



Administration for Community Living

Administration on Aging

2019 Evidence-Based Falls Prevention Program
HHS-2019-ACL-AOA-FPSG-0312
Application Due Date: 01/29/2019

2019 Evidence-Based Falls Prevention Program
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**Department of Health & Human Services
Administration for Community Living**

ACL Center:	Administration on Aging
Funding Opportunity Title:	2019 Evidence-Based Falls Prevention Program
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2019-ACL-AOA-FPSG-0312
Primary CFDA Number:	93.761
Due Date for Letter of Intent:	12/19/2018
Due Date for Applications:	01/29/2019
Date for Informational Conference Call:	12/18/2018

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

Through this funding opportunity, the Administration on Aging (AoA), part of the Administration for Community Living (ACL), plans to award approximately ten cooperative agreements to domestic public or private non-profit entities. The grants will be competed via two options, both with 36-month project and budget periods. **Applicants may only apply under one funding option:**

(A) Capacity Building Grants: Approximately four grants will be awarded. Awards will range from \$50,000 to \$150,000. The intent of these awards is to build capacity in areas with no or limited program infrastructure to introduce and deliver evidence-based falls prevention programs within underserved geographic areas and/or populations.

(B) Sustainable Systems Grants: Approximately six grants will be awarded. Awards will range from \$400,000 to \$600,000. The intent of these awards is to develop integrated, sustainable systems for delivering evidence-based falls prevention programs.

To help ensure a wider geographic reach, it is unlikely that more than one applicant per state will be funded under each option (Capacity-Building and Sustainable Systems).

Applicants under the Capacity-Building option may request a total budget from \$50,000 to a maximum of \$150,000 for the three-year project period. Applicants under the Sustainable Systems option may request a total budget from \$400,000 to a maximum of \$600,000 for the three-year project period. All awards will be subject to the availability of federal funds.

The awards will be made in the form of cooperative agreements because AoA will be substantially involved. These cooperative agreements have an anticipated start date of May 1, 2019.

An informational conference call will be held on December 18, 2018 from 2:00 pm - 3:30 pm EST. The dial-in information is below:

Toll Free Number: 888-664-9963 Passcode: 3159143

A recording will be available approximately one hour after the call concludes at the following number. Toll Free Playback Number: 800-925-4647

I. Funding Opportunity Description

Background

The mission of ACL is to maximize the independence, well-being, and health of older adults, people with disabilities across the lifespan, and their families and caregivers. Falls can have a widespread and significant impact on health, can be deadly, and often result in high costs. One out of four older adults fall each year.[1] In 2014, 2.8 million older adults were treated in emergency departments for falls injuries and more than 800,000 of these patients were hospitalized.[2] In 2014, adjusted for inflation, the direct medical costs for fall injuries were \$31 billion annually.[3] Fortunately, research has shown that falls and fall risks can be reduced through systematic risk identification and targeted intervention, including a combination of clinical and community-based interventions.[4] Multiple evidence-based community programs have been shown to reduce falls and/or falls risk factors[5][6][7], as well as provide a positive return on investment.[8]

The Administration on Aging (AoA) has a long history of supporting health promotion and disease prevention efforts. Since 2006, AoA has provided grants and Older Americans Act funding that have helped build an infrastructure that supports evidence-based health promotion and disease prevention efforts, including those focused on falls prevention, chronic disease self-management, mental health, medication management, and physical fitness. Between FY2014 and FY2018, ACL/AoA funded 47 grants to states, community based organizations, and tribal organizations to implement evidence-based falls prevention programs. Since 2014, more than 55,000 individuals have participated in an AoA-supported evidence-based falls prevention program. For more information about ACL's Falls Prevention Program – including profiles of current grantees – please visit: <https://www.acl.gov/programs/health-wellness/falls-prevention>

Purpose

This funding opportunity is designed for applicants to propose how they will develop capacity for, deliver, and sustain evidence-based falls prevention programs for older adults, in close collaboration with the national aging network.

Each funding option has two primary goals.

Capacity-Building Grants

- **Goal 1:** Develop capacity in areas with no or limited evidence-based program

infrastructure to introduce, deliver, and expand the reach (program participants) of evidence-based falls prevention programs within underserved geographic areas and/or populations.

- Program capacity (including program trainers/facilitators, host/implementation sites, partner organizations, etc.) should be developed in a manner that is sustainable beyond the duration of grant funding.
- For the purpose of this funding opportunity, underserved areas/populations include older adults that have experienced health disparities, including from minority and rural populations. These populations may have a high risk for multiple health problems (including mental illness), lack access to transportation, face a shortage of readily available health care providers, have mobility impairments, and encounter other significant hardships (financial, educational, and housing).

