federal resources that the applicant will contribute to the project.

Column C: Enter in any non-federal resources that the state will contribute to the project.

Column D: Enter in any non-federal resources that other sources will contribute to the project.

Column E: Enter the total non-federal resources for each program listed in column A.

Section D - Forecasted Cash Needs

Line 13: Enter Federal forecasted cash needs broken down by quarter for the first year only.

Line 14: Enter Non-Federal forecasted cash needs broken down by quarter for the first year.

Line 15: Enter total forecasted cash needs broken down by quarter for the first year.

Note: This area is not meant to be one whereby an applicant merely divides the requested funding by four and inserts that amount in each quarter but an area where thought is given as to how your estimated expenses will be incurred during each quarter. For example, if you have initial startup costs in the first quarter of your award reflect that in quarter one or you do not expect to have contracts awarded and funded until quarter three, reflect those costs in that quarter.

Section E – Budget Estimates of Federal Funds Needed for Balance of the Project (i.e. subsequent years 2, 3, 4 or 5 as applicable).

Column A: Enter the federal grant program

Column B (first): Enter the requested year two funding.

Column C (second): Enter the requested year three funding.

Column D (third): Enter the requested year four funding, if applicable.

Column E (forth): Enter the requested year five funding, if applicable.

Section F – Other Budget Information

Line 21: Enter the total Indirect Charges

Line 22: Enter the total Direct charges (calculation of indirect rate and direct charges).

Line 23: Enter any pertinent remarks related to the budget.

Separate Budget Narrative/Justification Requirement

Applicants requesting funding for multi-year grant programs are REQUIRED to provide a combined multi-year Budget Narrative/Justification, as well as a detailed Budget Narrative/Justification for each year of potential grant funding. A separate Budget Narrative/Justification is also REQUIRED for each potential year of grant funding requested.

For your use in developing and presenting your Budget Narrative/Justification, a sample format with examples and a blank sample template have been included in these Attachments. In your Budget Narrative/Justification, you should include a breakdown of the budgetary costs for all of the object class categories noted in Section B, across three columns: Federal; non-Federal cash; and non-Federal in-kind. Cost breakdowns, or justifications, are required for any cost of \$1,000 or for the thresholds as established in the examples. The Budget Narratives/Justifications should fully explain and justify the costs in each of the major budget items for each of the object class categories, as described below. Non-Federal cash as well as, sub-contractor or sub-grantee (third party) in-kind contributions designated as match must be clearly identified and explained in the Budget Narrative/Justification. The full Budget Narrative/Justification should be included in the application immediately following the SF 424 forms.

Line 6a: Personnel: Enter total costs of salaries and wages of applicant/grantee staff. Do not include the costs of consultants, which should be included under 6h Other.

In the Justification: Identify the project director, if known. Specify the key staff, their titles, and time commitments in the budget justification.

Line 6b: Fringe Benefits: Enter the total costs of fringe benefits unless treated as part of an approved indirect cost rate.

In the Justification: If the total fringe benefit rate exceeds 35% of Personnel costs, provide a breakdown of amounts and percentages that comprise fringe benefit costs, such as health insurance, FICA, retirement, etc. A percentage of 35% or less does not require a breakdown but you must show the percentage charged for each full/part time employee.

Line 6c: Travel: Enter total costs of all travel (local and non-local) for staff on the project. **NEW:** Local travel is considered under this cost item not under Other. Local transportation (all travel which does not require per diem is considered local travel). Do not enter costs for consultant's travel - this should be included in line 6h.

In the Justification: Include the total number of trips, number of travelers, destinations, purpose (e.g., attend conference), length of stay, subsistence allowances (per diem), and transportation costs (including mileage rates).

Line 6d: **Equipment:** Enter the total costs of all equipment to be acquired by the project. For all grantees, "equipment" is nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. If the item does not meet the \$5,000 threshold, include it in your budget under Supplies, line 6e.

In the Justification: Equipment to be purchased with federal funds must be justified as necessary for the conduct of the project. The equipment must be used for project-related functions. Further, the purchase of specific items of equipment should not be included in the submitted budget if those items of equipment, or a reasonable facsimile, are otherwise available to the applicant or its subgrantees.

