

Administration for Community Living

Administration on Aging

Grants to Enhance State Adult Protective Services FY2019
HHS-2019-ACL-AOA-EJSG-0350
Application Due Date: 06/24/2019

Grants to Enhance State Adult Protective Services FY2019
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Department of Health & Human Services
Administration for Community Living

ACL Center:	Administration on Aging
Funding Opportunity Title:	Grants to Enhance State Adult Protective Services FY2019
Announcement Type:	Modification
Funding Opportunity Number:	HHS-2019-ACL-AOA-EJSG-0350
Primary CFDA Number:	93.747
Due Date for Letter of Intent:	**04/29/2019**
Due Date for Applications:	**06/24/2019**
Date for Informational Conference Call:	**04/24/2019**

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

This funding opportunity is designed to assist in strengthening state adult protective services (APS) systems statewide, to include innovations and improvements in practice, services, and data collection and reporting. ACL invites applications that seek to achieve: (1) improvements in the state's infrastructure for providing APS services, and improvements in the APS intake, investigation, post-investigation, and quality assurance processes, and (2) improvements in the state's ability to document and report APS case, client, and perpetrator characteristics and services in a manner that is consistent with the National Adult Maltreatment Reporting System (NAMRS). Applications are sought from the state government offices that administer the state's adult protective services and/or elder protective services program. Available funding for this opportunity ranges from a minimum of $150,000 to a maximum of $350,000 per year, per grant, for up to 3 years depending on the availability of funding.

I. Funding Opportunity Description

Background

It is well-established that abuse, neglect, and exploitation, referred to as adult maltreatment in this funding opportunity announcement (FOA), can have grave consequences, including increased mortality, increases in occurrence and severity of chronic diseases, and the loss of savings and even homes. Responding to adult maltreatment generally falls under the purview of Adult Protective Services (APS) programs. These programs are state-established and administered, authorized by state law, and primarily state-funded. As authorized by state statutes and regulations, state and local APS agency programs receive and respond to reports of

adult maltreatment.

The Elder Justice Act (EJA) was first introduced in 2002 and enacted into law in 2010 as part of the Social Security Act. Within the EJA are a number of grant programs to protect older people, including a grant program to support states by bolstering the activities of state Adult Protective Services programs. These grants are authorized by Section 2042(c)(1) and (3) of Title XX of the Social Security Act, Subtitle B, the Elder Justice Act of 2009 (EJA):

> ‘‘(c) STATE DEMONSTRATION PROGRAMS.—
>
> ‘‘(1) ESTABLISHMENT.—The Secretary shall award grants to States for the purposes of conducting demonstration programs in accordance with paragraph (2).”
>
> ‘‘(3) APPLICATION.—To be eligible to receive a grant under this subsection, a State shall submit an application to the Secretary at such time, in such manner, and containing such information as the Secretary may require.”

Along with the enactment of the EJA, ACL has implemented a number of efforts to meet the goals and objectives of the EJA. In FY 2013, the Administration for Community Living (ACL) began efforts to address the challenges related to APS data collection. In partnership with the HHS Assistant Secretary for Planning and Evaluation, ACL developed a pilot system to demonstrate the data standards and technology infrastructure required to support a voluntary, national APS data collection system, the National Adult Maltreatment Reporting System (NAMRS). In FY 2015, ACL launched the implementation phase for NAMRS.

NAMRS is designed as a voluntary data collection tool that enables states to report data gathered through APS investigations. The goal of NAMRS is to provide consistent, accurate national data on adult maltreatment, as reported to state APS agencies. The design of NAMRS has been informed by multiple stakeholder focus-groups and several meetings with state representatives. In 2017, the first year of operation, 54 of 56 states and territories contributed data to NAMRS. This high level of voluntary participation reflects the value that leaders in the field of adult protective services see in this data. In 2018, all 56 states and territories contributed data to NAMRS. Full implementation of NAMRS will include the 50 states, the District of Columbia, and Puerto Rico reporting on all data elements on an annual basis to ACL. For more information about NAMRS, please visit the NAMRS webpage on ACL’s website.

FY 2015 marked the first year ACL received a dedicated appropriation to support states in enhancing their APS systems statewide, and awarded grants under Section 2042 for the EJA. Through FY 2018, ACL continued to receive appropriations for states and make such grants to improve APS practice, services, data collection, and reporting; and to support states’ participation in NAMRS. Previous state grantees’ activities have focused on building the necessary inputs and resources to conduct the work of their APS state systems, including:

- Developing and implementing training curricula for APS staff,
- Building community partnerships,

- Engaging consultative experts,
- Creating new, or enhancing existing, operational supports such as electronic case management systems,
- Creating and validating risk and safety assessment tools, and
- Increasing the quality and quantity of data reported to NAMRS.

