

Notice of Funding Opportunity
Application due Monday, July 27, 2026










Lifespan Respite Care Program: Technical Assistance and Resource Center

Opportunity number: HHS-2026-ACL-AOA-LRLT-0056



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Before you begin

If you believe you are a good candidate for this funding opportunity, secure your [SAM.gov](#) and [Grants.gov](#) registrations now. If you are already registered, make sure your registrations are active and up to date.

SAM.gov registration (this can take several weeks)

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI).

[See Step 2: Get Ready to Apply](#)

Grants.gov registration (this can take several days)

You must have an active Grants.gov registration. Doing so requires a Login.gov registration as well.

[See Step 2: Get Ready to Apply](#)

Apply by the application due date

Applications are due by 11:59 p.m. Eastern Time on Monday, July 27, 2026.



To help you find what you need, this NOFO uses internal links. In Adobe Reader, you can go back to where you were by pressing Alt + Left Arrow (Windows) or Command + Left Arrow (Mac) on your keyboard.



Step 1:

Review the Opportunity

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Basic information

Administration for Community Living (ACL)

Administration on Aging (AoA)

Building stronger state respite care systems through training, technical assistance, and community partnerships.

Summary

The Lifespan Respite Technical Assistance and Resource Center (TARC) project supports ACL's strategic priorities—including caregiving, connecting people to services, and whole-person health—while advancing the Make America Healthy Again (MAHA) agenda by preserving independence, supporting caregivers, and ensuring public resources deliver measurable impact. The project will provide training and technical assistance to Lifespan Respite state grantees, partners and the broader respite field. Through this funding opportunity, ACL will award one cooperative agreement to strengthen the Lifespan Respite Care Program and support national efforts to expand access to high-quality respite care services and information for family caregivers across the lifespan.

These efforts strengthen caregiving infrastructure, enhance caregiver and recipient well-being, improve access to high-quality respite services, and empower older adults and people with disabilities to maintain independence across the lifespan. Lifespan respite care program grants aim to support family, unpaid, and paid caregivers by expanding proven programs like respite services, strengthening grant recipients' ability to provide sustainable support, and integrating caregiving into health and social systems to help prevent institutionalization.

The TARC will:

1. Maintain a national database on lifespan respite care.
2. Provide training and technical assistance to state, community, and nonprofit respite care programs.
3. Provide public information, referral, and educational resources related to lifespan respite care; and.
4. Increase knowledge of and build partnerships with the [ASPR Medical Reserve Corps](#) to strengthen emergency preparedness and community support for caregivers, including providing respite care resources and volunteer training opportunities.



Have questions?

See [Contacts and Support](#).

Key facts

Opportunity name:

Lifespan Respite Care Program: Technical Assistance and Resource Center

Opportunity number:

HHS-2026-ACL-AOA-LRLT-0056

Federal assistance listing:

93.072

Cost sharing: 25%

NOFO version: Original

Key dates

Application submission deadline:

Monday, July 27, 2026

Expected award date:

September 30, 2026

Expected project start date:

September 30, 2026

Funding details

Type: Cooperative agreement

Expected total program funding over the performance period: \$1,260,000

Expected total program funding per budget period: \$420,000

Total expected awards: 1

Funding range per applicant per budget period: \$350,000 to \$420,000

We plan to fund the award in a three 12-month budget period for a total three-year period of performance from September 30, 2026 to September 29, 2029.

Eligibility

Eligible applicants

Only these types of organizations may apply:

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.
- Institutions of higher education.

NOTE: This Funding Opportunity Announcement is not intended to fund individual projects at a single site or location.

Other eligibility criteria

- Only one application per eligible entity will be funded.
- Grantees must work in collaboration with the state Lifespan Respite Care Program grantees to support them in technical assistance efforts.
- If you propose conduit or pass-through funding for another entity to lead the project, you will not be considered for funding.
- Eligible entity funded under this announcement shall use grant funds solely for the purposes outlined in the Lifespan Respite Care Act.

Disqualifying factors

We will review your application to make sure it meets these responsiveness requirements.

We won't consider an application that:

- Is submitted after the [deadline](#).
- Is from an individual, including a sole proprietorship, or a foreign entity.
- Is received in paper format that didn't have a previously approved exemption from ACL.

Application limits

If you submit the same application more than once under this notice of funding opportunity (NOFO), we will only acknowledge the last on-time submission.

Cost sharing

Include cost sharing

Under this ACL program, ACL will fund no more than 75% of the project's total cost, which means the applicant must cover at least 25% of the project's total cost with non-federal resources. In other words, for every three (3) dollars received in federal funding, the applicant must contribute at least one (1) dollar in non-federal resources toward the project's total cost.

A common error applicants make is to match 25% of the Federal share, rather than 25% of the project's total cost.

Types of cost sharing

You can meet your match requirement through any combination of:

- Cash contributed by your organization, partners, or other third parties.
- In-kind (non-cash) contributions from partners or other third parties.