Applicants for this funding opportunity must propose **one or more** evidence-based falls prevention programs. **These programs must be on the list of pre-approved interventions in Appendix A** of this Funding Opportunity Announcement. Applications that include programs not found on the list of pre-approved interventions in Appendix A will be administratively eliminated and will not be reviewed.

- **Goal 2:** Develop a business plan with strategies to support the proposed programs during and beyond the grant period.

For more information on business planning and financial sustainability, please visit <https://www.ncoa.org/center-for-healthy-aging/basics-of-evidence-based-programs/offering-evidence-based-programs/sustainability/>.

Sustainable Systems Grants

- **Goal 1:** Significantly increase the number of older adults at risk for falls who participate in evidence-based community programs to reduce falls and falls risks.

Applicants for this funding opportunity must propose **one or more** evidence-based falls prevention programs. **These programs must be on the list of pre-approved interventions in Appendix A.** Applications that include programs not found on the list of pre-approved interventions in Appendix A will be administratively eliminated and will not be reviewed.

- **Goal 2:** Implement new and innovative funding arrangements, including contracts and collaborations with multiple sustainability partners, to support evidence-based falls prevention program(s) both during and beyond the grant period. Additionally, embed the program(s) into an *integrated, sustainable evidence-based prevention program network* via centralized, coordinated processes.

Sustainable Systems Applicants must identify their intended innovative funding arrangements and the mechanism(s) in which they will use to secure these

arrangements.

Please see Appendix B for the definition of an *integrated, sustainable evidence-based prevention program network*.

Related Federal Activities

This opportunity does not duplicate nor overlap existing Federal efforts related to falls prevention; it aligns with current efforts to maximize the impact of this funding. Some examples of existing national, state, and local falls prevention efforts that could be leveraged may include:

- The Centers for Disease Control and Prevention's (CDC) National Center for Injury Prevention and Control puts data to use to understand the burden and implications to the U.S. healthcare system across health issues including falls, the leading cause of both fatal and nonfatal injuries among older adults. Using these data, CDC is building partnerships with health systems, providers of healthcare, and those who pay for healthcare services. These partnerships will improve what is known about the burden of falls and the integration of effective fall prevention strategies and patient care. The CDC's Stopping Elderly Accidents, Deaths & Injuries (STEADI) initiative provides resources and tools for healthcare providers. These tools include online trainings, screening tools, case studies, videos and information on how to conduct functional assessments, and patient educational materials. CDC is also working with suppliers of electronic health records systems to facilitate the adoption and use of the STEADI tools in the clinic setting. CDC also support opportunities to broaden and improve the linkage between primary care and evidence-based community falls prevention programs supported by ACL.

Related resources include:

- [CDC STEADI Initiative](#)
- [CDC Facts on Older Adult Falls](#)
- [CDC Compendium of Effective Fall Interventions: What Works for Community-Dwelling Older Adults](#)

The ACL-funded National Falls Prevention Resource Center (NFPRC) based at the National Council on Aging, works to increase public awareness about the risks of falls and how to prevent them, support the implementation of evidence-based falls prevention programs, and serve as a national clearinghouse of tools and best practices. The NFPRC also leads the Falls Free® Initiative, a national effort to address the growing public health issue of falls, fall-related injuries and deaths. The initiative includes 70 national organizations and a 43-member State Coalition on Falls Prevention Workgroup charged with collaboratively promoting effective strategies to address falls.

Related resources include:

[National Falls Prevention Resource Center Webpage](#)

[Falls Free®; Initiative](#)
[Falls Prevention Awareness Day](#)
[2015 Falls Free®; National Action Plan](#)
[Fall Prevention Facts](#)
[Resources for Older Adults and Caregivers](#)
[Evidence-Based Fall Prevention Programs](#)
[State Policy Toolkit for Advancing Falls Prevention](#)