In September of 2016, ACL also published the National Voluntary Consensus Guidelines for State Adult Protective Services Systems (Guidelines). The purpose of the Guidelines is to promote an effective APS response across the country so that older adults and adults with disabilities, regardless of the state or jurisdiction in which they live, have similar protections and service delivery from APS systems. The Guidelines are intended to assist states in developing efficient and effective APS systems. Overall, the Guidelines are designed to provide APS Administrators with recommendations from the field about quality practice. There are several ways that states may choose to utilize the Guidelines, including as a model of comparison to existing APS systems offered, to identify new areas of interest, or to identify areas for improvement in current state statutes or policies.

Funding Description

The purpose of ACL's "Grants to Enhance State Adult Protective Services " is to strengthen and enhance state APS systems. This funding opportunity promotes innovations and improvements in state APS practices, services, and data collection that are consistent with ACL's mission and incorporate a consumer-directed approach. That is, APS practice holds autonomy, self-determination, and self-direction as fundamental values, and APS interventions are rooted in people's strengths, assets, goals, culture, wishes, and expectations. With this funding, states are expected to review the capacity of their current state APS information systems and determine how they can improve the quality and quantity of data reported to NAMRS.

Applications are sought from the state government offices that administer the state's adult protective services and/or elder protective services program. Former and current APS Enhancement grantees ARE eligible to apply. Please note that funds awarded under this opportunity cannot be used to continue or carry out the same activities as under previous grants. Former and current grantees who apply must propose new activities that are unique and distinct from past activities and that are consistent with the guidelines provided in this funding opportunity. In an effort to expand the reach of these grants, applications from states who have not received a grant under this opportunity in previous years will receive an additional 10 points on their review score.

For this opportunity, ACL invites applications that seek to achieve:

1. Improvements in the state's infrastructure for providing APS services, and improvements in the APS intake, investigation, post-investigation, and quality assurance processes, and

2. Improvements in the state's ability to document and report APS case, client, and perpetrator characteristics and services in a manner that is consistent with the National Adult Maltreatment Reporting System (NAMRS).

Below are the areas of activities applicants should consider to undertake with this funding. Within these areas, ACL encourages states to think creatively about how they would strengthen their systems to meet the goals of this funding opportunity:

1. Efforts to use technology and data to:

- Expand the state APS program's participation in NAMRS data collection
- Improve the quality of data collection by local APS agencies and their ability to report reliable and valid data to the state APS office
- Improve the state APS program's ability to track APS reports, investigations, services, resolution, and outcomes of adult maltreatment reports and cases
- Use data for state and local APS program quality assurance

2. Efforts to improve the state's APS intake, assessment, screening, and investigation of reports of adult maltreatment, such as to:

- Implement existing valid and reliable tools for client assessment (e.g., risk, safety, decisional ability),
- Improve rates of consistency in APS practice across the state

3. While protecting individual privacy, autonomy, and self-determination, efforts to increase multidisciplinary collaboration between the state's adult protective system and other systems with key roles in preventing and addressing adult maltreatment to:

- Enhance investigations of and responses to adult maltreatment
- Develop, support, or strengthen interagency collaboration and communication
- Map available services for victims, identify service gaps and needs, and develop protocols for coordination of services

4. Efforts to implement and test new client interventions or services (offered by APS alone, or in partnership with others), such as:

- Family systems interventions, such as restorative justice models and other non-criminal interventions
- New services for clients such as emergency housing, psychotherapy for victims,

hotlines, etc.

5. Creating new, or improve upon existing, state and local APS policies and protocols to:

- Respond to community or public health emergencies, such as natural disasters
- Ensure APS worker safety
- Improve public education relating to the role and responsibilities of the adult protective services program
- Move the state's APS system to more congruence with the National Voluntary Consensus Guidelines for APS Systems

6. Efforts to increase intra- and inter-state sharing of information on APS cases to:

- Facilitate and improve inter- and intrastate information exchange about adult maltreatment with other state APS programs and/or with law enforcement
- Implement agreements between states and tribal government entities to improve APS intake, assessment, screening, and investigation of reports of adult maltreatment in those states serving tribes

7. Efforts to improve APS worker and supervisor performance by implementing evidence-based training curricula on specific:

- Areas of knowledge needed by APS workers or supervisors
- Skills needed by APS workers or supervisors
- Abilities needed by APS workers or supervisors

Proposals should clearly state the change they are seeking through this funding opportunity, the objectives they will strive for to meet those goals, and the activities they will undertake to accomplish their identified objectives. In the project narrative, all applicants should detail how they plan to address the following (complete instructions on writing the project narrative can be found in Section IV.2):

- Status of the current state APS system and challenges that need to be addressed
- Goals for an improved state/local APS system
- What activities are proposed to reach those goals
- Justification for the selected activities
- How the proposed activities will be carried out
- How the proposed activities improve a state’s current APS practice, and move the state closer to its goals
- How the applicant will improve the quantity and quality of NAMRS data elements the state reports

- How the state will sustain the APS enhancements after grant funding.