Cost-sharing commitments

If awarded, you must provide the amount of cost-sharing funds you promised, even if you promised more than the required minimum. We put these commitments in the Notice of Award.

If you don't provide your promised amount, we may decrease the amount of funding we give you or use other enforcement actions.

You'll have to include your cost-sharing funds when you fill out your [federal financial reports](#).

Post-award requirements

Before you apply, make sure you understand the requirements that come with an award.

See [Step 6: Learn What Happens After Award](#) for information on regulations that apply, reporting, and more.

Statutory authority

The statutory authority for this program is the Lifespan Respite Care Act of 2006 (42 U.S.C 201), as amended.

Program description

The Lifespan Respite Technical Assistance and Resource Center (TARC) project supports ACL's strategic priorities—including caregiving, connecting people to services, and whole-person health—while advancing the Make America Healthy Again (MAHA) agenda by preserving independence, supporting caregivers, and ensuring public resources deliver measurable impact. The project will provide training and technical assistance to Lifespan Respite state grantees, partners and the broader respite field. Through this funding opportunity, ACL will award one cooperative agreement to strengthen the Lifespan Respite Care Program and support national efforts to expand access to high-quality respite care services and information for family caregivers across the lifespan.

The goal of the Lifespan Respite Technical Assistance and Resource Center (TARC) project is to provide training, technical assistance, and capacity-building support to grantees, partners, and respite programs nationwide. These efforts strengthen caregiving infrastructure, enhance caregiver and recipient well-being, improve access to high-quality respite services, and empower older adults and people with disabilities to maintain independence across the lifespan. Lifespan respite care program grants aim to support family, unpaid, and paid caregivers by expanding proven programs like respite services, strengthening grant recipients' ability to provide sustainable support, and integrating caregiving into health and social systems to help prevent institutionalization.

The TARC will:

1. Maintain a national database on lifespan respite care.
2. Provide training and technical assistance to state, community, and nonprofit respite care programs.
3. Provide public information, referral, and educational resources related to lifespan respite care.
4. Increase knowledge of and build partnerships with the [ASPR Medical Reserve Corps](#) to strengthen emergency preparedness and community support for caregivers, including providing respite care resources and volunteer training opportunities.

Grantees will be expected to support ACL's efforts to strengthen respite systems nationwide through enhanced coordination, workforce and volunteer development, information sharing, training, and measurable improvements in respite access, service quality, and caregiver outcomes. Activities of the TARC should closely align with the principles and objectives outlined in the [National Strategy to Support Family Caregivers](#) and its subsequent updates.

Goals

The goal of the Lifespan Respite Technical Assistance and Resource Center (TARC) project is to provide training, technical assistance, and capacity-building support to grantees, partners, and respite programs nationwide. These efforts:

- Strengthen caregiving infrastructure.
- Enhance caregiver and recipient well-being.
- Improve access to high-quality respite services.
- Empower older adults and people with disabilities to maintain independence across the lifespan.

Expected key activities, priorities, and measurable outcomes

The successful applicant (grantee) is expected to carry out the following activities and reportable outcomes:

1. Technical assistance and capacity building

- **Activities:**
Provide guidance and support to state, local, and tribal respite programs; identify gaps and promising practices; help programs scale and improve services.
- **Measurable outcomes:**
 - Number of programs receiving technical assistance annually.
 - Percentage of programs reporting improved service capacity or quality.
 - Number of best practices or tools disseminated.

2. Information dissemination and coordination

- **Activities:**
Develop and maintain caregiver resources; support referral systems; share evidence-based practices and training materials.
- **Measurable outcomes:**
 - Number of caregivers, providers, and stakeholders reached through resources or trainings.
 - Number of referral connections successfully facilitated.
 - Website or resource access metrics (downloads, page visits).

3. Training and workforce development

- **Activities:**

Support recruitment, training, and retention of respite workers and volunteers; provide caregiver and provider training; promote culturally competent services.

- **Measurable outcomes:**

- Number of respite workers and volunteers recruited and trained.
- Number of family caregivers trained in evidence-informed strategies.
- Percentage of trainees demonstrating improved knowledge or skills (pre/post assessment).

4. Program evaluation and quality improvement

- **Activities:**

Monitor and evaluate respite programs; collect and report data; use findings to improve programs and guidance.

- **Measurable outcomes:**

- Number of programs submitting evaluation data.
- Improvements in caregiver satisfaction and service quality scores.
- Identification and implementation of at least 2 program improvements annually.

5. Partnerships and collaboration

- **Activities:**

Build partnerships with national, state, and local organizations; engage consumer and advocacy groups; support knowledge sharing.

- **Measurable outcomes:**

- Number of active partnerships established and maintained.
- Scope and status of partnership with the ASPR Medical Reserve Corps.
- Number of joint initiatives, trainings, or collaborative projects implemented.
- Stakeholder satisfaction with collaboration efforts.

6. Priority focus areas

- **Activities:**

Expand access to respite care for underserved populations; integrate respite services with health and social systems; promote sustainability.