REFERENCES

- [1] U.S. Centers for Disease Control and Prevention. (2016). Facts About Falls. Accessed November 28, 2016 from <http://www.cdc.gov/homeandrecreationalafety/falls/adultfalls.html>.
- [2] U.S. Centers for Disease Control and Prevention, National Center for Injury Prevention and Control. Web-based Injury Statistics Query and Reporting System (WISQARS) [online], accessed August 5, 2016 at <http://www.cdc.gov/injury/wisqars/>.
- [3] Burns EB, Stevens JA, Lee RL. (2016). The direct costs of fatal and non-fatal falls among older adults—United States. *Journal of Safety Research*.
- [4] U.S. Centers for Disease Control and Prevention. (2015). Compendium of Effective Fall Interventions: What Works for Community-Dwelling Older Adults, available at: <http://www.cdc.gov/HomeandRecreationalSafety/Falls/compendium.html>
- [5] Fuzhong L, Harmer P, Fisher JK, Mcauley E. (2004) Tai Chi: Improving Functional Balance and Predicting Subsequent Falls in Older Persons. *Med Sci Sports Exerc*. 36 (12): 2046-2052.
- [6] Clemson L, Cumming RG, Kendig H, Swann M, Heard R, Taylor K. (2004) The Effectiveness of a Community-Based Program for Reducing the Incidence of Falls in the Elderly: A Randomized Trial. *J Am Geriatr Soc.*, 52 (9): 1487–1494.
- [7] Healy, T.C., Peng, C., Haynes, P., McMahon, E., Botler, J., & Gross, L. (2008). The feasibility and effectiveness of translating A Matter of Balance into a volunteer lay leader model. *Journal of Applied Gerontology*, 27(1): 34-51.
- [8] Carande-Kulisa, V., et al. (2015), A cost–benefit analysis of three older adult fall prevention interventions, *Journal of Safety Research*, Accessed January 4th, 2016 from: <http://www.sciencedirect.com/science/article/pii/S0022437514001170>.

Statutory Authority

The statutory authority for grants under this Funding Opportunity Announcement is contained in the Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019, Pub.L.115-245; Public Health Service Act, 42 U.S.C. §§ 300u-2 (Community Programs) and 300u-3 (Information Programs); and the Patient Protection and Affordable Care Act, 42 U.S.C. § 300u-11

(Prevention and Public Health Fund).

II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$4,178,290
Expected Number of Awards:	10
Award Ceiling:	\$600,000 Per Project Period
Award Floor:	\$50,000 Per Project Period
Length of Project Period:	Other
36-month project period and budget period (forward-funded)	

To help ensure a wider geographic reach, it is unlikely that more than one applicant per state will be funded **within each funding option**.

Current or previous ACL Fall Prevention grantees are not excluded from this funding opportunity, but must note previous funding in their application and provide a strong rationale for the need for additional funding, which must include significant enhancement of the evidence-based prevention program network developed with prior funding, expansion of the program to geographic areas where the particular program(s) are not currently offered, and/or a focus on reaching a different target population.

Cooperative Agreement Terms

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

The **grantee** agrees to execute the responsibilities outlined below:

1. Fulfill all of the requirements of the grant initiative as outlined in this program announcement, as well as carry out project activities as reviewed, approved, and awarded.
2. Engage approximately 25% of your target participants by the end of Year 1, 50% of participants by the end of Year 2, and 100% of participants by the end of Year 3.
3. Commit to sending two project staff to a yearly Falls Prevention-relevant professional development conference mutually agreed upon with the AoA project officer as an appropriate grantee activity. Attendance is expected annually for the duration of your grant activities (including any no-cost extension period, if applicable). As part of that commitment, include funds in your budgets for each budget year for two people to attend a conference in the Washington, D.C. area.
4. Meet all training, licensing, fees or other requirements associated with the selected falls prevention program(s) to ensure compliance with all the requirements stipulated by the authorizing entity.

5. Communicate with the AoA project officer monthly, or at such other times as are agreed upon, to improve the effectiveness of the activities carried out under this Agreement.
6. Collect required program data for all program participants by way of ACL's specific data collection forms (see Appendix C). Within 30 days of participants' completion of the program, grantees are responsible for compiling and reporting the data to the National Falls Prevention Database. Data include de-identified participant demographic and health status information, attendance information, and workshop type and location. Grantees should plan to train workshop leaders on data collection practices and use of these forms.
7. Comply with all other reporting requirements, as outlined in Section VI of this Funding Opportunity and the Notice of Award
8. Include the following disclaimer on all products produced using this grant funding:

“This project was supported, in part by grant number 90XX####, from the Administration for Community Living, U.S. Department of Health and Human Services, Washington, D.C. 20201. Grantees undertaking projects with government sponsorship are encouraged to express freely their findings and conclusions. Points of view or opinions do not, therefore, necessarily represent official ACL policy.”

The **AoA project officer** agrees to execute the responsibilities outlined below:

1. Perform the day-to-day Federal responsibilities of managing a cooperative agreement and work with the grantee to ensure that the minimum requirements for the grant are met.
2. Work cooperatively with the grantee to clarify the programmatic and budgetary issues to be addressed by the grantee project, and, as necessary, negotiate with grantee to achieve a mutually agreed upon solution to any needs identified by the grantee or AoA.
3. Assist the grantee project leadership in understanding the strategic goals and objectives, policy perspectives, and priorities of AoA, ACL, and the U.S. Department of Health and Human Services; and about other federally-sponsored projects and activities relevant to activities funded under this announcement.
4. Provide technical advice to the grantee on the provision of technical support and associated tasks related to the fulfillment of the goals and objectives of this grant.
5. Attend and participate in major project events as appropriate.
6. Communicate with the grantee project director monthly, or at such other times as are agreed upon, to improve the effectiveness of the activities carried out under this Agreement.