Logic Model

Applicants may use a logic model in organizing their proposal. A sample logic model is included in Section VIII.1.2. The logic model is not a requirement for application; does not substitute for the required, written application narrative; and no additional points will be awarded based on whether a logic model is included or not. The logic model is provided as a tool to help applicants organize planning. As a condition of award, new grantees will be asked to complete a logic model of their project within the 1st six months of the project. However, the presence or absence of a logic model with or in the application will have no effect on scores.

Project Timeline

The project period is three (3) years, depending on satisfactory performance, the availability of funds, and the determination that the program is still in the best interest of the government. Over the three years, ACL anticipates the grantees generally will follow the timeline below. This is only a sample timeline. Actual planning, implementation, and wrap-up activities will vary for each proposal. This sample timeline is provided to help applicants think through the different phases of project planning:

Planning (Months 1-6)

- Attend grantee meeting convened by ACL (target 1st week November 2019)[(1)];
- Participate in project officer technical assistance meetings;
- Refine and finalize project plan, outcomes, and sustainability goals;
- Assess current NAMRS reporting to target for improved quality and quantity[(2)];
- Launch project activities.

Implementation (Months 7-33)

- Implement project;
- Track performance, outcomes, and sustainability planning;
- Submit semi-annual reports;
- Participate in project officer technical assistance meetings;
- Attend annual grantee meeting convened by ACL (Target: September 2020; September 2021)[(1)]

Final Phase (Months 34-36)

- Enter project final phase;
- Transition to sustainability plan;
- Participate in project officer technical assistance meetings;
- Prepare project data for final reporting.

(1) Grantee Meetings

ACL plans to convene an "all grantee meeting" within the 1st quarter of each project year. Grantees are encouraged to attend these meetings, and grant funds may be used to cover this grant-related expense. *If applicants intend to use grant funds to attend this meeting, they should include this expense in the application budget*.

(2) NAMRS Reporting

Currently, all states report some data to NAMRS. All grantees of this funding opportunity will be required to continue participation in NAMRS during the grant period. During the grant, ACL will provide technical assistance to grantee states on NAMRS activities. Proposals should identify either an increase in the quantity or the quality of data elements the state is reporting (or both). Applicants should consider the level of effort they foresee for improving their NAMRS reporting, and include the effort in the project narrative, the work plan, and the budget, and any other application documents as appropriate.

Technical Assistance

Technical assistance to the grantees will be provided primarily by ACL program staff via regular conference calls, email correspondence, webinars, and annual grantee meetings, and by ACL's National APS Technical Assistance Resource Center (operated under a separate contract).

Evaluation

Grantee evaluations of their projects facilitate the government in assessing whether programs are effective in producing positive change. Grantees will be asked to include progress and information/data on the project's outcomes and the evaluation in semi-annual reports and at other times as agreed upon by the grantee and ACL.

For this opportunity, applicants are asked to include a description of the method/s that will be employed to successfully measure whether or not the project has achieved its proposed outcome(s) and the overall goal for this funding opportunity, and who will be responsible for carrying out the evaluation activities. This evaluation plan should be included in the "Evaluation" section of the application narrative.

The qualifications of the evaluator will be reviewed in the section of the project narrative for "key personnel." Although ACL will provide technical assistance to grantees with the refinement of a project's evaluation plan, applicants should identify in their applications an individual responsible for the evaluation. If an evaluation will be obtained after the grant is awarded, applications should identify the evaluator skills they will seek out, as well as the method for acquiring the evaluator. Applicants should consider the associated time and costs for evaluation within both the work plan and their application budget.

Rights in Data

The following describes the HHS policies around "rights in data." These are included by reference in the conditions of the Notice of Award.

ACL understands that the outcomes and results from these demonstration grants may be such that the awardee would like to publish an article or report on the project's results, or disseminate information in some other public way. Per the HHS Grants Policy Statement (January 1, 2007), page II-69: "In general, [grant] recipients own the rights in data resulting from a grant-supported project or program….[A]ny publications, data, or other copyrightable works developed under an HHS grant may be copyrighted without OPDIV prior approval." That is, grantees under this funding opportunity do not need ACL approval to publish reports, articles, or other material about their projects. However, any published reports, articles, or other material must include the following disclaimer:

> "This (activity/report/document/etc.) was supported, in part, by a grant (No. XX-xxxx) from the Administration for Community Living, U.S. Department of Health and Human Services (DHHS). Grantees carrying out projects under government sponsorship are encouraged to express freely their findings and conclusions. Therefore, points of view or opinions do not necessarily represent official Administration for Community Living or DHHS policy."

