



**Administration for Community Living**

Administration on Aging

Advancing State Implementation of the National Strategy to Support Family Caregivers

HHS-2024-ACL-AOA-CGNS-0040

08/06/2024

# Table of Contents

|                                                                         |    |
|-------------------------------------------------------------------------|----|
| Executive Summary .....                                                 | 2  |
| Additional Overview Content/Executive Summary .....                     | 3  |
| I. Funding Opportunity Description .....                                | 4  |
| II. Award Information .....                                             | 9  |
| III. Eligibility Information .....                                      | 10 |
| 1. Eligible Applicants .....                                            | 10 |
| 2. Cost Sharing or Matching .....                                       | 10 |
| 3. Responsiveness and Screening Criteria .....                          | 13 |
| IV. Application and Submission Information .....                        | 13 |
| 1. Address to Request Application Package .....                         | 13 |
| 2. Content and Form of Application Submission .....                     | 15 |
| Letter of Intent .....                                                  | 15 |
| Project Narrative .....                                                 | 15 |
| Summary/Abstract .....                                                  | 16 |
| Problem Statement .....                                                 | 16 |
| Goals and Objectives .....                                              | 16 |
| Proposed Intervention .....                                             | 16 |
| Special Target Populations and Organizations .....                      | 17 |
| Outcomes .....                                                          | 17 |
| Project Management .....                                                | 18 |
| Evaluation .....                                                        | 18 |
| Dissemination .....                                                     | 18 |
| Organizational Capability .....                                         | 18 |
| Budget Narrative/Justification .....                                    | 19 |
| Work Plan .....                                                         | 19 |
| 3. Unique Entity Identifier and System for Award Management (SAM) ..... | 19 |
| 4. Submission Dates and Times .....                                     | 21 |
| 5. Intergovernmental Review .....                                       | 22 |
| 6. Funding Restrictions .....                                           | 22 |
| 7. Other Submission Requirements .....                                  | 23 |
| V. Application Review Information .....                                 | 23 |
| 1. Criteria .....                                                       | 23 |

|                                                                |    |
|----------------------------------------------------------------|----|
| 2. Review and Selection Process.....                           | 25 |
| 3. Anticipated Announcement Award Date .....                   | 25 |
| VI. Award Administration Information.....                      | 26 |
| 1. Award Notices.....                                          | 26 |
| 2. Administrative and National Policy Requirements.....        | 26 |
| 3. Reporting.....                                              | 26 |
| 4. FFATA and FSRS Reporting.....                               | 26 |
| VII. Agency Contacts .....                                     | 27 |
| VIII. Other Information .....                                  | 27 |
| The Paperwork Reduction Act of 1995 (P.L. 104-13).....         | 28 |
| Appendix.....                                                  | 28 |
| Instructions for Completing Required Forms .....               | 29 |
| Budget Narrative/Justification- Sample Format .....            | 37 |
| Instructions for Completing the Project Summary/ Abstract..... | 42 |

**ACL Center:**

Administration on Aging

**Funding Opportunity Title:**

Advancing State Implementation of the National Strategy to Support Family Caregivers

**Funding Opportunity Number:**

HHS-2024-ACL-AOA-CGNS-0040

**Primary CFDA Number:**

93.052

**Due Date for Letter of Intent:**

06/21/2024

**Due Date for Applications:**

08/06/2024

**Date for Informational Conference Call:**

06/20/2024

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

## Executive Summary

## Additional Overview Content/Executive Summary

In ACL's FY 2024 appropriation for the Title III-E, National Family Caregiver Support Program, Congress included "\$2,000,000 to support demonstration grants that develop, test, and scale models that implement commitments and recommended actions from the [National Strategy to Support Family Caregivers](#)." The purpose of this Notice of Funding Opportunity (NOFO) is to implement the demonstration authority in Section 373(i) of the Older Americans Act (OAA) of 1965, as amended.

This is a limited competition. Only State Units on Aging (SUA), with the authority to administer programs funded under the OAA, Sec. 373(a) are eligible to apply. ACL will award up to four cooperative agreements to State Units on Aging (SUAs) to undertake statewide activities to develop, test, and scale activities that will implement the goals, recommendations, and actions outlined in the Strategy. Each project will be fully funded for a period of 24 months with one, 24-month budget of up to \$490,000.

When considering whether to apply for to this NOFO, applicants should, at a minimum, understand the following factors as they apply to this opportunity:

1. Only applications submitted by the SUA (i.e., those entities authorized to administer funds in the state as outlined in Sec. 373(a) of the Older Americans Act/OAA of 1965, as amended) will be accepted; applications from all other sources will be eliminated from consideration.
2. Only one application per state will be accepted.
3. Each application must demonstrate the collaboration between the SUA (as the prime grantee) **and**, at a minimum:
  - a. The state developmental disabilities agency, and
  - b. At least one other state agency (e.g., state Medicaid, public health, mental health, education, transportation, child welfare, labor, state universities, etc.) or tribe/tribal entity in the state, over the course of the project.
4. Each application must demonstrate a focus on at least three (3) of the five goals of the Strategy, as determined by the state, including:
  - a. Increasing awareness of, and outreach to, family caregivers
  - b. Advancing partnerships and engagement with family caregivers
  - c. Strengthening services and supports for family caregivers
  - d. Ensuring financial and workplace security for family caregivers
  - e. Expanding data and the use of research and evidence-based practices to support family caregivers.

An informational call for prospective applicants will be held as follows:

**Date: June 20, 2024**

**Time: 2:00 pm, Eastern**

**Phone Number: 800-475-0448**

**Passcode: 3985831**

# I. Funding Opportunity Description

## Introduction

In the 2000 reauthorization of the Older Americans Act (OAA), Congress created two new authorities, Titles III-E, the National Family Caregiver Support Program (NFCSP) and Title VI-C, Native American Caregiver Support Program (NACSP). Together, these programs became the first formal federal recognition of the need to assist family, tribal, and kinship caregivers with an array of services and supports intended to meet them where they are in their caregiving journey.

Additionally, that year, Congress further authorized projects of national significance and demonstration to support program implementation and test innovations in serving family, tribal, and older relative caregivers. That authority and associated activities expired in 2003. Congress reinstated demonstration authority in the 2020 reauthorization of the OAA with the addition of Section 373(i), “Activities of National Significance” to “promote quality and continuous improvement in the support provided to family caregivers and older relative caregivers...” and undertake “program evaluation, training, technical assistance, and research...” activities.