Once a cooperative agreement is in place, requests to modify or amend it or the work plan may be made by ACL or the awardee at any time as long as it stays within the original confines of the proposed project description. Major changes may affect the integrity of the competitive review process. Modifications and/or amendments of the Cooperative Agreement or work plan shall be effective upon the execution of an award notice. Unless ACL is authorized under the

Terms and Conditions of award, 45 CFR Part 75, or other applicable regulation or statute to make unilateral amendments when an award is issued the cooperative agreement terms and conditions from the program announcement are incorporated by reference.

III. Eligibility Information

1. Eligible Applicants

Domestic public or private nonprofit entities including: state governments, county governments, city or township governments, special district governments, Native American tribal governments (Federally recognized), Native American tribal organizations (other than Federally recognized tribal governments), nonprofits (national and local) having a 501(c)(3) status with the IRS (other than institutions of higher education), public housing authorities/Indian housing authorities, public and state controlled institutions of higher education, private institutions of higher education, and independent school districts.

2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria

Applications that do not meet the following responsiveness criteria will be administratively eliminated and will not be reviewed:

1. Proposed only evidence-based falls prevention program(s) that are on the list of pre-approved interventions in Appendix A
2. Provided signed letters of commitment from key partners and collaborators named in the proposal, including applicable state and local aging network partners
3. Included a budget narrative/justification

Application Screening Criteria

All applications will be screened to assure a level playing field for all applicants. Applications that fail to meet the three screening criteria described below will not be reviewed and will receive no further consideration.

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

1. Applications must be submitted electronically via <http://www.grants.gov> by 11:59 p.m., Eastern Time, by the **due date listed in section IV.3 Submission Dates and Times**.
 - o Unsuccessful submissions will require authenticated verification from <http://www.grants.gov> indicating system problems existed at the time of your submission. For example, you will be required to provide an <http://www.grants.gov> submission error notification and/or tracking number in order to substantiate missing the application deadline.

2. The Project Narrative section of the Application must be **double-spaced**, on 8 ½” x 11” plain white paper with **1” margins** on both sides, and a **standard font size of not less than 11, preferably Times New Roman or Arial**. The entirety of the Project Narrative, **including** tables, graphics, and headings must be double-spaced, and of a standard font size of not less than 11. You can use smaller font sizes to fill in the Standard Forms and Sample Formats outside of the Project Narrative section, such as the Project Work Plan and Budget Narrative/Justification
3. The Project Narrative must not exceed 20 pages. **Project Narratives that exceed 20 pages** will have the additional pages removed and only the first 20 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. NOTE: The Project Work Plan, Letters of Commitment, Vitae of Key Project Personnel, and Budget Narrative/Justification **are not counted** as part of the Project Narrative for purposes of the 20-page limit.

IV. Application and Submission Information

1. Address to Request Application Package

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

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

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

- At the <http://www.grants.gov> website, you will find information about submitting an application electronically through the site, including the hours of operation. ACL strongly recommends that you do not wait until the application due date to begin the application process because of the time involved to complete the registration process.
- All applicants must have a DUNS number (<http://fedgov.dnb.com/webform/>) and be registered with the System for Award Management (SAM, www.sam.gov) and maintain an active SAM registration until the application process is complete, and should a grant be made, throughout the life of the award. **Effective June 11, 2018, when registering or**

renewing your registration, you must submit a notarized letter appointing the authorized Entity Administrator. Please be sure to read the FAQs located at www.sam.gov to learn more. Applicants should allot sufficient time prior to the application deadline to finalize a new, or renew an existing registration. This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application or receive an award. Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline. See the SAM Quick Guide for Grantees at: https://www.sam.gov/sam/transcript/SAM_Quick_Guide_Grants_Registrations-v1.6.pdf.

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

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

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

- Since October 1, 2003, The Office of Management and Budget has required applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for federal grants or cooperative agreements. It is entered on the SF-424. It is a unique, **nine-digit identification number**, which provides unique identifiers of single business entities. The DUNS number is free and easy to obtain.
- Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 866-705-5711
- You must submit all documents electronically, including all information included on the SF424 and all necessary assurances and certifications.
- After you electronically submit your application, you will receive an automatic acknowledgement from <http://www.grants.gov> that contains <http://www.grants.gov> tracking number. The Administration for Community Living will retrieve your application form from <http://www.grants.gov>.

Administration for Community Living
Casey DiCocco
E-mail: casey.dicocco@acl.hhs.gov

2. Content and Form of Application Submission

Letter of Intent

Due Date for Letter of Intent: **12/19/2018**

Applicants are requested, but not required, to submit a letter of intent to apply for this funding opportunity. 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. This letter should indicate the funding option (Capacity-Building or Sustainable Systems). Applicants may only apply under one funding option.