Applicants should also note that Under 45 CFR §75, ACL reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use copyrightable works developed (or for which ownership was purchased) under this cooperative agreement for Federal purposes, and to authorize others to do so. The Federal government's right to such copyrightable works and data are explained further in the HHS Grants Policy Statement. For this funding opportunity, this means that grantees may not withhold from ACL data or information produced from or by this project, including, but not limited to, outcome and evaluation data. Per the Terms and Conditions included in the Notice of Award for this funding opportunity, grant recipients must provide a final report at the conclusion of the project that includes the data and materials produced by the grant.

Please Note: The HHS Grants Policy Statement defines "data" as "recorded information, regardless of the form or media on which it may be recorded, and includes writings, films, sound recordings, pictorial reproductions, drawings, designs or other graphic representations, procedural manuals, forms, diagrams, work flow charts, equipment descriptions, data files, data processing or computer programs (software), statistical records, and other research data."

Statutory Authority

The statutory authority for grants under this Program Announcement is contained in Title XX of the Social Security Act, Subtitle B, the Elder Justice Act of 2009, Section 2042, and Sections 411 and 751 of the Older Americans Act, as amended.

II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	$3,000,000
Expected Number of Awards:	10
Award Ceiling:	$350,000 Per Budget Period
Award Floor:	$150,000 Per Budget Period
Length of Project Period:	36-month project period with three 12-month budget periods

Under this competition, ACL estimates awarding ten (10) cooperative agreements to states at an average of approximately $300,000 per grant per year. The minimum award amount that ACL will fund is $150,000 per grant, per year. The maximum award amount per grant is $350,000 per year. Applications must clearly state in their budgets the requested amount of federal funding *for each budget year*.

Final award decisions will be made by the Administrator of ACL. In making these decisions, the Administrator will take into consideration:

- Recommendations of the review panel;
- Reviews for programmatic and grants management compliance;
- Reasonableness of the estimated cost to the government considering the available funding and anticipated results; and
- Likelihood that the proposed project will result in the benefits expected.

Applications for continuation funding beyond the initial year will be reviewed on a non-competitive basis, subject to the availability of funds, contingent on satisfactory progress of the grantee, and a determination by ACL that continued funding will be in the best interest of the government.

These awards will be administered as cooperative agreements. That is, ACL will be involved in the Grants to Enhance Adult Protective Services (described in Section I. Funding Opportunity Description) by participating in planning, implementation, and evaluation of grant activities, which will be determined jointly by ACL and the grantee. The cooperative agreement will include the following terms:

As provided by the terms of the Federal Grant and Cooperative Agreement Act of 1977 (P.L. 95-224), this Cooperative Agreement provides for the involvement and collaboration of ACL in activities that the recipient organization will carry out in accordance with the provisions of the approved grant award.

The grantee agrees to execute the responsibilities outlined below:

1. Fulfill all of the requirements of the grant initiative as outlined in this program announcement, including carrying out project activities as reviewed, approved, and awarded.

2. Collaborate with the Administration for Community Living (ACL) in the execution of the work plan, and collaborate with ACL in understanding the programmatic and budgetary issues of the project.

3. Evaluate the activities of the grants, and provide recommendations to ACL on ways to enhance the demonstration.

4. Meet with the ACL project officer at least once each month, or at such other times as are agreed upon, to improve the effectiveness of the activities carried out under this Agreement.

5. Produce products and/or materials under this award that are accurate, objective, unbiased, and of high professional quality, and that do not violate federal, departmental, or agency grant rules. Before publicly disseminating materials developed under this grant, grantee will provide the ACL project officer a copy of the final product in order for the ACL project officer to have at least 15 business days to ensure the product meets the requirements set forth in the program announcement.

6. Include the following disclaimer on all products produced using grant funding:

"This (activity/report/document/etc.) was supported, in part, by a grant (No. XX-xxxx) from the Administration for Community Living, U.S. Department of Health and

Human Services (DHHS). Grantees carrying out projects under government sponsorship are encouraged to express freely their findings and conclusions. Therefore, points of view or opinions do not necessarily represent official Administration for Community Living or DHHS policy."

The ACL project officer agrees to execute the responsibilities outlined below:

1. Perform the day-to-day federal responsibilities of managing grants and will work with the grantee to ensure that the minimum requirements for the grant are met.

2. Work cooperatively with the grantee to clarify the programmatic and budgetary issues to be addressed by the grantee project, and, as necessary, negotiate with grantee to achieve a mutually agreed upon solution to any needs identified by the grantee or ACL.

3. Assist the grantee project leadership in understanding the policy concerns and/or priorities of ACL, the Department of Health and Human Services, and the federal government by conducting periodic briefings and by carrying out ongoing consultations. ACL will also share information with the grantee about other federally sponsored projects and activities relevant to the interests of the grantee and grantee activities.

4. Provide technical advice to the grantee related to the fulfillment of the goals and objectives of this grant.

5. Provide technical advice on grantee work products to ensure they are accurate, objective, unbiased, and of high professional quality, and that they do not violate federal, departmental, or agency grant rules.