The National Family Caregiver Support Program (Title III-E/NFCSP), was established by Congress in the 2000 reauthorization of the Older Americans Act of 1965. The programs fund a range of supports that assist family, kinship, and tribal caregivers to care for their loved ones at home for as long as possible. The NFCSP requires the availability and provision of five essential services and supports for family caregivers throughout the state:

1. Information to caregivers about available services and supports
2. Assistance to caregivers in gaining access to services and supports
3. Individual counseling, organization of support groups, and caregiver training to assist caregivers in the areas of health, nutrition, and financial literacy, and in making decisions and solving problems relating to their caregiving roles
4. Respite care to enable caregivers to be temporarily relieved from their caregiving responsibilities
5. Supplemental services, on a limited basis, to complement the care provided by caregivers

Since its establishment, the NFCSP has served as a catalyst for greater recognition and support of family and older relative and kin caregivers and provides a range of essential services and supports (see the [2016 – 2018 Caregiver Program Evaluation](#)). For example, in 2022, the NFCSP provided an estimated 1.5 million contacts to caregivers, assisting them in locating services from a variety of public and private agencies. Additionally, approximately 105,000 family caregivers received some type of counseling, training, or support group services to help educate them in their roles and provide essential emotional and social connectedness.

Authorized by Congress and signed into law in January 2018, the [Recognize, Assist, Include, Support and Engage \(RAISE\) Family Caregivers Act](#) directed the Secretary of Health and Human Services to establish a Family Caregiving Advisory Council to develop the [National Strategy to Support Family Caregivers \(the Strategy\)](#). The Strategy, developed in collaboration with the Advisory Council to Support Grandparents Raising Grandchildren, established by the [Supporting Grandparents Raising Grandchildren \(SGRG\) Act](#), was delivered to Congress and the nation in 2022. The Strategy identifies nearly 500 actions across five goals that the [federal](#) and

[state governments, communities, service providers, employers and many other sectors](#) can take to better assist and support family and kinship caregivers.

When taken together, the NFCSP, NACSP, RAISE and SGRG Acts represent significant federal commitments to improving the lives of family caregivers and those they support. The Strategy is intended as a national roadmap for improving how we can better recognize and support family caregivers, regardless of where they live or what caregiving looks like for them and their loved ones.

## **Goal**

ACL's desired goal for this initiative is for states to successfully and sustainably develop, test, and scale models that implement commitments and recommended actions from the [2022 National Strategy to Support Family Caregivers](#) (the Strategy).

## **Family Caregiving – The Numbers and the Challenge**

Each year, more than 53 million family caregivers provide most of the support that makes it possible for older people and people with disabilities to live in the community (AARP and National Alliance for Caregiving, 2020). In addition, at least 2.7 million grandparents – and an unknown number of other kin caregivers – carried the primary responsibility for caring for children whose parents were unable to do so (Annie E. Casey Foundation, 2019).

As the population ages and people live longer, the need for support provided by a family member or friend will likely increase. Additionally, if the direct care workforce shortage crisis continues – or worsens – greater and greater responsibility for very complex care tasks could ultimately fall to family members and other informal caregivers. All too often, family caregivers do not recognize themselves as such, or they lack sufficient knowledge about the tasks they are performing, or they lack the confidence to be sure they are performing tasks correctly. Additionally, many caregivers simply lack the information necessary to request assistance.

Having knowledge of and access to a range of person- and family-centered services and supports can help family caregivers decrease negative impacts and increase positive outcomes of their roles. For example, according to the Centers for Disease Control and Prevention (CDC), family caregivers are at increased risk for having multiple chronic diseases as they may neglect their own health needs while providing support to others.<sup>[1]</sup> Data from ACL's *2022 National Survey of OAA Participants*, indicate nearly a quarter of family caregivers are assisting two or more people. More importantly, they report their caregiving tasks are growing in both number and complexity, making navigating complex systems of information, assistance, and training, particularly those provided by the NFCSP, even more imperative. For example:

- When asked if they knew where to go to ask for respite services, nearly 44% of family caregivers indicated they did not.
- In the previous year, 41% of family caregivers served by the NFCSP reported needing assistance applying for or accessing services and supports for themselves or the care recipient.
- Despite receiving supports, 38% of family caregivers indicated they had at least some difficulty accessing services on behalf of the care recipient; and
- When asked what recommendations they had for improving NFCSP services, 46% indicated they wanted to see improvements in either, information about available services

(19.46%), assistance gaining access to services (15.16%) and/or more and better counseling, training, or support groups and related services (11.53%).

The OAA-funded caregiver support programs have accomplished a great deal in their nearly 24 years of implementation. They have served as catalysts for further caregiver support program development at the state and community levels. However, based on the most recent data gathered from OAA Title III-E participants, according to family caregivers, opportunities still exist to improve their experiences obtaining information and assistance and navigating service and support delivery systems. The National Strategy to Support Family Caregivers (the Strategy) is intended to serve as a roadmap for accomplishing this objective.

### **Priority Areas and Desired Activities**

ACL's priority for this demonstration is the implementation of the principles, goals, recommendations, and actions contained in the Strategy. To that end, applicants to this NOFO should address the following in their applications:

#### *The 2022 National Strategy to Support Family Caregivers as a Framework for all Project Activities*

The National Strategy to Support Family Caregivers (the Strategy) envisions a “whole of society approach” for more effectively recognizing, assisting, including, supporting, and engaging family caregivers as essential partners in the support of those who wish to maintain their independence and autonomy. States are key players in ensuring the full realization of the Strategy, therefore, it should be used as the primary organizing framework and guide for applicants to this NOFO. Applications will be scored, in large measure, on the extent to which projects are grounded in and help to advance the principles and concepts contained in the Strategy.

Each application must demonstrate a focus on implementing *at least three (3)* of the five goals of the Strategy, as determined by the state's needs and priorities, including:

- Goal 1: Increasing awareness of, and outreach to, family caregivers
- Goal 2: Advancing partnerships and engagement with family caregivers
- Goal 3: Strengthening services and supports for family caregivers
- Goal 4: Ensuring financial and workplace security for family caregivers
- Goal 5: Expanding date and the use of research and evidence-based practices to support family caregivers.