Letters of intent should be sent **by email** to:

Casey DiCocco

Administration for Community Living

casey.dicocco@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. The entirety of the Project Narrative, **including** tables, graphics, and headings must be double-spaced, and of a standard font size of not less than 11. You can use smaller font sizes to fill in the Standard Forms and Sample Formats outside of the Project Narrative section, such as the Project Work Plan and Budget Narrative/Justification.

Twenty pages is the maximum length allowed. Project Narratives that exceed 20 pages will have the additional pages removed and only the first 20 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. The Project Work Plan, Letters of Commitment, Vitae of Key Project Personnel, and Budget Narrative/Justification **are not counted** as part of the Project Narrative for purposes of the 20-page limit.

The Project Narrative is the most important part of the application, since it will be used as the primary basis to determine whether or not your project meets the minimum requirements for grants under the authorizing statutes. The Project Narrative should provide a clear and concise description of your project. ACL recommends that your project narrative include the following components:

1. Project Abstract
2. Project Relevance and Current Need
3. Approach
4. Outcomes and Evaluation

5. Sustainability
6. Organizational Capacity
7. Budget Narrative/Justification

To assist reviewers in scoring your application, we suggest that applicants organize their proposals using the headings above.

Project Abstract

**** Capacity-Building AND Sustainable Systems Applicants ****

This section should include a brief description of the proposed project, including: goals, objectives, and outcomes

In your abstract, clearly specify:

1. The funding option you are applying for (Capacity-Building or Sustainable Systems);
2. The proposed evidence-based community falls prevention program(s) you plan to implement
3. Your key partners
4. Your projected number of program participants for this/these program(s) (reference Appendix D)

Project Relevance and Current Need

**** Capacity-Building Applicants AND Sustainable Systems Applicants ****

- Briefly describe and cite (using reliable population data sources such as Census, Behavioral Risk Factor Surveillance System, etc.) the impact of falls in your state/region/tribe and how your proposed project will address this impact.
- Describe the gap between the current availability of your proposed falls prevention program(s) and the ideal situation where these programs are readily available. This should include a description of the current geographic/population reach of the proposed programs in your state/region/tribe and the extent to which an integrated prevention program network exists for systematically delivering and sustaining these programs.
- Include a Project Map of your state/region/tribe that shows where your proposed programs are already being offered and which areas are being selected for this project. Provide data to support why you are targeting those areas (e.g., the number of older adults, the lack of available programs, etc.). **The map should be included as an appendix to your application.**
- If you are a current or past ACL Falls Prevention grantee, state how your proposed project significantly differs from your current or previously funded work. Summarize your key outcomes from that project, including what your participant targets were and if

you met them, the extent to which you met other key project goals, the extent to which you secured innovative funding arrangements, and your rationale for the need for additional funding (i.e. not a continuation of current efforts, but rather an innovative approach that features new partnerships and/or programs, substantially increased geographic reach, increased engagement of older adults that experience health disparities, including minority and rural communities, veterans, individuals with mental illness, individuals with substance abuse/misuse issues, etc.).

Approach

**** Capacity-Building AND Sustainable Systems Applicants ****

Project Description

This section should:

State the project's goals and major objectives.

Identify the specific evidence-based community falls prevention program(s) that you propose to implement and a rationale for selecting the program(s). These programs must be on the list of pre-approved interventions in Appendix A. Do not propose programs that are not included on this list.

State the projected total number of participants that you expect to reach through your proposed evidence-based community falls prevention program(s) and explain how you developed your target number(s). Please also specify a target number of completers and a target completion rate. Provide a rationale for these targets, e.g., by referencing your previous experience delivering falls prevention programs, the number of older adults in your state/region/tribe that you may be able to reach, the potential program saturation of the target participant population, partner commitments, referral systems, and other factors. Targets should be realistic and achievable. In developing your participant/completer targets, please reference Appendix D: Guidance for 2019 Grant Applicants

Provide a coherent approach to implementing/disseminating the proposed evidence-based community falls prevention program(s).

Describe any existing evidence-based falls prevention efforts and/or programs in your area and how you plan to coordinate with and leverage these efforts. This should include a description of any existing capacity to deliver the proposed program(s), i.e., the number of host sites, implementation sites and delivery personnel (such as trainers and leaders/ coaches), etc. If your existing infrastructure for your proposed program(s) is inadequate, please describe and provide a rationale for any proposed training(s). If you require training, you must include a letter of support from the program developer(s) and/or entity(ies) that will be providing training with your application. The letter(s) should state that the developer(s) and/or entity(ies) will provide a training no more than three months after the applicant receives the Notice of Award from ACL.