6. Before publicly disseminating materials developed under this grant, grantee will provide the ACL project officer a copy of the final product, and within 15 business days, the ACL project officer will provide guidance and feedback on whether the product meets the requirements set forth in the program announcement.

Modifications: 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 75, 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 by reference.

III. Eligibility Information

1. Eligible Applicants

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.

Applications are sought from the state government offices that administer and/or have oversight of the state's adult protective services and/or elder protective services program. Please see screening information below for additional application criteria.

2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: Yes
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. This "three-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 25% of the Federal share, rather than 25% 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 encourages you to not exceed the minimum match requirement. Applications with a match greater than the minimum required will not receive additional consideration under the review. Match is not one of the responsiveness criteria as noted in Section III, 3 Application Screening Criteria.

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria

Applications that do not meet each of the following six (6) responsiveness criteria will be

administratively eliminated and will not be reviewed:

1. The applicant is authorized in state statute as the entity that has legal authority over the state's adult protective services, or elder protective services, and cites that legislative authority in the application.
2. The applicant is substantively and meaningfully involved in the activities of the project, and does not appear to be serving as a "conduit" or "pass through" for funding.
3. The application includes a plan to improve the quality and quantity of NAMRS data elements the state reports.
4. Letters of Commitment are included for agencies, organizations, consultants, or entities that are specifically named to carry out any aspect of the project, other than the applicant. The letters of commitment are on the letterhead of the committing entity, details the specific role and resources/activities that will be provided in support of the applicant's project, and are signed.
5. Application includes three (3), one-year budgets representing each year of the project.
6. Application includes three (3), one-year work plans representing each year of the project.

Application Screening Criteria

All applications will be screened to assure a level playing field for all applicants. Applications that fail to meet the screening criteria described below will not be reviewed and will receive no further consideration. In order for an application to be reviewed, it must meet the following three (3) screening requirements:

1. 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.
2. 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 standard font size of not less than 11, preferably Times New Roman or Arial.
3. The Project Narrative must not exceed 25 pages. Project Narratives that exceed 25 pages will have the additional pages removed and only the first 25 pages of the Project Narrative will be provided to the merit reviewers for funding consideration.

NOTE: The following are NOT counted for the purposes of the 25 page limit:

- Project Abstract
- Project Work Plan
- Letters of Commitment
- Resume/Vitae of Key Project Personnel
- Budget Narrative/Justification
- Logic Model

- Bibliography/Works Cited

IV. Application and Submission Information

1. Address to Request Application Package

Application materials can be obtained from http://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 http://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 http://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 (http://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/transcript/ SAM_Quick_ Guide_Grants_ Registrations-v1.6. ;pdf.

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.
- After you electronically submit your application, you will receive an automatic acknowledgement from http://www.grants.gov that contains http://www.grants.gov tracking number. The Administration for Community Living will retrieve your application form from http://www.grants.gov.

U.S. Department of Health and Human Services
Administration for Community Living
Stephanie Whittier Eliason
AOA/OEJAPS
Phone Number: (202) 795-7467
E-mail: stephanie.whittiereliason@acl.hhs.gov

2. Content and Form of Application Submission

Letter of Intent

Due Date for Letter of Intent: **04/29/2019**
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 via email to:

U.S. Department of Health and Human Services
Administration for Community Living
Elizabeth Petruy
AOA/OEJAPS
Email: elizabeth.petruy@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 maximum length allowed for the Project Narrative is **25 pages**. Project Narratives that exceed 25 pages will have the additional pages removed and only the first 25 pages of the Project Narrative will be provided to the merit reviewers for funding consideration.

The components of the Project Narrative counted as part of the 25 page limit include:

1. Project Relevance & Current Need
2. Approach
3. Project Impact
4. Evaluation
5. Capacity

NOTE: The following elements are required, but are NOT counted for the purposes of the 25 page limit:

- Project Abstract
- Project Work Plan
- Letters of Commitment
- Resume/Vitae of Key Project Personnel
- Budget Narrative/Justification
- Bibliography/Works Cited

NOTE: A logic model is enouraged but not required, and is NOT counted for the purposes of the 25 page limit

The Project Narrative is the most important part of the application, since it will be used as the primary basis to determine whether your project meets the minimum requirements for grants under the authorizing statutes. The Project Narrative should provide a clear and concise description of your project. ACL recommends that your project narrative include the following components:

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."

Project Relevance & Current Need
This section should describe, in both quantitative and qualitative terms, the current challenges that need to be addressed in your state's APS system, program, and data collection abilities, as well as how the current system could better maximize positive outcomes for people served by your state's program.

In this section, applications should describe the specific project goals for an improved APS system your state, and how they align with the overall goals ACL has identified for this grant program in Section I. Describe the vision for an improved APS system in your state. Please identify the enhancements sought for the state's APS system, practices, and data collection and information systems, and include a concise discussion of the state's current ability to report to NAMRS, and areas for improvement.