Line 6e: **Supplies:** Enter the total costs of all tangible expendable personal property (supplies) other than those included on line 6d.

In the Justification: . For any grant award that has supply costs in excess of 5% of total direct costs (Federal or Non-Federal), you must provide a detailed break down of the supply items (e.g., 6% of \$100,000 = \$6,000 – breakdown of supplies needed). If the 5% is applied against \$1 million total direct costs ($5\% \times \$1,000,000 = \$50,000$) a detailed breakdown of supplies is not needed. Please note: any supply costs of \$5,000 or less regardless of total direct costs does not require a detailed budget breakdown (e.g., $5\% \times \$100,000 = \$5,000$ – no breakdown needed).

Line 6f: **Contractual:** Regardless of the dollar value of any contract, you must follow your established policies and procedures for procurements and meet the minimum standards established in the Code of Federal Regulations (CFR's) mentioned below. Enter the total costs of all contracts, including (1) procurement contracts (except those which belong on other lines such as equipment, supplies, etc.). Note: The 33% provision has been removed and line item budget detail is not required as long as you meet the established procurement standards. Also include any awards to organizations for the provision of technical assistance. Do not include payments to individuals on this line. Please be advised: A subrecipient is involved in financial assistance activities by receiving a sub-award and a subcontractor is involved in procurement activities by receiving a sub-contract. Through the recipient, a subrecipient performs work to accomplish the public purpose authorized by law. Generally speaking, a sub-contractor does not seek to accomplish a public benefit and does not perform substantive work on the project. It is merely a vendor providing goods or services to directly benefit the recipient, for example procuring landscaping or janitorial services. In either case, you are encouraged to clearly describe the type of work that will be accomplished and type of relationship with the lower tiered entity whether it be labeled as a subaward or subcontract.

In the Justification: Provide the following three items – 1) Attach a list of contractors indicating the name of the organization; 2) the purpose of the contract; and 3) the estimated dollar amount. If the name of the contractor and estimated costs are not available or have not been negotiated, indicate when this information will be available. The Federal government reserves the right to request the final executed contracts at any time. If an individual contractual item is over the small purchase threshold, currently set at \$100K in the CFR, you must certify that your procurement standards are in accordance with the policies and procedures as stated in 45 CFR Part 75 for states, in lieu of providing separate detailed budgets. This certification should be referenced in the justification and attached to the budget narrative.

Line 6g: **Construction:** Leave blank since construction is not an allowable costs for this program.

Line 6h: **Other:** Enter the total of all other costs. Such costs, where applicable, may include, but are not limited to: insurance, medical and dental costs (i.e. for project volunteers this is different from personnel fringe benefits), non-contractual fees and travel paid directly to individual consultants, postage, space and equipment rentals/lease, printing and publication, computer use, training and staff development costs (i.e. registration fees). If a cost does not clearly fit under another category, and it qualifies as an allowable cost, then rest assured this is where it belongs.

Note: A recent Government Accountability Office (GAO) report number 11-43, has raised considerable concerns about grantees and contractors charging the Federal government for additional meals outside of the standard allowance for travel subsistence known as per diem expenses. If meals are to be charged towards the grant they must meet the following criteria outlined in the Grants Policy Statement:

- *Meals are generally unallowable except for the following:*
- *For subjects and patients under study(usually a research program);*
- *Where specifically approved as part of the project or program activity, e.g., in programs providing children's services (e.g., Headstart);*
- *When an organization customarily provides meals to employees working beyond the normal workday, as a part of a formal compensation arrangement;*
- *As part of a per diem or subsistence allowance provided in conjunction with allowable travel; and*
- *Under a conference grant, when meals are a necessary and integral part of a conference, provided that meal costs are not duplicated in participants' per diem or subsistence allowances (Note: the sole purpose of the grant award is to hold a conference).*

In the Justification: Provide a reasonable explanation for items in this category. For example, individual consultants explain the nature of services provided and the relation to

activities in the work plan or indicate where it is described in the work plan. Describe the types of activities for staff development costs.

Line 6i: **Total Direct Charges:** Show the totals of Lines 6a through 6h.