In determining which goals and activities to undertake, applicants should consider the information and ideas contained in the following three documents that make up the Strategy:

- [2022 National Strategy to Support Family Caregivers](#) - An overview and description of the strategy's goals and intended outcomes. This component of the Strategy can help applicants formulate which goals to address and possible approaches to employ.
- [First Principles: Cross-Cutting Considerations for Family Caregiver Support](#) - Describes the four key principles that must be reflected in all efforts to improve support to family caregivers. These cross-cutting considerations should be a key component of all activities proposed and evident in every phase of implementation and execution of project work plans.

- [Actions for States, Communities, and Others](#) - More than 150 actions that states and numerous other sectors can take to better recognize and support family caregivers. Applicants are encouraged to use the ideas contained in this component of the Strategy to formulate their approaches and activities.

### *State Agency Collaboration*

In addition to being a roadmap for many sectors to address the needs of family caregivers more effectively, the Strategy is also seen as a tool to foster coordination and collaboration among the many systems and programs that can support them. Successfully implementing the actions and recommendations contained in the Strategy will require breaking down siloes that exist through close collaboration by multiple agencies in the state. In this regard, applications must demonstrate a close collaboration among the following state agencies:

- **Lead (e.g., prime grantee):** The State Unit on Aging
- **Required:** the state developmental disabilities agency
- **Additional state agency collaboration:** in addition to the required collaboration with the state developmental disabilities agency, each application must demonstrate collaboration with at least one additional state agency (e.g., state Medicaid, public health, mental health, education, transportation, child welfare, labor, state universities, etc.) and/or Tribe/tribal entity, over the course of the project. Applicants are encouraged to think broadly about engagement with state agencies that have a high potential to reach, educate, and support caregivers currently served by the NFCSP or who will be eligible in the future.

Commitments by partner agencies may be reflected by way of memoranda of agreement/understanding (MOU/MOA) or letters of commitment included in the applications. Such documents should include sufficient detail to clearly demonstrate the contributions each collaborating agency plans to bring to the initiative. Such documents (e.g., MOU/MOA or letters of commitment) should reflect flexibility in terms and conditions to allow for modifications in approach and participation over the course of the project. These documents do not count towards the page limit of the narrative.

### *Post-Award Planning and Alignment Period*

To further promote coordination and collaboration, applicants are encouraged to include a “post-award planning and alignment period” in their projects to solidify required and additional partnerships between state agencies. Grantees may use up to six (6) weeks, post-award, to finalize working agreements and work plans, identify and finalize staffing and other aspects of project start-up. The ACL program officer will work closely with grantees and their partners throughout this period to ensure a successful launch of project activities.

### **Additional Application Considerations**

#### *Reliance Other Technical Assistance Efforts*

As a new, high-visibility initiative to operationalize the principles and actions outlined in the Strategy, successful grantees and their collaborating partners will be encouraged to avail themselves of the range of technical assistance and support available to them, including (but not limited to):

- [The Direct Care Workforce Technical Assistance Center](#)
- [The Technical Assistance Center for Kinship and Grandfamilies](#)
- [Center on Holocaust Survivor Care/Jewish Federations Institute on Aging and Trauma](#)
- [Older Adults Equity Collaborative](#) (OAEC)
- [National Center for Advancing Person-Centered Planning and Services](#)
- [National Information and Referral Support Center](#)
- [Bridging Aging and Disabilities Networks at NACDD](#);
- National Resource Center on Lesbian, Gay, Bisexual, and Transgender (LGBT) Aging;
- Resource centers for [Older Indians](#), [Alaska Natives](#), and [Native Hawaiians](#); and
- Administration on Disabilities (AoD)-funded [Projects of National Significance \(PNS\)](#) activities, as appropriate.

Applicants should further familiarize themselves and align their efforts with two current technical assistance initiatives to: 1) support the implementation of the Strategy; and 2) better support kinship and grandfamily caregivers:

- In support of the FCAC's work, the National Academy for State Health Policy (NASHP) with funding from [The John A. Hartford Foundation](#) established the [RAISE Act Family Caregiver Resource and Dissemination Center](#). NASHP supports the council's work by providing resources, convening experts, and supporting states as they develop policies.
- With funding from the 2021 American Rescue Plan Act, ACL established the [Grandfamilies and Kinship Support Network: A National Technical Assistance Center](#), (the Network). Led by [Generations United](#) in collaboration with [key partners](#), the TA Center is increasing the capacity and effectiveness of states, territories, tribes/tribal organizations, nonprofits, and other community-based organizations to serve and support grandfamilies and kinship families.

#### *Use of advisory/steering committee and subject matter experts*

A steering committee and other subject matter experts (SMEs) can be effective additions to any project and can help to ensure that diverse ideas are considered in the planning and implementation of any new project. Applicants for this opportunity should explain how they will use a steering committee to assist their efforts and include a listing of the backgrounds of individuals (e.g., consumers, professionals, academics, and organizations) that will be invited to participate.

As this is a cooperative agreement, ACL anticipates ongoing and substantial involvement in the identification and engagement of steering committee members and other subject matter experts over the life of the project. The grantee is permitted to provide stipends to steering committee members and other SMEs, as necessary, to appropriately reimburse for their time and expertise on work directly related to this project. Such expenses should be appropriately accounted for in the applicant's budget and budget narrative.

#### *Sub-grants and/or subcontracts*

Provision of funding for sub-grantees or subcontracts to carry out specific activities is expected, as ACL believes this project will have a greater likelihood of success when a range of organizations or individual subject matter experts undertakes the work and/or the applicant

identifies a gap in expertise necessary to fully complete project goals and objectives. Applicants should describe their rationale and criteria for selecting sub-grantees/subcontractors, including their approaches for monitoring progress and ensuring successful completion of all tasks.

#### *Accessibility and 508 Compliance Requirements*

ACL requires that all information and materials developed by the grantee and partners for dissemination, regardless of method, will be fully accessible (i.e., 508-compliant), and meet the cultural and linguistic needs of the intended audience.