Further, applications should discuss the research, evidence, or body of knowledge selected to frame your project. Strong applications will demonstrate that the proposed project is justified in terms of the most recent, relevant, and available information and knowledge about adult protective services, violence prevention and intervention, and business or social services administration. Applicants may also cite prior experience with other grants or activities that have informed the development of this application.

Approach
This section should convey how the applicant proposes to address the issues and achieve the goals identified in the "Project Relevance & Current Need" section.

Applications should provide a clear and concise description of the intervention. Applications should explain the rationale for using a particular approach, and present a clear connection between identified system gaps/needs and the proposed activities. Proposals should detail:

- What activities are proposed to achieve the identified goal/s and objective/s,
- Justification for the selected/proposed activities (why you think these are the best),
- How the proposed activities will be carried out,
- How the applicant will increase the quantity or quality, or both, of NAMRS data elements the state reports,
- Specific partners and stakeholders key to the success and completion of the project, and

- How the proposed activities will improve a state's current APS practice/s and data reporting, and move the state closer to its vision.

This section should identify any major barriers that can be foreseen, and/or existing opportunities, and how the project will be able to overcome or leverage them, respectively.

In addition to this narrative, applications are required to include a Project Work Plan covering all three (3) years of the proposed project. Please see the section below on "Work Plan" for guidance on developing the project work plan.

Project Impact

This section of the project narrative should discuss the expected impact of your project, and how the proposed activities will improve outcomes for APS practice within your state. Applications must clearly identify the measurable outcome(s) that will result from the project. ACL will not fund any project that does not include measurable outcomes.

Applications will be scored on the clarity and nature of the 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. 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.

This section should also describe how the project's findings and results would help other state and/or local adult protective services programs throughout the nation address the same or similar problems.

In addition, the applicant should describe its plans to sustain the APS system enhancements after Federal financial assistance has ended, especially the state's ability to continue to collect data in a manner that is consistent with NAMRS.

Evaluation

This section should describe how the project plans to evaluate the approach, impact, and outcomes of the proposed activities and the overall success of the project. This section should describe the method(s), techniques, and tools proposed to: (1) determine whether the intervention achieved its anticipated outcome(s), and (2) document the "lessons learned" from the project. This should include both the positive and negative lessons learned with a focus on how these will be useful to people interested in replicating the intervention, if it proves successful.

Please note: as stated in Section I, ACL is seeking applications that are able to document outcomes accurately and in a manner that is consistent with NAMRS. A component of the evaluation plan should include a discussion of how success with this will be measured.

Capacity

Each application should clearly identify their capacity and overall ability to execute the requirements of the proposed project and evaluation successfully. This section should address/identify:

a) The entity's statutory and/or regulatory authority to operate/oversee the state's adult protective services and/or elder protective services program;

b) The organization, nature and scope of the entity's work, and the capabilities of the applicant entity that will have responsibility for this project;

c) Qualifications, capabilities, and relevant experience off all key project personnel identified as part of the project team (short Resumes/Vitae MUST be included for all key project staff); and

d) The organization's capability to sustain some or all project activities after Federal financial assistance has ended.

This section should include a clear delineation of the roles and responsibilities of all individuals identified who will specifically contribute to achieving the project's objectives and outcomes. This discussion should include information about any contractual or consultant organization(s) or persons identified as having a significant role(s) in implementing, achieving, and evaluating the project and its goals. It should identify who will have day-to-day responsibility for key tasks such as: leadership of project; monitoring the project's on-going progress, preparation of reports; and 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.

ACL expects that, throughout the grant period, the Project Director will have involvement in, and substantial knowledge about, all aspects of the project. In addition, ACL expects the applicant organization to be meaningfully and substantively involved in the project, and that this funding opportunity does not serve as a "conduit" or "pass through" for funding to another entity.

Organizational charts and Resumes/Vitae should be submitted as an attachment to the project narrative. They will NOT count towards the narrative page limit.

Bibliography/Works Cited

Applicants must document all of their source material. If any text, language, and/or materials

are from another source, the applicant must make it clear the material is being quoted and where the text comes from. The applicant must also cite any sources when they obtain numbers, ideas, or other material that is not their own. If the applicant fails to comply with this requirement, regardless of the severity or frequency of the plagiarism, the reviewers shall reduce their scores accordingly even to the degree of issuing no points at all.

Applications may attach a “Bibliography” or "Works Cited" section to the end of the project narrative to cite sources properly. The bibliography must only contain bibliographic information for sources cited in the Project Narrative. This section will not count towards the 25-page. Any entry in the bibliography that is not a source citation, such as an explanatory note, will be removed.