- **Measurable outcomes:**
 - Increase in the number of underserved caregivers accessing respite services.
 - Number of programs successfully integrated with healthcare or social service systems.
 - Demonstrated sustainability plans in place for supported programs.

Cooperative agreement terms

Cooperative agreements require substantial ACL project involvement after an award is made. There are specific roles for both you and ACL.

Your responsibilities

- Collaborate with ACL in finalizing, executing, and modifying the work plan.
- Fulfill all the requirements of the grant initiative as outlined in this funding opportunity, and carry out project activities as reviewed, approved, and awarded.
- Communicate with the ACL project officer regularly to improve the effectiveness of the activities carried out under this agreement.
- Meet with the ACL project officer at least semi-annually, or at such other times as are agreed upon by either party, to improve the effectiveness of the activities carried out under this agreement.
- Submit the required semi-annual and final progress reports.
- Lead technical assistance efforts as provided and as requested by ACL Program Officer through the Lifespan Respite Technical Assistance and Resource Center (TARC).
- In accordance with the Stevens Amendment, all HHS grant and cooperative agreement recipients are required to acknowledge federal funding when publicly communicating projects or programs funded through HHS federal financial assistance.
- You must use the following language when issuing statements, press releases, requests for proposals, bid solicitations, and other ACL-supported publications and forums describing projects or programs funded in whole or in part with ACL funding:
 - This [project/publication/program/website, etc.] [is/was] supported by the Administration for Community Living (ACL), U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$XX with XX percentage funded by ACL/HHS and \$XX amount and XX percentage funded by non-government source(s). The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by ACL/HHS, or the U.S. Government.

Our responsibilities

The ACL project officer shall carry out the following activities for the cooperative agreement:

- Collaborate with you to finalize, execute, and modify the work plan.
- Perform the day-to-day federal responsibilities of managing grants, working with you to ensure that the minimum requirements of the grant are met.
- Manage the lifecycle of federal grants and projects, acting as the primary liaison between the government and recipients to ensure compliance, performance, and strategic alignment with agency goals.
- Review proposals, conduct site visits, monitor budgets, and provide technical guidance.
- Work with you to clarify the programmatic and budgetary issues addressed by the project, and as necessary, negotiate with you to achieve a solution to any needs identified by you or ACL.
- Assist you in understanding the policy concerns and/or priorities of ACL, the U.S. Department of Health and Human Services, and the federal government by conducting periodic briefings, technical assistance, and carrying out ongoing consultations.
- Share information with you about other federally sponsored projects and activities that are relevant to you and your activities.

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 as long as it stays within the original confines of the proposed project description. Major changes may affect the integrity of the competitive review process. Modifications and/or amendments of the Cooperative Agreement or work plan shall be effective upon the execution of an award notice. When an award is issued the cooperative agreement terms and conditions from the Notice of Funding Opportunity (NOFO) are incorporated by reference unless ACL is authorized under the Terms and Conditions of award, 2 CFR part 200, or other applicable regulation or statute to make unilateral amendments.

Funding policies and limitations

Changes in HHS regulations

As of October 1, 2025, HHS adopted [2 CFR 200](#), with some exceptions included in [2 CFR 300](#). These regulations replace those in 45 CFR 75.

Policies

All activities proposed in your application and budget narrative must align with applicable law, including but not limited to statutes, executive orders, federal regulations, and applicable judicial holdings. Accordingly, discretionary awards shall not be used to fund, promote, encourage, subsidize, or facilitate: racial preferences or other forms of racial discrimination by the recipient, including activities where race or intentional proxies for race will be used as a selection criterion for employment or program participation; denial by the recipient of the sex binary in humans, or the belief that sex is a chosen or mutable characteristic; illegal immigration; or any other initiatives that compromise public safety. If an application does not align, the application will not receive funding to the extent permitted by law and applicable court orders.

- We will only make awards if this program receives funding. If Congress appropriates funds for this purpose, we will move forward with the review and award process.
- Support beyond the first budget period will depend on:
 - Appropriation of funds.
 - Satisfactory progress in meeting your project's objectives.
 - A decision that continued funding is in the government's best interest.
- If we receive more funding for this program, we will consider:
 - Funding more applicants.
 - Extending the period of performance.
 - Awarding supplemental funding.
- You may not use funds from this NOFO for any diversity, equity, inclusion, and accessibility (DEI and DEIA) activities. This includes:
 - DEI- or DEIA-related research.
 - Activities that discriminate based on race, color, religion, sex, national origin, or other protected traits.
- Under this NOFO, you can't continue existing projects without expansion or new and innovative approaches.
- Meals are allowed only in limited circumstances linked to program activities, like during travel or when approved in advance by ACL. See Allowable Costs and

Activities, Exhibit 4: Selected Items of Cost, Meals in the [HHS Grants Policy Statement](#).

- There are restrictions on certain telecommunications and video surveillance equipment. See [2 CFR 200.216](#) to make sure this does not apply to any proposed equipment in your application.