Describe how you intend to identify, market to, and recruit participants for your proposed program(s).

Describe any major challenges and barriers you anticipate encountering, and how your project will be able to overcome those challenges and barriers.

Special Target Populations and Organizations

This section should:

Describe the target population(s) at risk for falls that will be served by the proposed evidence-based community falls prevention program(s). Also describe whether and, if so, how the proposed intervention(s) will target any special populations, such as rural communities, veterans, individuals with mental illness, and/or individuals with substance abuse/misuse issues.

Provide a rationale (citing relevant data) for selecting the target group(s) and describe any involvement of organizations that would be collaborating in reaching the proposed population(s).

Work Plan

You should also provide a project Work Plan for Years 1, 2, and 3 that reflects and is consistent with the Project Narrative and Budgets. This work plan should include a statement of the project's overall goals, anticipated outcomes, key objectives, and the major tasks / action steps that will be pursued to achieve the goal and outcome(s), and identify timeframes involved (including start and end dates) and the lead person responsible for completing the task.

The work plan can be attached to your application as an appendix.

Outcomes and Evaluation

**** Capacity-Building AND Sustainable Systems Applicants ****

Outcomes

This section must clearly identify the measurable outcome(s) that will result from this project, including progress towards the overarching grant goals noted above for each funding option (Capacity-Building and Sustainable Systems).

List measurable outcomes in the work plan grid under "Measurable Outcomes", in addition to any discussion included in the narrative.

Any proposed outcomes should address the goals of this funding opportunity and be quantifiable, measurable, and likely to be achieved during the project period.

Quality Assurance

This section should include the method(s), techniques, and tools that will be used to:

- 1) Monitor and track progress on the project's tasks and objectives;

- 2) Monitor whether the falls prevention programs are being implemented with fidelity* and processes for corrective actions if necessary;
- 3) Ensure the ACL-required falls prevention dataset (see Appendix C) is being collected and reported accurately by the implementation sites and how you will identify and troubleshoot any potential problems.
- 4) Document the lessons learned, both positive and negative

** Fidelity is the extent to which your sites' delivery of the evidence-based programs consistently adheres to the program's developers' intent and design. In other words, the extent to which you are delivering the program exactly how it is meant to be implemented. Maintaining fidelity to the program is essential to ensure that your participants receive the intended health benefits from the program.*

Dissemination

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

Sustainability

**** Capacity-Building Applicants ****

In this section:

- Describe how you will develop strategies, including a business plan, to support the proposed programs during and beyond the grant period. For more information on business planning and financial sustainability, please visit <https://www.ncoa.org/center-for-healthy-aging/basics-of-evidence-based-programs/offering-evidence-based-programs/sustainability/>
- Describe your plans to identify and convene strategic partners and other stakeholders on a regular basis via a steering committee or another formal advisory group. The function of the steering committee is to provide guidance on key issues relevant to your proposed work plan to promote the success of your project. At least one of these partners should be engaged to advise on and/or contribute to the sustainability of your program(s) beyond the scope of the grant period.

Letters of Commitment

Provide letters of support confirming commitments to the project by key collaborating

organizations and agencies. These letters should describe the ***specific role*** of each partner in the project (should it be funded). Please include the letters of commitment as an Appendix to your application and use a Table of Contents to clearly describe which letters represent which partners, including specifying the following three required letters:

1. *State Unit on Aging*. It is expected that the State Unit on Aging (SUA) will provide a letter affirming their support of your proposed project. If the State Unit on Aging (SUA) declines to provide a letter or you do not have a SUA, you must provide documentation indicating this, e.g., an email from the SUA stating that letters of support are not being provided. If you are a SUA applicant, include a letter from your SUA Director. This requirement is applicable for all applicants except tribes/tribal entities. You can locate this information using the search feature on <http://www.eldercare.gov>.
2. *Area Agency(ies) on Aging (AAA)*. It is expected that relevant AAAs will provide letters affirming their support of your proposed project. Include a letter from each AAA that reaches/covers your target geographic areas (a letter from the state AAA association is not permissible in lieu of this requirement). If you are an applicant from a Single State Authority (Alaska, Delaware, Nevada, New Hampshire, North Dakota, Rhode Island, South Dakota, Washington DC, and Wyoming) or tribe/tribal entity, this requirement is not applicable. You can locate applicable AAA information using the search feature on <http://www.eldercare.gov>.
3. *Program administrator*. Applicants are expected to be able to begin delivering their proposed falls prevention program(s) within three to six months after receiving their Notice of Award. If you require training for the evidence-based program(s) you propose before you can begin delivery of the program(s), you must include in your application a letter of support from the program administrator(s) and/or entity(ies) that will be providing training for the evidence-based programs(s) proposed. The letter should state that the administrator(s) and/or entity(ies) will provide at least one training within three months after award notification.