Budget Narrative/Justification

Applicants requesting funding for a multi-year grant program are REQUIRED to provide a detailed budget for EACH year of potential grant funding requested. For this funding opportunity, applicants must submit a budget for all three (3) years of potential funding. The Budget Narrative/Justification can be provided using the format included in the document, “Budget Narrative/Justification – Sample Format.” Applicants may also provide a budget narrative.

Applicants are encouraged to pay particular attention to the sample format which provides an example of the level of detail sought. When developing the Budget Narrative/Justification, applicants should be sure to include sufficient detail in their budgets so that reviewers can assess the reasonableness of the budget for the activities being proposed and the amount of work planned for a particular activity. Applications should demonstrate a clear and strong relationship between the project’s objectives, activities, and budget.

Work Plan

Although the Project Work Plan does not count towards the 25 page limit, a comprehensive and clear work plan is required for all applicants. The Project Work Plan should align directly with the Project Narrative and the Budget, and should cover all three (3) years of the project period. You may use the attached “Project Work Plan - Sample Template” format as a reference and resource, if desired.

The Work Plan should include:

a) The project’s overall goal(s), anticipated outcome(s), key objectives, and the major tasks/action steps planned to achieve the goal and outcome(s)

b) Timeframes for each objective, task, and action step (including start- and end-dates),

c) The lead person(s) responsible for completing the task.

Letters of Commitment from Key Participating Organizations and Agencies

Letters of Commitment are **ONLY** required **IF** an organization, consultant, or entity has been specifically named to carry out any aspect of the project. The letters of commitment must be on the letterhead of the committing agency/entity, must specify the role and resources/activities that will be provided in support of the applicant's project, and must be signed.

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

Due Date for Applications: **06/24/2019**
Date for Informational Conference Call: 04/24/2019

All interested parties may join an informational conference call held by ACL on April 24, 2019 at 1 p.m. ET:

- Conference Line: 202-774-2300
- Participant Code: 998 130 286

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 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.

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.

4. Intergovernmental Review

This funding opportunity announcement is not subject to the requirements of Executive Order 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.)*

6. Other Submission Requirements

Letters of intent should be emailed to:

Elizabeth Petruy

elizabeth.petruy@acl.hhs.gov

V. Application Review Information

1. Criteria

Applications that meet the Responsiveness and Screening Criteria outlined in Section III.3 will be peer reviewed using the scoring criteria described below. Applications are scored by assigning a maximum of 100 points across the six (6) review criteria.

1. Project Relevance & Current Need
2. Approach
3. Project Impact
4. Evaluation
5. Capacity
6. Budget

NOTE: Applications from states that have not previously received a Grant to Enhance State Adult Protective Services Systems will be assigned 10 points once verified by ACL.

NOTE: Applicants must document all of their source material. If any text, language and/or materials are from another source, the applicant must make it clear the material is being quoted

and where the text comes from. The applicant must also cite any sources when they obtain numbers, ideas, or other material that is not their own. If the applicant fails to comply with this requirement, regardless of the severity or frequency of the plagiarism, the reviewers shall reduce their scores accordingly even to the degree of issuing no points at all. Applicants are required to include a "Bibliography" or "Works Cited" section with the project narrative to cite sources.

Project Relevance & Current Need	Maximum Points:10

1. Does the proposed project clearly and adequately identify the challenges of the state's current APS system, practices, and/or APS information systems, and its current ability to report to NAMRS?

2. Does the proposal clearly and adequately identify the applicant's goals for an improved APS system?

3. Is the proposal relevant to the intent and goals of this funding announcement?

4. Is the project justified in terms of the most recent, relevant, and available information and knowledge about violence prevention and intervention, best practices, and/or new and cutting-edge research?

Approach	Maximum Points:40

1. Does the proposal reflect a coherent and clearly defined approach?

2. Does the proposed approach seem feasible?

3. Is the proposed approach justified in terms of the most recent, relevant, and available information and knowledge?

4. Is the proposed approach likely to address the identified needs and to achieve the identified goals and outcomes, including those identified by ACL (see Sec I)?

5. Does the project take into account barriers and opportunities that exist in the larger environment that may impact the project's success?

6. Is the project work plan clear and comprehensive?

7. Does work plan include sensible and feasible timeframes for the accomplishment of tasks presented?

8. Are the roles and responsibilities of the project director(s), project staff, consultants, evaluators, partners, and stakeholders clearly defined and linked to specific objectives and tasks?

Project Impact	Maximum Points:10

1. Are the anticipated outcomes of the proposed project clearly defined and feasible, and do they follow from the proposed activities?

2. Does the application identify reasonable and achievable outcomes for all of the stated goals and objectives?

3. Are the proposed outcomes quantifiable and measurable?

4. Do the outcomes reflect significant improvement in the state's APS infrastructure, process, and/or practice, and the work of adult protective services as a whole?