Unallowable costs

- Construction or major rehabilitation of buildings.
- Basic research, such as scientific or medical experiments.
- For guidance on other types of costs that we restrict or do not allow, see General Provisions for Selected Items of Costs of the Uniform Guidance, [2 CFR 200.420](#).

Indirect costs

Indirect costs are those shared across multiple projects and not easily separated.

To charge indirect costs you can select one of two methods:

Method 1 — Approved rate. If you currently have an indirect cost rate approved by your cognizant federal agency, you may use that rate.

Method 2 — *De minimis* rate. If you do not have a negotiated indirect cost rate, you may elect to charge a *de minimis* rate (see [2 CFR 200.414\(f\)](#)). This rate may be up to 15% of modified total direct costs (MTDC). See the definition of MTDC ([2 CFR 200.1](#)). You can use this rate indefinitely.

You may not charge costs included in your indirect cost pool as direct costs.

Subawards

As the prime recipient, you must maintain a substantive role in the project. This means that you conduct funded activities and provide services necessary and integral to completing the project.

Monitoring your subrecipient's activities alone as described in [2 CFR 200.332](#) is not a substantive role.

We do not fund awards where your role is primarily a conduit for passing funds to other organizations unless that arrangement is authorized by statute.

All subrecipients must have a Unique Entity Identifier (UEI) through the System for Award Management (SAM.gov).

Subrecipients must meet the [eligibility requirements](#) of this NOFO.

Salary rate limitation

The salary rate limitation in the current appropriations act applies to this program. You may not use awarded funds to pay a salary at a higher rate than the rate for Executive Level II.

For the Executive Level II salary, please see [the Office of Personnel Management information on executive and senior level employee pay](#).

The salary limitation reflects a person's base salary (including any portion of the salary that is paid with indirect costs). It does not include fringe benefits or any income the person is allowed to earn outside of the duties of the applicant organization.

This salary limitation also applies to subawards, contracts, and subcontracts under an ACL grant or cooperative agreement.

Program income

If you earn any money from your award-supported project activities (known as program income), you must use it for the purposes and under the conditions of the award. Find more about program income at [2 CFR 200.307](#).



Step 2: Get Ready to Apply

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Find the application package

The application package has all the forms you need to apply. You can search for it at [Grants.gov](#) using opportunity number {HHS-2026-ACL-AOA-LRLT-0056}. Then select the Package tab.

We recommend that you select the **Subscribe button** from the View Grant Opportunity page for this NOFO to get updates.

You can also find materials at [Applying for Grants on ACL's website](#).

If you can't use Grants.gov to download application materials or have other technical difficulties, including issues with application submission, [contact Grants.gov](#) for assistance.

Get registered

SAM.gov

You must have an active account with SAM.gov to apply. SAM.gov registration can take several weeks. Begin that process today.

To register:

- Go to [SAM.gov Entity Registration](#) and select Get Started. From the same page, you can also select the Entity Registration Checklist for the information you will need to register.
- You must agree to the [financial assistance general certifications and representations \[PDF\]](#) specifically. Those for contracts are different.

When you register, you will also receive your required Unique Entity Identifier (UEI).

Once you register:

- You will have to maintain your registration throughout the life of any award.
- If your organization has multiple UEIs, use the one associated with your physical location.

Grants.gov

You must also have an active account with [Grants.gov](https://www.grants.gov). You can see step-by-step instructions at the Grants.gov [Quick Start Guide for Applicants](#).

Need help? See [Contacts and Support](#).



Step 3:

Build Your Application

In this step

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Application checklist

Make sure that you have everything you need to apply. You will find the forms in Grants.gov.

Narratives

Item	Grants.gov form	Page limit
<input type="checkbox"/> Project narrative	Use the Project Narrative Attachment form.	20 pages
<input type="checkbox"/> Budget narrative	Use the Budget Narrative Attachment form.	None

Attachments

Insert each in a single Other Attachments Form.

Item	Page limit
<input type="checkbox"/> Indirect cost agreement	None
<input type="checkbox"/> Commitment letters	None
<input type="checkbox"/> Proof of nonprofit status	None
<input type="checkbox"/> Resumes and job descriptions	None
<input type="checkbox"/> Work plan	None
<input type="checkbox"/> Organizational chart	None

Other required forms

Use each required form in Grants.gov.

Item	Page limit
<input type="checkbox"/> Application for Federal Assistance (SF-424)	None
<input type="checkbox"/> Budget Information for Non-Construction Programs (SF-424A)	None
<input type="checkbox"/> Assurances for Non-Construction Programs (SF-424B)	None
<input type="checkbox"/> Key Contacts form	None
<input type="checkbox"/> Grants.gov Lobbying form (Certification Regarding Lobbying)	None
<input type="checkbox"/> Project/Performance Site Location form	None

Application contents and format

This section includes guidance on each component found in the application checklist.

Application page limit: 20 pages

Submit your information in English and express whole number budget figures using U.S. dollars.