#### *Project Sustainability*

ACL expects to realize tangible, measurable, and sustainable outcomes from the grantee and its partners. Proposals should contain a plan for sustaining the project's work after federal funding ends. Applicants will be scored, in part, on the extent to which a plan is included and appears feasible and likely.

#### *Project Outcomes and Evaluation*

Projects of this nature are best undertaken with clear and measurable outcomes known at the time of application along with a feasible plan for measuring the overall project's impact. Therefore, applicants are expected to propose outcomes that demonstrate the project's impact (i.e., the change that is anticipated to occur because of the work) and a plan for conducting an evaluation of the project.

[1] <https://www.cdc.gov/aging/agingdata/docs/caregiver-brief-508.pdf>

#### **Statutory Authority**

Older Americans Act of 1965, as amended, Title III-E, Sec. 373(i)

## **II. Award Information**

Funding Instrument Type:

CA (Cooperative Agreement)

Estimated Total Funding:

\$1,960,000

Expected Number of Awards:

4

Award Ceiling:

\$490,000

Per Project Period

Award Floor:

\$450,000

Per Project Period

Length of Project Period:

Other

### Additional Information on Project Periods and Explanation of 'Other'

This will be a fully-funded project for 24 months with one 24-month budget period.

## III. Eligibility Information

### 1. Eligible Applicants

For FY 2024 the below guidance is provided to advance the Administration's policy, as stated in E.O. 13985, to "pursue a comprehensive approach to advancing equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality." This guidance is intended to begin to address inequities in HHS programs, processes, and policies that may serve as barriers to equal opportunity. By advancing equity in our NOFOs, we can "create opportunities for the improvement of communities that have been historically underserved, which benefits everyone."

This is a limited competition. Eligible entities are limited to State Units on Aging (SUA), i.e., those state agencies authorized to administer Title III-E of the Older Americans Act of 1965, as amended.

### 2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:

Yes

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

Under this ACL program, ACL will fund no more than 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 following formula which you can use to calculate the minimum required match.

**(Federal Funds Requested) times (Match Percentage) divided by (Inverse Match Percentage)**

Here are examples of varying match levels

| Federal Funds Requested X Match Percentage / Inverse Match Percentage | Minimum Match Requirement |
|-----------------------------------------------------------------------|---------------------------|
| (\$100,000 X 5%) / (95%)                                              | \$5,263                   |

|                                    |          |
|------------------------------------|----------|
| $(\$100,000 \times 25\%) / (75\%)$ | \$33,333 |
| $(\$100,000 \times 35\%) / (65\%)$ | \$53,846 |
| $(\$100,000 \times 45\%) / (55\%)$ | \$81,818 |

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 all third parties involved in the project, including sub-grantees, contractors and consultants, are considered matching funds.

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

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

- Perform the day-to-day federal responsibilities of grants management while working with the grantee to ensure that the requirements for the grant are met.
- Assist the grantee project leadership and partners in understanding the policy concerns and/or priorities of ACL by conducting periodic briefings and by carrying out ongoing consultations.
- Work cooperatively with the grantee to clarify the programmatic and budgetary issues to be addressed by the project.
- Provide guidance to the grantee, as necessary, in making sub-awards (i.e., subgrants/contracts) as permitted in this funding opportunity announcement.
- Provide guidance to the grantee as needed on associated tasks related to the fulfillment of the goals and objectives of this grant.
- Review and provide technical advice to the grantee on all work products and other project deliverables and processes.
- Provide consultation to the grantee in identifying emerging issues as they relate to the goals and objectives of this grant program.
- Work with the grantee on the development and implementation of evaluation and quality assurance systems to ensure that performance is measured, and continuous improvement occurs.

- Attend and participate in major project events as appropriate.

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

- Fulfill all requirements of the grant initiative as detailed in this program announcement.
- Immediately inform, and collaborate with, the ACL on any in-scope modification of the work plan.
- As appropriate, and in collaboration with the ACL program officer, successfully complete a post-award planning period of no more than six (6) weeks.
- Participate in (at least) monthly meetings with the ACL program officer, and/or the other grantees and partners to this initiative (more frequent meetings will be expected during the post-award project planning and alignment period);
- Provide drafts of all press releases and social media announcements prior to release;
- Provide preliminary and other working drafts of all products and deliverables to the ACL program officer for review;
- Ensure that all materials and products are fully accessible and developed in accordance with 508 compliance standards;
- Prior to dissemination, provide final drafts of all products and deliverables to the ACL program officer for accessibility and 508-compliance review and remediate any issues identified;
- Collaborate with ACL on the identification and selection of steering committee members, if established, and any subject matter experts/advisory consultants to the project;
- Evaluate the impact of overall project activities and ensure quality assurance systems are in place.
- Share information with ACL, national and local organizations, and other entities as appropriate.
- Report semi-annually on project accomplishments, challenges, and progress towards measurable objectives.
- Work with the ACL program officer to assess the performance results reported semiannually and jointly develop strategies to address those areas requiring improvement.

I assist the grantee in understanding the strategic goals and objectives, policy perspectives, and priorities of the ACL Administrator/Assistant Secretary for Aging and the Department of Health and Human Services, by sharing such information by way of email, conference calls, briefings, memos, and other consultations. The ACL program officer will provide technical assistance and guidance on issues related to grant management and implementation, including the execution of the cooperative agreement. The program officer will also share information with the grantee about other federally sponsored projects and activities relevant to activities funded under this announcement. Once a cooperative agreement is in place, requests to modify or amend it or the work plan may be made by ACL or the awardee at any time. Modifications and/or amendments of the Cooperative Agreement or work plan shall be effective upon the mutual agreement of both parties, except where ACL is authorized under the Terms and Conditions of award, 45 CFR Part 74 or 92, or other applicable regulation or statute to make unilateral amendments. When an award is issued, the cooperative agreement terms and conditions from the program announcement are incorporated into the Notice of Award by reference.

### 3. Responsiveness and Screening Criteria

#### Application Responsiveness Criteria

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

- The applicant is the State Unit on Aging and is authorized to administer funds in the state as outlined in Sec. 373(a) of the Older Americans Act/OAA of 1965, as amended
- The applicant clearly outlines at least three goals of the National Strategy to Support Family Caregivers, on which their project will focus
- The applicant demonstrates collaboration with the state's developmental disabilities agency and at least one other state agency.