Line 6j: **Indirect Charges:** Enter the total amount of indirect charges (costs), if any. If no indirect costs are requested, enter "none." Indirect charges may be requested if: (1) the applicant has a current indirect cost rate agreement approved by the Department of Health and Human Services or another federal agency; or (2) the applicant is a state or local government agency. **State governments should enter the amount of indirect costs determined in accordance with DHHS requirements.** An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. Indirect Costs can only be claimed on Federal funds, more specifically, they are to only be claimed on the Federal share of your direct costs. Any unused portion of the grantee's eligible Indirect Cost amount that are not claimed on the Federal share of direct charges can be claimed as un-reimbursed indirect charges, and that portion can be used towards meeting the recipient match.

Line 6k: **Total:** Enter the total amounts of Lines 6i and 6j.

Line 7: **Program Income:** As appropriate, include the estimated amount of income, if any, you expect to be generated from this project that you wish to designate as match (equal to the amount shown for Item 15(f) on Form 424). **Note:** Any program income indicated at the bottom of Section B and for item 15(f) on the face sheet of Form 424 will be included as part of non-Federal match and will be subject to the rules for documenting completion of this pledge. If program income is expected, but is not needed to achieve matching funds, **do not** include that portion here or on Item 15(f) of the Form 424 face sheet. Any anticipated program income that will not be applied as grantee match should be described in the Level of Effort section of the Program Narrative.

c. Standard Form 424B – Assurances (required)

This form contains assurances required of applicants under the discretionary funds programs administered by the Administration for Community Living. Please note that a duly authorized representative of the applicant organization must certify that the organization is in compliance with these assurances.

d. Certification Regarding Lobbying (required)

This form contains certifications that are required of the applicant organization regarding lobbying. Please note that a duly authorized representative of the applicant organization must attest to the applicant's compliance with these certifications.

Proof of Nonprofit Status (as applicable)

Non-profit applicants must submit proof of non-profit status. Any of the following constitutes acceptable proof of such status:

- A copy of a currently valid IRS tax exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.

Indirect Cost Agreement

Applicants that have included indirect costs in their budgets must include a copy of the current indirect cost rate agreement approved by the Department of Health and Human Services or another federal agency. This is optional for applicants that have not included indirect costs in their budgets.

Budget Narrative/Justification- Sample Format

NOTE: Applicants requesting funding for a multi-year grant program are REQUIRED to provide a detailed Budget Narrative/Justification for EACH potential year of grant funding requested.

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Personnel	\$47,700	\$23,554	\$0	\$71,254	Federal Project Director (name) = .5 FTE @ \$95,401/yr = \$47,700 Non-Fed Cash Officer Manager (name) = .5FTE @ \$47,108/yr = \$23,554 Total 1,254
	\$17,482	\$8,632	\$0	\$26,114	Federal

Fringe Benefits				Fringe on Project Director at 36.65% = \$17,482 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%) Non-Fed Cash Fringe on Office Manager at 36.65% = \$8,632 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%)
Travel	\$4,707	\$2,940	\$0	Federal Local travel: 6 TA site visits for 1 person Mileage: 6RT @ .585 x 700 miles \$2,457 Lodging: 15 days @ \$110/day \$1,650 Per Diem: 15 days @ \$40/day \$600 Total \$4,707 Non-Fed Cash Travel to National Conference in (Destination) for 3 people Airfare 1 RT x 3 staff @ \$500 \$1,500 Lodging: 3 days x 3 staff @ \$120/day \$1,080 Per Diem: 3 days x 3 staff @ \$40/day \$360

					Total \$2,940
Equipment	\$10,000	\$0	\$0	\$10,000	No Equipment requested OR: Call Center Equipment Installation = \$5,000 Phones = \$5,000 Total \$10,000
Supplies	\$3,700	\$5,670	\$0	\$9,460	Federal 2 desks @ \$1,500 \$3,000 2 chairs @ \$300 \$600 2 cabinets @ \$200 \$400 Non-Fed Cash 2 Laptop computers \$3,000 Printer cartridges @ \$50/month \$300 Consumable supplies (pens, paper, clips etc...) @ \$180/month \$ 2,160 Total \$9,460
Contractual	\$30,171	\$0	\$0	\$30,171	(organization name, purpose of contract and estimated dollar amount) Contract with AAA to provide respite services: 11 care givers @ \$1,682 = \$18,502