Required format

Required format for project and budget narratives.

Font: Times New Roman or Arial

Format: PDF

Size: 11-point font

Footnotes and text in graphics may be 10-point.

Spacing for project narrative main content: Double-spaced

Spacing for budget narrative: As needed

Spacing for project summary, tables, footnotes: Single-spaced

Margins: 1-inch

Include page numbers.

Project narrative

Page limit: 20

The project narrative is the most important part of the application. We use it as the primary basis to decide whether your project meets the statutory requirements and to review its merit. The project narrative should give a clear and concise description of your project.

Be sure to cite all your sources. Merit reviewers may lower your score if you do not.

Also study the merit review criteria under each section to make sure you answer all questions and cover all topics reviewers will look at.

Project summary

Provide a brief project summary of no more than 265 words. Write it for the general public. You will need to include:

- **Goals:** Broad overall purpose, like a mission statement that says what you want to do and where you want to be.
- **Objectives:** Narrow, specific, and clear steps toward the goals. These are the “hows” to achieve the goals.
- **Overall approach:** General overview of what you will do.
- **Outcomes:** These are the measurable results of a project. Include expected changes among those served, such as clients, systems, organizations, and communities. These should tie directly to your goals and those of this funding.
- **Products:** The materials and other deliverables you expect to generate through the project.
- **Duration:** The anticipated start and end dates of the period of performance.

Project relevance and current need

Problem statement

This section should clearly and concisely describe:

- Proposed interventions to address the problem described in the “Problem Statement.”
- The rationale for using the intervention, including factors such as lessons learned from similar projects, factors that have created the right conditions for the intervention.
- Major barriers anticipated, and how the Center will be able to overcome those barriers.
- The role and makeup of any strategic partnerships the applicant plans to involve in implementing the intervention, including other organizations, supporters, and/or consumer groups.

Goals and objectives

Reviewers will assess the extent to which the application:

1. Clearly defines the proposed intervention and intended outcomes.
2. Presents goals and objectives that are specific, measurable, achievable, relevant, and time-bound (SMART).
3. Demonstrates a coherent and feasible strategy for addressing identified problems and achieving outcomes.

4. Identifies environmental, policy, workforce, or systems-level barriers and opportunities that may affect implementation.
5. Optimizes partnerships and collaboration with community organizations, consumer groups, caregiver networks, and other stakeholders, as appropriate.
6. Does the project, as proposed, align with and advance the ACL mission, vision, and strategic priority on Caregiving?

Table: Scoring criteria

Reviewers will evaluate the extent to which the applicant provides:	Point value
Project relevance and current need – Problem statement	10 points
Project relevance and current need – Goals and objectives	10 points

Approach

Proposed intervention

Reviewers will assess the extent to which the application:

1. Describes a clear and evidence-informed approach for implementing a national Technical Assistance and Resource Center.
2. Demonstrates the capacity to address the needs identified in the application and this NOFO.
3. Adequately addresses the key priority areas outlined in the NOFO.
4. Includes practical and innovative methods for providing technical assistance, training, resource development, and systems support.
5. Demonstrates that the proposed methods are likely to achieve the stated goals and outcomes.

Project management

This section should explain the applicant’s organizational structure, staffing, and expertise to manage the Center. The narrative should include:

1. 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.
2. Who would have day-to-day responsibility for key tasks such as leadership of project, monitoring the project’s on-going progress toward the goals stated in the funding opportunity announcement and for your specific intervention/activities, preparation of reports, communication 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.

Work plan

You must provide a work plan for your project. The work plan connects your period of performance outcomes, strategies and activities, and measures. It provides more detail on how you will measure outcomes and processes.

To create your work plan:

- Use the [Project Work Plan Sample Template](#) on our website.
- Include the project’s overall goal, expected outcomes, key objectives, and the major action steps needed to achieve them.
- For each major action step, include start and end dates and the lead responsible person.

Additionally,

1. Resources developed (must be Section 508-compliant), dissemination, and events, incorporating where feasible [ACL’s strategic priorities](#) including, but not limited to, protecting rights and preventing abuse.
2. Website maintenance and analytics, incorporating information that connects people to services in keeping with [ACL’s strategic priorities](#).

The successful grantee will submit a 3-year work plan that details expectations for major activities, products and reports over the life of the project. The work plan will include a detailed timetable with tangible milestones, consistent with the terms and conditions of the Notice of Award. In addition, the work plan will contain project and activity implementation strategies, including potential subgrantees/subcontractors, staff assignments, and other areas that require ACL consultation, review, and/or prior approval. The grantee can propose a revision of the final work plan at any time if program priorities or funding levels change dramatically. The ACL project officer will work collaboratively with the grantee to address those changes.

Table: Scoring criteria

Reviewers will evaluate the extent to which the applicant provides:	Point value
Approach – Proposed intervention	10 points
Approach – Project management	5 points
Approach – Work plan	10 points

Project impact

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 support family caregivers in greatest need. This section must include how you will identify and prioritize resources, training, and technical assistance to aging network to achieve outcomes for the target population, with priorities relating to applicable [ACL strategic priorities](#).