#### Application Screening Criteria

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

- Applications must be submitted electronically to: <http://www.grants.gov> by 11:59 p.m., Eastern Time, by the due date listed in Section IV.3 Submission Dates and Times.
- The Project Narrative section of the Application must be double-spaced, on 8 ½" x 11" plain white paper with 1" margins on both sides, and a font size of not less than 11 point.
- The Project Narrative must not exceed 30 pages. NOTE: The Project Work Plan, MOU/MOA, Letters of Commitment, and Vitae of Key Project Personnel are not counted as part of the Project Narrative for purposes of the 30-page limit.

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

## IV. Application and Submission Information

### 1. Address to Request Application Package

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

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

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

- At the <https://www.grants.gov> website, you will find information about submitting an application electronically through the site, including the hours of operation. ACL strongly recommends that you do not wait until the application

due date to begin the application process because of the time involved to complete the registration process.

- All applicants must have a UEI and be registered with the System for Award Management (SAM, [www.sam.gov](http://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](http://www.sam.gov) to learn more. Applicants should allot sufficient time prior to the application deadline to finalize a new, or renew an existing registration. This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application or receive an award. Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline. See the SAM Quick Guide for Grantees at: <https://www.sam.gov/SAM/pages/public/help/samQUserGuides.jsf>.

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

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

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

- The Federal Government will transition from the DUNS Number to the New Unique Entity Identifier. As of April of 2022, the federal government stopped using the DUNS number to uniquely identify entities. At that point, entities doing business with the federal government will use a Unique Entity Identifier (SAM) created in SAM.gov. It is entered on the SF-424. It is a unique, nine-digit identification number, which provides unique identifiers of single business entities.
- You must submit all documents electronically, including all information included on the SF424 and all necessary assurances and certifications. In accordance with the Federal Government's efforts to reduce reporting burden for recipients of federal financial assistance, the general certification and representation requirements contained in the Standard Form 424B (SF-424B) – Assurances –

Non-Construction Programs, and the Standard Form 424D (SF-424D) – Assurances – Construction Programs, have been standardized federal-wide. Effective January 1, 2020, the updated common certification and representation requirements will be stored and maintained within SAM. Organizations or individuals applying for federal financial assistance as of January 1, 2020, must validate the federally required common certifications and representations annually through SAM located at SAM.gov.

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

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

Nikaela Frederick

Aging Services Program Specialist

[nikaela.frederick@acl.hhs.gov](mailto:nikaela.frederick@acl.hhs.gov)

## 2. Content and Form of Application Submission

### Letter of Intent

Number of Days from Publication 15

06/21/2024

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

U.S. Department of Health and Human Services

Administration for Community Living

Nikaela Frederick

Office of Supportive and Caregiver Services

[nikaela.frederick@acl.hhs.gov](mailto:nikaela.frederick@acl.hhs.gov)

### Project Narrative

The Project Narrative must be double-spaced, on 8.5" x 11" paper with 1" margins on both sides, and a standard font size of no less than 11 point, preferably Times New Roman or Arial. You can use smaller font sizes to fill in the Standard Forms and Sample Formats. The suggested length for the Project Narrative is 25-30 pages; 30 pages is the maximum length allowed. Project Narratives that exceed 30 pages will have the additional pages removed and only the first 30 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. The Project Work Plan, Letters of Commitment, MOU/MOA and Vitae of Key Personnel are not

counted as part of the Project Narrative for purposes of the 30-page limit. All other sections noted below are included in the limit. A new requirement for all Project Narratives is a section that explains the equity experience of the project team.

The sample components of the Project Narrative counted as part of the 30-page limit include:

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

## **Summary/Abstract**

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

## **Problem Statement**

This section should describe, in both quantitative and qualitative terms, the nature and scope of the problem and the proposed intervention is designed to address. This section should also include how the project will potentially impact the target populations of family caregivers being addressed.

## **Goals and Objectives**

This section should consist of a description of the project’s goal(s) and major objectives. The stated goal(s) and objectives(s) should tie directly to the priority area/option being addressed. Unless the project involves multiple, complex interventions, we recommend you have only one overall goal.

## **Proposed Intervention**

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

involve in implementing the intervention, including other organizations, supporters, and/or consumer groups.

## Special Target Populations and Organizations

This section should describe how you plan to involve organizations in a meaningful way in the planning and implementation of the proposed project. This section should also describe whether, and if so, how the proposed intervention will target disadvantaged populations, including limited-English speaking populations, those of greatest economic need and those of greatest social need. Applicants should pursue a comprehensive approach to advancing equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality.

Additionally, because this initiative is funded under the authority of the Older Americans Act (OAA), please describe how you plan to address and reach the needs of underserved/under-resourced communities including but not limited to individuals who are Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders, and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; and persons who live in rural and frontier areas.

## Outcomes

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

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

You should keep the focus of this section on describing what outcome(s) will be produced by the project. You should use the Evaluation section noted below to describe how the outcome(s) will be measured and reported. Your application will be scored on the clarity and nature of your proposed outcomes, not on the number of outcomes cited. It is totally appropriate for a project to have only ONE outcome that it is trying to achieve through the intervention reflected in the project's design.

## **Project Management**

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

## **Evaluation**

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

## **Dissemination**

This section should describe the method that will be used to disseminate the project's results and findings in a timely manner and in easily understandable formats, to parties who might be interested in using the results of the project to inform practice, service delivery, program development, and/or policymaking, including and especially those parties who would be interested in replicating the project. Projects funded under this announcement will be expected to work with one another and other technical assistance efforts to ensure dissemination of all activities, products, and information.

## **Organizational Capability**

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

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

## Equity Experience of Project Team

This section should also provide a comprehensive description of the approach to and staff experience in advancing equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality will be included in this section. See the Biden/Harris Administration's [Executive Order On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, dated January 20, 2021](#) for additional information.

## Budget Narrative/Justification

The Budget Narrative/Justification can be provided using the format included in the document, “Budget Narrative/Justification – Sample Format.” Applicants are encouraged to pay particular attention to this document, which provides an example of the level of detail sought. A combined multi-year Budget Narrative/Justification, as well as a detailed Budget Narrative/Justification for each year of potential grant funding is required.