5. Is there a realistic plan to continue some or all project activities after Federal financial assistance has ended?

Evaluation	Maximum Points:10

1. Does the project evaluation plan 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)?

2. Does the plan include the qualitative and/or quantitative methods necessary to reliably measure outcomes?

3. Is the evaluation designed to capture "lessons learned" from the overall effort (both positive and negative) that might be of use to other adult protective services programs, especially those who might be interested in replicating the project?

Capacity	Maximum Points:15

1. Does the applicant organization clearly identify their capacity for carrying out the proposed project and evaluation?

2. Is the time commitment of the key project personnel (director, staff, consultants, etc.) sufficient to assure proper direction, management, and timely completion of the project?

3. Do the proposed project director(s), key staff (including an evaluator), and consultants have the background, experience, and other qualifications required to carry out their designated roles? Are their roles clearly defined?

4. Is the applicant agency significantly and meaningfully involved in the project activities?

Budget	Maximum Points:15

1. Is the budget adequate and reasonable?

2. Is there a clear and strong relationship between the stated objectives and project activities and what it will cost?

3. Is there a clear and strong relationship between the time commitment of key personnel and budget?

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).

An independent review panel of at least three individuals will evaluate applications that pass the screening and meet the responsiveness criteria. These reviewers are experts in their field, and are drawn from academic institutions, non-profit organizations, state and local governments, and federal government agencies. Because non-Federal reviewers will be used, applicants have the option of omitting from the application copies (not the original) of specific salary rates or amounts for individuals specified in the application budget. Please do **not** include Social Security Numbers in your submission.

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

ACL is targeting award announcements to be made on or before September 1, 2019.

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.
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.

3. Reporting

The ACL program progress report is submitted semi-annually from the start date of the award, and is due within 30 days of the reporting period end date. The final progress report and SF-425 reports are due 90 days after the end of the project period. The reporting cycle will be reflected in the Notice of Award.

Effective March 1, 2011, ACL requires the submission of the SF-425 (Federal Financial Report). Grantees are required to complete the federal cash transactions portion of the SF-425 within the Payment Managements System as identified in their award documents for the calendar quarters ending 3/31, 6/30, 9/30, and 12/31 through the life of their award. In addition, the fully completed SF-425 will be required as denoted in the Notice of Award terms and conditions.

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

Elizabeth Petruy

elizabeth.petruy@acl.hhs.gov

Grants Management Specialist

Sean Lewis

sean.lewis@acl.hhs.gov

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.

1.2 Logic Model Example

Contextual Factors and Assumptions	Inputs/Resources	Activities	Outputs	Outcomes – Short & Long Term	Impact
In the Contextual Factors and Assumptions section, the applicant would list relevant risk and protective factors for abuse, neglect and exploitation from intervention research as well as state or other data the applicant may be relying upon. These can be specific to the target population(s) the applicant is focusing upon.	In the Inputs and Resources section, the applicant would describe the Investments and resources available to the project to accomplish the set of activities, such as staff, project funding, intervention materials, expertise from community partners, resources from community partners, etc.	In the Activities section, the applicant would describe/summarize the events or actions the project does with the resources to address the problem. For example, provision of counseling services, provision of training, etc.	In the Outputs section, the applicant describes the expected direct results of the project that show evidence of the delivery of the intervention. For example, number of people served in target populations, number of hours of counseling services provided or number of trainings held.	In the Outcomes section, the applicant describes the specific changes that occur because of the intervention. Changes can be in participants' behavior, knowledge, and skills. Changes may be divided into Short-term and Long-term i.e. months to multiple years depending on the intervention.	In the Impact section, the applicant describes the fundamental change occurring in organizations, communities or systems as a result of project activities over multiple years. For example, reduce the rate of repeated abuse in the community.

CONTEXT
In the Context section, the conditions that exist in the community, characteristics of target population(s) and other factors that may have a positive or negative effect on the success of the intervention but are outside the project's control.

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.

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 or 45 CFR Part 92 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.**

ACL's Match Requirement:

Under many ACL programs, 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 (i.e., the amount on line 18g.). This â€œthree-to-oneâ€? ratio is reflected in the following formula which you can use to calculate your minimum required match:

FederalFundsRequested*MatchPercentage = Minimum Match Requirement

Inverse Match Percentage

Examples of varying match levels:

1) $100,000(federalfundsrequested)*5%(match) = $5,263

95%

2) $100,000*25%(match) = $33,333
75%

3) $100,000*35%(match) = $53,846
65%

4) $100,000*45%(match) = $81,818
55%

If the required non-Federal share is not provided by the completion date of the funded project period, ACL will reduce the Federal dollars awarded when closing out the award to meet the match percentage, which may result in a requirement to return Federal funds.

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% x $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% x $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** 71,254
Fringe Benefits	$17,482	$8,632	$0	$26,114	**Federal** 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	$7,647	**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 *If contract details are unknown due to contract yet to be made provide same information listed above and:* 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 note 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 that occur as a result of an organization's or program's activities. (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.

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