Outcomes

Reviewers will assess the extent to which the application:

1. Clearly identifies anticipated project benefits, outputs, and measurable outcomes.
2. Demonstrates that proposed outcomes are realistic, measurable, and aligned with project goals.
3. Shows potential for meaningful impact on family caregivers, respite systems, and the broader aging and disability networks.
4. Demonstrates potential to improve access, quality, coordination, or sustainability of respite services and supports.

A measurable outcome reflects a change or result. Counting activities or services delivered shows outputs not outcomes. ACL will not fund any project that does not include measurable outcomes. Reviewers will score applications on the clarity and nature of your proposed outcomes, not on the number of outcomes cited.

Evaluation

Reviewers will assess the extent to which the application:

1. Includes a thoughtful, feasible, and well-designed evaluation plan.
2. Includes appropriate qualitative and/or quantitative measures to assess project performance and outcomes.
3. Identifies data collection methods, performance indicators, benchmarks, and reporting processes.
4. Demonstrates the ability to evaluate implementation effectiveness and overall project impact.

Includes mechanisms to capture lessons learned, promising practices, and replicable strategies for the field.

Dissemination

Reviewers will assess the extent to which the application:

1. Includes a comprehensive dissemination strategy to share technical assistance, tools, resources, findings, and best practices.
2. Demonstrates the ability to provide timely and accessible information to diverse audiences.
3. Uses multiple dissemination methods, including web-based, print, electronic, and virtual learning approaches.
4. Includes strategies to ensure accessibility and usability for stakeholders.

Table: Scoring criteria

Reviewers will evaluate the extent to which the applicant provides:	Point value
Project impact – Special target populations and organizations	5 points
Project impact - Outcomes	5 points
Project impact - Evaluation	5 points
Project impact - Dissemination	5 points

Capability and expertise

Organizational capability

Reviewers will assess the extent to which the application:

1. Demonstrates comprehensive understanding of respite care and caregiver issues across the lifespan and across disabilities and chronic conditions.
2. Demonstrates capacity to provide national-level technical assistance related to respite program planning, implementation, administration, and systems development.
3. Demonstrates leadership commitment to successful project implementation.
4. Describes effective strategies for collaboration and partnership with relevant organizations and stakeholders.
5. Demonstrates experience working with federal, state, tribal, territorial, and local agencies.
6. Demonstrates experience engaging entities and stakeholders affected by the issues addressed in this NOFO.

Experience of the project team

Reviewers will assess the extent to which the application:

1. Demonstrates organizational capacity to implement and evaluate the proposed project.
2. Shows that the project director, key personnel, consultants, and partners possess the expertise and experience necessary to fulfill their responsibilities.
3. Includes appropriate staffing levels and organizational infrastructure.
4. Includes letters of commitment or memoranda of understanding from partner organizations, as appropriate.
5. Demonstrates prior experience managing federal grants or large-scale technical assistance initiatives.

Table: Scoring criteria

Reviewers will evaluate the extent to which the applicant provides:	Point value
Capability and expertise – Organizational capacity	10 points
Capability and expertise – Experience of the project team	10 points

Budget narrative

Page limit: None

The budget narrative supports the information you provide in [Standard Form-424A](#).

It includes added detail and justifies the costs you ask for. As you think about your budget, consider:

- If the costs are reasonable and consistent with your project's purpose and activities.
- The restrictions on spending funds. See [funding policies and limitations](#).

When you develop your budget narrative:

- We encourage you to use the [ACL Budget Narrative Sample Format \[PDF\]](#). This format shows the level of detail we are looking for in your application.
- Justify all the costs and show how you calculated them.
- You will need to create a budget narrative that shows all years combined along with separate, detailed budget narratives for each year.

Reviewers will assess your budget (SF-424A) and your budget narrative to score this section.

Table: Scoring criteria for budget and budget narrative

Reviewers will evaluate the extent to which the applicant provides:	Point value
Budget narrative	15 points

Attachments

You will upload attachments in Grants.gov using the Other Attachments Form.

Indirect cost agreement

If you include indirect costs in your budget using an approved rate, include a copy of your current agreement approved by your [cognizant agency for indirect costs](#). If you use the *de minimis* rate, you do not need to submit this attachment.

Commitment letters

Include letters from any organization that will have a significant role in carrying out your project. The letter should explain their role and their commitment to the project. 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 and letters included. Signed letters of commitment detailing organization's roles in the proposed project should be scanned and included as attachments to the applications. A copy of negotiated indirect cost rate letters should accompany letters of commitment from collaborators/agencies that anticipate collection of negotiated indirect cost expenses. For applications submitted electronically via <http://www.grants.gov>, signed letters of commitment should be scanned and included as attachments. Does not count towards the page limit.