## Work Plan

The Project Work Plan should reflect and be consistent with the Project Narrative and Budget. It should include a statement of the project's overall goal, anticipated outcome(s), key objectives, and the major tasks / action steps that will be pursued to achieve the goal and outcome(s). For each major task / action step, the work plan should identify timeframes involved (including start- and end-dates), and the lead person responsible for completing the task. Please use the “Project Work Plan - Sample Template” format as a reference and resource, if desired.

## 3. Unique Entity Identifier and System for Award Management (SAM)

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

- At the <https://www.grants.gov> website, you will find information about submitting an application electronically through the site, including the hours of operation. ACL strongly recommends that you do not wait until the application due date to begin the application process because of the time involved to complete the registration process.
- All applicants must have a UEI number and be registered with the System for Award Management (SAM, [www.sam.gov](http://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](http://www.sam.gov) to learn more. Applicants should allot sufficient time prior to the application deadline to finalize a new, or renew an existing registration. This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application or receive an award. Maintain documentation (with dates) of your efforts to register or renew at

least two weeks before the deadline. See the SAM Quick Guide for Grantees at: <https://www.sam.gov/SAM/pages/public/help/samQUserGuides.jsf>.

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

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

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

- The Federal Government will transition from the DUNS Number to the New Unique Entity Identifier. As of April of 2022, the federal government stopped using the DUNS number to uniquely identify entities. At that point, entities doing business with the federal government will use a Unique Entity Identifier (SAM) created in SAM.gov. They will no longer have to go to a third-party website to obtain their identifier. This transition allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government. If your entity is registered in SAM.gov today, your Unique Entity ID (SAM) has already been assigned and is viewable in SAM.gov. This includes inactive registrations. The Unique Entity ID is currently located below the DUNS Number on your entity registration record. Remember, you must be signed in to your SAM.gov account to view entity records. To learn how to view your Unique Entity ID (SAM) go to this help [article](#).
- You must submit all documents electronically, including all information included on the SF424 and all necessary assurances and certifications. In accordance with the Federal Government's efforts to reduce reporting burden for recipients of federal financial assistance, the general certification and representation requirements contained in the Standard Form 424B (SF-424B) – Assurances – Non-Construction Programs, and the Standard Form 424D (SF-424D) – Assurances – Construction Programs, have been standardized federal-wide. Effective January 1, 2020, the updated common certification and representation requirements will be stored and maintained within SAM. Organizations or individuals applying for federal financial assistance as of January 1, 2020, must validate the federally required common certifications and representations annually through SAM located at SAM.gov.
- After you electronically submit your application, you will receive an automatic acknowledgment from <https://www.grants.gov> that contains <https://www.grants.gov>

tracking number. The Administration for Community Living will retrieve your application form from <https://www.grants.gov>.

## 4. Submission Dates and Times

Due Date for Applications 08/06/2024

08/06/2024

Date for Informational Conference Call:

06/20/2024

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

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

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

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

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

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

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

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

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

An informational call for prospective applicants will be held as follows:

**Date: June 20, 2024**

**Time: 2:00 pm, Eastern**

**Phone Number: 800-475-0448**

**Passcode: 3985831**

## 5. Intergovernmental Review

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

## 6. Funding Restrictions

The following activities are not fundable:

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

**Note:** A recent Government Accountability Office (GAO) report has raised considerable concerns about grantees and contractors charging the Federal Government for additional meals outside of the standard allowance for travel subsistence known as per diem expenses. Executive Orders on Promoting Efficient Spending (E.O. 13589) and Delivering Efficient, Effective and Accountable Government (E.O. 13576) have been issued and instruct Federal agencies to promote efficient spending. Therefore, if meals are to be charged in your proposal, applicants should understand such costs must meet the following criteria outlined in the Executive Orders and HHS Grants Policy Statement:

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

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

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

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

## 7. Other Submission Requirements

# V. Application Review Information

## 1. Criteria

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

- a. Project Relevance & Current Need - (10 points)
- b. Approach - (40 points)
- c. Budget – (20 points)
- d. Project Impact - (20 points)
- e. Organizational Capacity - (10 points)

### Project Relevance and Current Need

**Maximum Points: 10**

1. Does the application adequately and appropriately describe the key problem(s) and/or need(s) to be addressed?
2. Does the applicant clearly describe the need for caregiver navigator services
3. Is the proposed project justified in terms of the most recent, relevant, and available information and knowledge?
4. Has the applicant identified and incorporated the relevant cross-cutting themes contained in the Strategy (e.g., person/family centered approaches; trauma-informed; diversity, equity, and inclusion; workforce concerns) where appropriate?

### Approach

**Maximum Points: 40**

#### Goals and Objectives

1. Does the overall project, as proposed, align with the goals and objectives desired by ACL?
2. Does the proposed project include objectives that directly related to the goals of the initiative?

#### Work Plan

1. Does the application include a clear and comprehensive work plan for each year of the project years?
2. Does it include sensible and feasible timeframes for the accomplishment of tasks presented?
3. Does the work plan include specific objectives and tasks that are linked to measurable outcomes?
4. Are the roles and responsibilities of project staff, consultants, subject matter experts, and other partners clearly defined and linked to specific objectives and tasks?

#### Methods of Addressing the Problem(s)

1. Does the applicant propose to address at least three of the goals of the National Strategy to Support Family Caregivers in their project?
2. Based on the information provided by the applicant, is it likely the proposed approach will achieve specified goals?
3. Does the project account for known barriers and opportunities that exist in the larger state environment that may impact the project's success?
4. Does the application address how the project will target unserved/underserved populations, including limited-English speaking populations?

#### Collaboration, Partnerships and Steering Committee (10 points)

1. Does the application describe the required partnerships between the state developmental disabilities agency and at least one other state agency and how they will be involved in the implementation, and execution of the proposed project?
2. Does the proposal appear to optimize the use of potential partnerships with key individuals, organizations and/or consumer groups, as appropriate?
3. Does the makeup and anticipated role of the project's steering committee (if proposed) appear to be sufficient to guide the work of the project?

#### Budget

**Maximum Points: 20**

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

#### Project Impact

**Maximum Points: 20**

#### Project Outcomes

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

### Project Evaluation

1. Does the application include an evaluation plan?
2. Does the project evaluation reflect a thoughtful and well-designed approach that will measure whether the project has achieved its proposed outcome(s)?
3. Does the plan include the qualitative and/or quantitative methods necessary to reliably measure outcomes?
4. Is the evaluation also designed to capture “lessons learned” from the overall effort that might be of use to others in the field?