Any organization that is specifically named to have a significant role in carrying out the project should be considered an essential collaborator. ***The quality of the letter content (i.e., specificity with respect to the role of that partner) is more important than the quantity of letters submitted with your application.*** Signed letters of commitment should be scanned and included as attachments. Letters of commitment must be uploaded as part of the applicant package via Grants.gov – hard copies will not be accepted.

**** Sustainable Systems Applicants ****

In this section:

Describe how you will strengthen and expand your integrated, sustainable evidence-based prevention program network.

- Describe your plans for **expanding funding** for the proposed program(s), particularly in

the aging network, beyond the end of the grant period, including:

- Who your sustainability partners are;
- Your proposed plans for contracts, partnerships, and/or collaborations with health care entities, insurance entities, and/or large employers or other innovative funding sources;
- Any other business planning efforts to be undertaken; and
- Any mechanisms that are in development or already in place to accept payment for your proposed program(s) (i.e., infrastructure, Health IT, and back-office support to bill and accept reimbursement from contracts, private pay clients, and/or other potential payers).
- Describe your proposed or current centralized and coordinated processes to promote a unified and consistent approach across your state/region/tribe to achieve the goal of an integrated, sustainable evidence-based prevention program network. These processes may be operationalized by using a Network Hub approach. For more information on the Network Hub approach, visit <https://www.ncoa.org/toolkits/community-integrated-healthcare-toolkit/> and click on the Program Delivery and Evaluation section to view a description of Centralized and Coordinated Processes.
- Describe any existing and proposed delivery system partners that have multiple delivery sites and have committed to developing or already have the capacity to embed the proposed programs into their routine operations and budget.

Letters of Commitment

Provide letters of support confirming commitments to the project by key collaborating organizations and agencies. These letters should describe the ***specific role*** of each partner in the project (should it be funded). Please include the letters of commitment as an Appendix to your application and use a Table of Contents to clearly describe which letters represent which partners, clearly specifying the three letters that are required:

1. *State Unit on Aging*. It is expected that the State Unit on Aging (SUA) will provide a letter affirming their support of your proposed project. If the State Unit on Aging (SUA) declines to provide a letter or you do not have a SUA, you must provide documentation indicating this, e.g., an email from the SUA stating that letters of support are not being provided. If you are a SUA applicant, include a letter from your SUA Director. This requirement is applicable for all applicants except tribes/tribal entities. You can locate this information using the search feature on <http://www.eldercare.gov>
2. *Area Agency(ies) on Aging (AAA)*. It is expected that relevant AAAs will provide letters affirming their support of your proposed project (a letter from the state AAA association is not permissible in lieu of this requirement). Include a letter from each AAA that reaches/covers your target geographic areas. If you are an applicant from a Single State Authority (Alaska, Delaware, Nevada, New Hampshire, North Dakota, Rhode Island, South Dakota, Washington DC, and Wyoming) or tribe/tribal entity, this requirement is not applicable. You can locate applicable AAA information using the search feature on <http://www.elder>

[care.gov](https://www.care.gov).

3. *Program administrator*. Applicants are expected to be able to begin delivering their proposed falls prevention program(s) within three to six months after receiving their Notice of Award. If you require training for the evidence-based program(s) you propose before you can begin delivery of the program(s), you must include in your application a letter of support from the program administrator(s) and/or entity(ies) that will be providing training for the evidence-based programs(s) proposed. The letter should state that the administrator(s) and/or entity(ies) will provide at least one training within three months after award notification.

Any organization that is specifically named to have a significant role in carrying out the project should be considered an essential collaborator. **The quality of the letter content (i.e., specificity with respect to the role of that partner) is more important than the quantity of letters submitted with your application.** Signed letters of commitment should be scanned and included as attachments. Letters of commitment must be uploaded as part of the applicant package via Grants.gov – hard copies will not be accepted.

Organizational Capacity

** Capacity-Building Applicants **

In this section:

- Describe how the applicant agency (or the particular division of a larger agency which will have responsibility for this project) is organized, the nature and scope of its work, and/or the capabilities it possesses. It may be helpful to include an organizational chart as an Appendix to your application. Also include information about any contractual organization(s) that will have a significant role(s) in implementing project and achieving project goals.
- Describe any experience with health promotion programs (particularly those that are evidence-based) and how you will leverage this experience to integrate your proposed falls prevention program(s) within your organization.
- Describe the project management, including the roles and responsibilities of project staff, consultants, and partner organizations, and how they will contribute to achieving the projects objectives and outcomes. You should:
 - Provide a description of the qualifications and experience of the key personnel for this proposed project, including for the Project Director. Applicants must include resumes or CVs as an attachment (upload all resumes/CVs as one attachment to your application if possible)
 - Specify who will have day-to-day responsibility for key tasks such as: leadership of project, monitoring the project's on-going progress, preparation of reports, and communications with other partners and ACL.
 - Detail the approach that will be used to monitor and track progress on the

project's tasks and objectives.