Proof of nonprofit status

If your organization is a nonprofit, you need to attach proof. We will accept any of the following:

- A copy of a current tax exemption certificate from the IRS.
- A letter from your state's tax department, attorney general, or another state official saying that your group is a nonprofit and that none of your net earnings go to private shareholders or others.
- A certified copy of your certificate of incorporation. This document must show that your group is a nonprofit.
- Any of these documents for a parent organization. Also include a statement signed by an official of the parent group that your organization is a nonprofit affiliate.

Resumes and job descriptions

For key personnel, attach resumes for positions that are filled. For positions that aren't filled, attach the job descriptions with qualifications.

Work Plan

The Project Work Plan should reflect and be consistent with the Project Narrative and Budget. 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.

You must provide a work plan for your project. The work plan connects your period of performance outcomes, strategies and activities, and measures. It provides more detail on how you will measure outcomes and processes.

- The project work plan should reflect and be consistent with the project narrative and budget justification narrative and should cover all three years of the project period.
- It should include a statement of the project's overall goal, anticipated outcomes, key objectives, and the major tasks/action steps that will be pursued to achieve the goal and outcomes.
- For each major task/action step, the work plan should identify time frames involved (including start and end dates), and the lead person responsible for completing the task.
- You can use the project work plan sample template as a reference and resource.

Failure to include a work plan detailing activities for each year of the project will result in a score of zero for this required component during the merit review scoring process.

To complete your work plan, see the project work plan sample template and instructions for completing required forms in this NOFO. Does not count towards the page limit.

Organizational Chart

As discussed in the organizational capability section, if you think it is helpful and relevant, you may include an organization chart that shows how the project will fit into your organization. Does not count towards the page limit.

Other required forms

You will need to complete some other forms in Grants.gov. You can find them in the NOFO [application package](#) or review them and their instructions at [Grants.gov Forms](#).

Form	Submission requirement
<input type="checkbox"/> Application for Federal Assistance (SF-424)	None
<input type="checkbox"/> Budget Information for Non-Construction Programs (SF-424A)	None
<input type="checkbox"/> Assurances for Non-Construction Programs (SF-424B)	None
<input type="checkbox"/> Key Contacts form	None
<input type="checkbox"/> Grants.gov Lobbying form (Certification Regarding Lobbying)	None
<input type="checkbox"/> Project/Performance Site Location form	None

Important: Public information

When filling out your SF-424 form, pay attention to Box 15: Descriptive Title of Applicant's Project.

We share what you put there with [USAspending](#). This is where the public goes to learn how the federal government spends their money.

Instead of just a title, insert a short description of your project and what it will do.

[See instructions and examples \[PDF\]](#).



Step 4:

Learn About Review and Award

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Application review

Initial review

We will review your application to make sure that it meets the responsiveness requirements listed in the [disqualifying factors section](#). If your application does not meet these criteria, we will disqualify it and we will not move it to the merit review (scoring) phase.

We will not review any pages over the page limit.

Scoring process

A panel reviews all applications that pass the initial review. The members use the merit review scoring criteria in the project narrative and budget narrative sections of this NOFO. You can find the specific criteria in each section of the project narrative and in the budget narrative section.

Criteria summary

Heading	Points
Project summary	0 points
Project Relevance and need	20 points
Approach	25 points
Impact	20 points
Resources and capabilities (including budget)	35 points

Risk review

Before making an award, we review the risk that you will mismanage federal funds or fail to complete the project objectives. We need to make sure you've handled any past federal awards well and demonstrated sound business practices.

We use [SAM.gov](#) Responsibility/Qualification to check this history for all awards likely to be over \$250,000. We also check Exclusions.

If we find a significant risk, we may choose not to fund your application or to place specific conditions on the award.

You can see more details about risk review at [2 CFR 200.206](#).

Selection process

When making funding decisions, we consider:

- Merit review results. These are key in making decisions but are not the only factor.
- The larger portfolio of agency-funded projects, including project type and geographic distribution.
- The past performance of the applicant. We may choose not to fund applicants with management or financial problems.
- Reasonableness of proposed costs to the expected results and the likelihood you will achieve those results.
- Available funding.

We may:

- Fund applications in whole or in part.
- Fund applications at a lower amount than requested.
- Decide not to allow a prime recipient to subaward if they may not be able to monitor and manage subrecipients properly.
- Choose to fund no applications under this funding opportunity.

The ACL administrator makes all final award decisions.

Funding preferences for alignment with agency priorities

Before we make final funding decisions, ACL leadership will review all potential awards.

They will check for:

- Adherence to applicable laws.
- Alignment to agency priorities (see [Administration for Community Living's \(ACL\) Mission, Vision & Strategic Priorities](#)).

To the extent allowed by law and court orders, we will give a funding priority to applications that align with agency priorities.

Your application may receive this preference if it advances the ACL strategic priority on Caregiving.

Merit review criteria also include factors related to ACL's priorities.

Award notices

If your application is successful, we will email a Notice of Award (NoA) to your authorized official. We will email you or write you a letter if your application is disqualified or unsuccessful.