### Sustainability

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

### Dissemination

1. Does the proposed dissemination plan consider the differing needs across the state?
2. Does the dissemination plan include multiple means for delivering information, resources and other materials associated with the project?
3. Does the proposed dissemination plan include an understanding of the requirement that disseminated information, regardless of the dissemination method, will be accessible, (e.g., 508-compliant)?

### Organizational Capacity

**Maximum Points: 10**

#### Project Staffing and Qualifications

1. Do the proposed project director(s), key staff, consultants, and advisors to the project have the background, experience, and other qualifications required to carry out their designated roles?
2. Is the time commitment of the proposed director and other key project personnel sufficient to assure proper direction, management, and timely completion of the project?

#### Organization and Management

1. Does the applicant demonstrate the capacity to lead the project on a statewide basis?
2. Does the application adequately describe the applicant’s ability and plan to partner with other entities as necessary to achieve the goals of the project?
3. Does the applicant demonstrate the experience, knowledge, and expertise in working with target audiences as identified in the funding opportunity, including federal, state, territorial, tribal and local community agencies and relevant stakeholders on the range of issues outlined herein?

## 2. Review and Selection Process

## 3. Anticipated Announcement Award Date

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

The anticipated project period start date for this announcement is: 09/02/2024

## **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.

If you receive an award, you must follow all applicable nondiscrimination laws. You agree to this when you register in SAM.gov. You must also submit an Assurance of Compliance ([HHS-690](#)). To learn more, see the [HHS Office for Civil Rights website](#).

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

Applicants may follow their own procurement policies and procedures when contracting with Project Funds, but You must comply with the requirements of 2 C.F.R. §§ 200.317-200.326. Additionally, when using Project Funds to procure supplies and/or equipment, applicants are encouraged to purchase American-manufactured goods to the maximum extent practicable. American-manufactured goods are those products for which the cost of their component parts that were mined, produced, or manufactured in the United States exceeds 50 percent of the total cost of all their components. For further guidance regarding what constitutes an American manufactured good (also known as a domestic end product), see 48 C.F.R. Part 25.

### **3. Reporting**

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

### **4. FFATA and FSRS Reporting**

The Federal Financial Accountability and Transparency Act (FFATA) requires data entry at the FFATA Subaward Reporting System (<http://www.FSRS.gov>) for all sub-awards and sub-

contracts issued for \$30,000 or more as well as addressing executive compensation for both grantee and sub-award organizations.

For further guidance please follow this link to access ACL's Terms and Conditions:

<https://www.acl.gov/grants/managing-grant#>

## VII. Agency Contacts

### **Project Officer**

**First Name:**

Nikaela

**Last Name:**

Frederick

**Phone:**

202-795-7329/nikaela.frederick@acl.hhs.gov

**Office:**

Office of Supportive and Caregiver Services

### **Grants Management Specialist**

**First Name:**

Aiesha

**Last Name:**

Gurley-Parry

**Phone:**

202-795-7358/aiesha.gurley@acl.hhs.gov

**Office:**

Office of Grants Management

## VIII. Other Information

### **Required Application Elements**

- SF 424, required – Application for Federal Assistance (See “Instructions for Completing Required Forms” for assistance).
- SF 424A, required – Budget Information. (See Appendix for instructions).
- Separate Budget Narrative/Justification, required (See “Budget Narrative/Justification - Sample Format” for examples and “Budget Narrative/Justification – Sample Template.”)

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

- SF 424B – Assurance, required. Note: Be sure to complete this form according to instructions and have it signed and dated by the authorized representative (see item 18d on the SF 424).
- Lobbying Certification, required.

- Proof of non-profit status, if applicable
- Copy of the applicant's most recent indirect cost agreement or cost allocation plan, if requesting indirect costs. If any sub-contractors or sub-grantees are requesting indirect costs, copies of their indirect cost agreements must also be included with the application.
- Project Narrative with Work Plan, required (See "Project Work Plan – Sample Template" for a formatting suggestions).
- Vitae for Key Project Personnel.
- Letters of Commitment from Key Partners, if applicable.

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

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

## **Appendix**

### **Accessibility Provisions for All Grant Application Packages and Funding Opportunity Announcements**

Should you successfully compete for an award, recipients of federal financial assistance (FFA) from HHS will be required to complete an HHS Assurance of Compliance form (HHS 690) in which you agree, as a condition of receiving the grant, to administer your programs in compliance with federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, age, sex and disability, and agreeing to comply with federal conscience laws, where applicable. This includes ensuring that entities take meaningful steps to provide meaningful access to persons with limited English proficiency; and ensuring effective communication with persons with disabilities. Where applicable, Title XI and Section 1557 prohibit discrimination on the basis of sexual orientation, and gender identity. The HHS Office for Civil Rights provides guidance on complying with civil rights laws enforced by HHS. See <https://www.hhs.gov/civil-rights/for-providers/provider-obligations/index.html> and <https://www.hhs.gov/civil-rights/for-individuals/nondiscrimination/index.html>.

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

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

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

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

If you receive an award, HHS may terminate it if any of the conditions in [2 CFR 200.340\(a\)\(1\)-\(4\)](#) are met. No other termination conditions apply.

## 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](http://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 UEI** (REQUIRED): If your entity is registered in SAM.gov today, your Unique Entity ID (SAM) has already been assigned and is viewable in SAM.gov. This includes inactive registrations. The Unique Entity ID is currently located below the DUNS Number on your entity registration record. Remember, you must be signed in to your SAM.gov account to view entity records.

**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 12<sup>th</sup> 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 1<sup>st</sup> of the month and the end date of the last day of the month of the final year, for example 7/01/2014 to 6/30/2017. The Grants Officer can alter the start and end date at their discretion.

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

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

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

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

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

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

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

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

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

**Standard Form 424A**

|                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>NOTE:</b> 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</p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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 subrecipient.

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

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

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

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

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

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

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

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

**In the Justification:** Provide a reasonable explanation for items in this category. For example, individual consultants explain the nature of services provided and the relation to activities in the work plan or indicate where it is described in the work plan. Describe the types of activities for staff development costs.