					Volunteer Coordinator = \$11,669 Total \$30,171 <i>If contract details are unknown due to contract yet to be made provide same information listed above and:</i> A detailed evaluation plan and budget will be submitted by (date), when contract is made.
Other	\$5,600	\$0	\$5,880	\$11,480	Federal 2 consultants @ \$100/hr for 24.5 hours each = \$4,900 Printing 10,000 Brochures @ \$.05 = \$500 Local conference registration fee (name conference) = \$200 Total \$5,600 In-Kind Volunteers 15 volunteers @ \$8/hr for 49 hours = \$5,880
Indirect Charges	\$20,934	\$0	\$0	\$20,934	21.5% of salaries and fringe = \$20,934 IDC rate is attached.
TOTAL	\$140,294	\$40,866	\$5,880	\$187,060	

Budget Narrative/Justification - Sample Template

NOTE: Applicants requesting funding for a multi-year grant program are REQUIRED to provide a detailed Budget Narrative/Justification for EACH potential year of grant funding requested.

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Personnel					
Fringe Benefits					
Travel					
Equipment					

Supplies					
Contractual					
Other					
Indirect Charges					
TOTAL					

Project Work Plan - Sample Template

NOTE : Applicants requesting funding for a multi-year grant program are REQUIRED to provide a Project Work Plan for EACH potential year of grant funding requested.

Goal:

Measurable Outcome(s):

* Time Frame (Start/End Dates by Month in Project Cycle)

Major Objectives	Key Tasks	Lead Person	1*	2*	3*	4*	5*	6*	7*	8*	9*	10*	11*	12*
1.														
2.														
3.														
4.														
5.														
6.														

NOTE: Please do not infer from this sample format that your work plan must have 6 major objectives. If you need more pages, simply repeat this format on additional pages.

Instructions for Completing the Project Summary/ Abstract

- All applications for grant funding must include a Summary/Abstract that concisely describes the proposed project. It should be written for the general public.
- To ensure uniformity, limit the length to 265 words or less, on a single page with a font size of not less than 11, doubled-spaced.
- The abstract must include the project's goal(s), objectives, overall approach (including target population and significant partnerships), anticipated outcomes, products, and duration. The following are very simple descriptions of these terms, and a sample Compendium abstract.

Goal(s) - broad, overall purpose, usually in a mission statement, i.e. what you want to do, where you want to be.

Objective(s) - narrow, more specific, identifiable or measurable steps toward a goal. Part of the planning process or sequence (the "how") to attain the goal(s).

Outcomes - measurable results of a project. Positive benefits or negative changes, or measurable characteristics among those served through this funding (e.g., clients, consumers, systems, organizations, communities) that occur as a result of an organization's or program's activities. These should tie directly back to the stated goals of the funding as outlined in the funding opportunity announcement. (Outcomes are the end-point)

Products - materials, deliverables.

- A model abstract/summary is provided below:

The Delaware Division of Services for Aging and Adults with Physical Disabilities (DSAAPD), in **partnership** with the Delaware Lifespan Respite Care Network (DLRCN) and key stakeholders will, in the course of this two-year project, expand and maintain a statewide coordinated lifespan respite system that builds on the infrastructure currently in place.

The **goal** of this project is to improve the delivery and quality of respite services available to families across age and disability spectrums by expanding and coordinating existing respite systems in Delaware. The **objectives** are: 1) to improve lifespan respite infrastructure; 2) to improve the provision of information and awareness about respite service; 3) to streamline access to respite services through the Delaware ADRC; 4) to increase availability of respite services. Anticipated **outcomes** include: 1) families and caregivers of all ages and disabilities will have greater options for choosing a respite provider; 2) providers will demonstrate increased ability to provide specialized respite care; 3) families will have streamlined access to information and satisfaction with respite services; 4) respite care will be provided using a variety of existing funding sources and 5) a sustainability plan will be developed to support the project in the future. The expected **products** are marketing and outreach materials, caregiver training, respite worker training, a Respite Online searchable database, two new Caregiver Resource Centers (CRC), an annual Respite Summit, a respite voucher program and 24/7 telephone information and referral services.