The NoA is the only official award document. The NoA tells you the amount of the award, important dates, and the terms and conditions you need to follow. Until you receive the NoA, you don't have permission to start work.

[See an example NoA on our website \[PDF\].](#)



Step 5: Submit Your Application

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Application submission and deadlines

See [find the application package](#) and the [application checklist](#) to make sure you have everything you need.

Make sure you are current with SAM.gov and UEI requirements. See [get registered](#). You will have to maintain your registration throughout the life of any award.

Application

Deadline

Due on Monday, July 27, 2026 at 11:59 p.m. ET.

Grants.gov creates a date and time record when it receives the application. If you submit the same application more than once, we will accept the last on-time submission.

The grants management officer may extend an application due date based on emergency situations such as documented natural disasters or a verifiable widespread disruption of electric or mail service.

Submission method

You must submit your application through Grants.gov. See [get registered](#).

For instructions on how to submit in Grants.gov, see the [Quick Start Guide for Applicants](#). Make sure your application passes the Grants.gov validation checks. Do not encrypt, zip, or password protect any files.

If you can't submit your application because of problems with Grants.gov, you will need verification for us to consider accepting your application. Call the [Federal Service Desk](#) before the application due time and record your tracking number. Save your tracking number and any error messages you receive.

See [Contacts and Support](#) if you need help.

Intergovernmental review

[Executive Order 12372, Intergovernmental Review of Federal Programs](#) does not apply to this NOFO. You do not need to take any action.



Step 6: Learn What Happens After Award

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Post-award requirements and administration

Administrative and national policy requirements

There are important rules you need to know if you get an award. You must follow:

- All terms and conditions in the Notice of Award. You can find information at [Managing a Grant on our website](#). We incorporate this NOFO by reference.
- The rules listed in [2 CFR 200](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements, effective October 1, 2025. These replace those in 45 CFR 75, with some exceptions in 2 CFR 300.
- The HHS [Grants Policy Statement \(GPS\)](#), Appendix D: HHS Administrative and National Policy Requirements. This document has terms and conditions tied to your award. If there are any exceptions to the GPS, they'll be listed in your Notice of Award.
- All federal statutes and regulations relevant to federal financial assistance, including those highlighted in the [HHS Grants Policy Statement](#), Appendix D: HHS Administrative and National Policy Requirements.
- All anti-discrimination laws: By applying for or accepting federal funds from HHS, recipients certify compliance with all federal antidiscrimination laws and these requirements and that complying with those laws is a material condition of receiving federal funding streams. Recipients are responsible for ensuring subrecipients, contractors, and partners also comply.

Compliance and oversight

Recipients must demonstrate ongoing compliance with the [Administration for Community Living's \(ACL\) Mission, Vision & Strategic Priorities](#) through program design, implementation, performance reporting, fiscal management, and evaluation.

Failure to meaningfully align funded activities with applicable statutory authorities and agency priorities may result in corrective action, additional reporting requirements, enforcement actions, or other remedies consistent with 2 CFR Part 200 and the terms and conditions of the award.

Through alignment with these priorities, funded projects will help ensure that older adults and people with disabilities can live with dignity, independence, and full participation in the communities they call home.

Managing award changes

After award, either you or ACL may request changes. We manage these using the rules at 2 CFR 200 and 300, including [2 CFR 200.308](#) and [2 CFR 300.308](#).

Reporting

If your application is successful, you will have to submit financial and performance reports. To learn more about reporting, see [Managing a Grant, Funding Requirements on our website](#).

Financial and performance reports

The terms and conditions in the Notice of Award will have information on performance and financial reports including:

- How often you will report.
- Any required form or formatting.
- How to submit them.

FFATA and FSRs reporting

The Federal Financial Accountability and Transparency Act (FFATA) requires:

- Data entry at the FFATA Subaward Reporting System for all subawards and subcontracts you issue for \$30,000 or more.
- Reporting executive compensation for both recipient and subaward organizations.



Contacts and Support

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Agency contacts

Program and eligibility

Kari Benson

AoA.OAA@acl.hhs.gov

202-401-4634

Financial and budget

Tanielle Chandler

tanielle.chandler@acl.hhs.gov

202-795-7325

Review process and application status

Kari Benson

AoA.OAA@acl.hhs.gov

202-401-4634

Help with systems

Grants.gov

Grants.gov provides 24/7 support. Hold on to your ticket number.

- Phone: 1-800-518-4726
- Email: support@Grants.gov

SAM.gov

If you need help, you can:

- Call 866-606-8220.
- Live chat with the [Federal Service Desk](#).

Reference websites

- [U.S. Department of Health and Human Services \(HHS\)](#)
- [Home Page | ACL Administration for Community Living](#)
- [Applying for Grants | ACL Administration for Community Living](#)
- [Application Tips | ACL Administration for Community Living](#)
- [How to Apply for a Competitive Grant | ACL Administration for Community Living](#)
- [Code of Federal Regulations \(CFR\)](#)
- [United States Code \(U.S.C.\)](#)