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

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

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

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

#### **c. Standard Form 424B – Assurances (required)**

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

#### **d. Certification Regarding Lobbying (required)**

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

#### **Proof of Nonprofit Status (as applicable)**

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

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

#### **Indirect Cost Agreement**

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

### **Budget Narrative/Justification- Sample Format**

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

| <b>Object<br/>Class<br/>Category</b> | <b>Federal<br/>Funds</b> | <b>Non-<br/>Federal</b> | <b>Non-<br/>Federal</b> | <b>TOTAL</b> | <b>Justification</b> |
|--------------------------------------|--------------------------|-------------------------|-------------------------|--------------|----------------------|
|--------------------------------------|--------------------------|-------------------------|-------------------------|--------------|----------------------|

|                 |          | Cash     | In-Kind |          |                                                                                                                                                                                                                                                                                                            |
|-----------------|----------|----------|---------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Personnel       | \$47,700 | \$23,554 | \$0     | \$71,254 | <b>Federal</b><br>Project Director (name) = .5 FTE @ \$95,401/yr<br>= \$47,700<br><br><b>Non-Fed Cash</b><br>Officer Manager (name) = .5FTE @ \$47,108/yr<br>= \$23,554<br><br><b>Total</b><br>71,254                                                                                                      |
| Fringe Benefits | \$17,482 | \$8,632  | \$0     | \$26,114 | <b>Federal</b><br>Fringe on Project Director at 36.65% = \$17,482<br>FICA (7.65%)<br>Health (25%)<br>Dental (2%)<br>Life (1%)<br>Unemployment (1%)<br><b>Non-Fed Cash</b><br>Fringe on Office Manager at 36.65% = \$8,632<br>FICA (7.65%)<br>Health (25%)<br>Dental (2%)<br>Life (1%)<br>Unemployment (1%) |
| Travel          | \$4,707  | \$2,940  | \$0     | \$7,647  | <b>Federal</b><br>Local travel: 6 TA site visits for 1 person<br><br>Mileage: 6RT @ .585 x 700 miles<br>\$2,457<br>Lodging: 15 days @ \$110/day<br>\$1,650<br><br>Per Diem: 15 days @ \$40/day<br>\$600                                                                                                    |

|           |          |         |     |          |                                                                                                                                                                                                                                                                                               |
|-----------|----------|---------|-----|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           |          |         |     |          | Total<br>\$4,707<br><b>Non-Fed Cash</b><br>Travel to National Conference in (Destination)<br>for 3 people<br>Airfare 1 RT x 3 staff @ \$500<br>\$1,500<br>Lodging: 3 days x 3 staff @ \$120/day<br>\$1,080<br>Per Diem: 3 days x 3 staff @ \$40/day<br>\$360<br>Total<br>\$2,940              |
| Equipment | \$10,000 | \$0     | \$0 | \$10,000 | No Equipment requested OR:<br>Call Center Equipment<br>Installation =<br>\$5,000<br>Phones =<br>\$5,000<br>Total<br>\$10,000                                                                                                                                                                  |
| Supplies  | \$3,700  | \$5,670 | \$0 | \$9,460  | <b>Federal</b><br>2 desks @ \$1,500<br>\$3,000<br>2 chairs @ \$300<br>\$600<br>2 cabinets @ \$200<br>\$400<br><b>Non-Fed Cash</b><br>2 Laptop computers<br>\$3,000<br>Printer cartridges @ \$50/month<br>\$300<br>Consumable supplies (pens, paper, clips etc...)<br>@ \$180/month<br>\$2,160 |

|                  |           |          |         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------|-----------|----------|---------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                  |           |          |         |           | Total<br>\$9,460                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Contractual      | \$30,171  | \$0      | \$0     | \$30,171  | (organization name, purpose of contract and estimated dollar amount)<br>Contract with AAA to provide respite services:<br><br>11 care givers @ \$1,682 =<br>\$18,502<br><br>Volunteer Coordinator =<br>\$11,669<br><br>Total<br>\$30,171<br><br><i>If contract details are unknown due to contract yet to be made provide same information listed above and:</i><br><br>A detailed evaluation plan and budget will be submitted by (date), when contract is made. |
| Other            | \$5,600   | \$0      | \$5,880 | \$11,480  | <b>Federal</b><br>2 consultants @ \$100/hr for 24.5 hours each =<br>\$4,900<br><br>Printing 10,000 Brochures @ \$.05 =<br>\$500<br><br>Local conference registration fee (name conference) = \$200<br><br>Total<br>\$5,600<br><br><b>In-Kind</b><br><br><b>Volunteers</b><br><br>15 volunteers @ \$8/hr for 49 hours =<br>\$5,880                                                                                                                                 |
| Indirect Charges | \$20,934  | \$0      | \$0     | \$20,934  | 21.5% of salaries and fringe =<br>\$20,934<br><br>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.

| <b>Object Class Category</b> | <b>Federal Funds</b> | <b>Non-Federal Cash</b> | <b>Non-Federal In-Kind</b> | <b>TOTAL</b> | <b>Justification</b> |
|------------------------------|----------------------|-------------------------|----------------------------|--------------|----------------------|
| Personnel                    |                      |                         |                            |              |                      |
| Fringe Benefits              |                      |                         |                            |              |                      |
| Travel                       |                      |                         |                            |              |                      |
| Equipment                    |                      |                         |                            |              |                      |
| Supplies                     |                      |                         |                            |              |                      |
| Contractual                  |                      |                         |                            |              |                      |
| Other                        |                      |                         |                            |              |                      |
| Indirect Charges             |                      |                         |                            |              |                      |
| <b>TOTAL</b>                 |                      |                         |                            |              |                      |

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.               |           |             |    |    |    |    |    |    |    |    |    |     |     |     |
|                  |           |             |    |    |    |    |    |    |    |    |    |     |     |     |
|                  |           |             |    |    |    |    |    |    |    |    |    |     |     |     |
|                  |           |             |    |    |    |    |    |    |    |    |    |     |     |     |



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.

**Instructions for Completing the "Supplemental Information for the SF-424" Form**

**1. Project Director.**

Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application. Items marked with an asterisk (\*) are mandatory.

**2. Novice Applicant.**Select "Not Applicable To This Program."