**** Sustainable Systems Applicants ****

In this section:

- Describe how the applicant agency (or the particular division of a larger agency which will have responsibility for this project) is organized, the nature and scope of its work, and/or the capabilities it possesses. It may be helpful to include an organizational chart as an Appendix to your application. Also include information about any contractual organization(s) that will have a significant role(s) in implementing project and achieving project goals.
- Describe any experience with evidence-based falls prevention programs, and how you will leverage current/previous efforts to integrate these and other health promotion and disease prevention programs into your state's/region's/tribe's long term services and supports systems and health care systems.
- Describe the project management, including the roles and responsibilities of project staff, consultants, and partner organizations, and how they will contribute to achieving the projects objectives and outcomes. You should:
 - Provide a description of the qualifications and experience of the key personnel for this proposed project, including for the Project Director. Applicants must include resumes or CVs as an attachment (upload all resumes/CVs as one attachment to your application if possible)
 - Specify who will have day-to-day responsibility for key tasks such as: leadership of project, monitoring the project's on-going progress, preparation of reports, and communications with other partners and ACL.
 - Detail the approach that will be used to monitor and track progress on the project's tasks and objectives.

Budget Narrative/Justification

**** Capacity-Building AND Sustainable Systems Applicants ****

Applicants are required to provide detailed Budget Narrative/Justifications. Your budget should be aligned to the proposed work in your narrative and work plan. It should also include travel for two project staff to a yearly Falls Prevention-relevant professional development conference (see item #3 in grantee section of Cooperative Agreement Terms).

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.

Applicants must submit the following:

- Budget Narrative/Justification for Year 1;

- Budget Narrative/Justification for Year 2;
- Budget Narrative/Justification for Year 3; and
- A Combined Year 1, Year 2, and Year 3 Budget.

3. Submission Dates and Times

Due Date for Applications: **01/29/2019**

Date for Informational Conference Call: 12/18/2018

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.

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>.

Authorized Organizational Representative (AOR)

Each applicant must designate an Authorized Organizational Representative (AOR). An AOR is responsible for assuming the financial obligations of the award. AORs may be required to work with ACL to ensure that laws, regulations, requirements, and conditions of the award are being met.

The AOR is the individual named by the applicant/recipient organization who is authorized to act for the applicant/recipient and to assume the obligations imposed by the federal laws, regulations, requirements, and conditions that apply to grant applications or awards.

AOR Authorization is part of the registration process at www.grants.gov where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Award Management (SAM).

Project Director

Each applicant must designate a Project Director (PD) for the proposed project. The Project Director (also sometimes referred to as the Principal Investigator) is the primary point of contact on matters involving the application. The Project Director on the proposed project should be the actual individual overseeing the work of the grant, and is not required to be an executive or senior leader of your agency/organization. In other words, PD should be actively involved in the writing of this proposal, and should be able to answer any questions pertaining to the application.

If the applicant is awarded funding for the proposed project, the PD will serve as the primary contact for ACL and will be responsible for programmatic updates and reports. If the grantee intends to change the PD during the award period, the ACL Project Officer should be notified in a timely manner.

4. Intergovernmental Review

This funding opportunity announcement is not subject to the requirements of Executive Order 12372, "Intergovernmental Review of Federal Programs."

5. Funding Restrictions

The following activities are not fundable:

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

Note: *A recent Government Accountability Office (GAO) report has raised considerable concerns about grantees and contractors charging the Federal Government for additional meals outside of the standard allowance for travel subsistence known as per diem expenses.*

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

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

6. Other Submission Requirements

V. Application Review Information

1. Criteria

Applications are scored by assigning a maximum of 100 points across seven criteria:

1. Project Abstract
2. Project Relevance and Current Need
3. Approach
4. Outcomes and Evaluation
5. Sustainability
6. Organizational Capacity
7. Budget Narrative/Justification

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

Project Abstract**Maximum Points:2**

1. Does the abstract include, at minimum, each of the following: goals; objective(s); outcome(s); name of evidence-based community falls prevention program(s) to be implemented; the number of program participants to be reached; and key partners? (2 points)

Project Relevance & Current Need**Maximum Points:10***** Capacity Building AND Sustainable Systems Applicants ***

1. Does the applicant: (4 points total)
 - Describe and cite (using relevant local/state/national data) the impact of older adult falls within their state/region/tribe and the potential for their proposed project to address this impact? (2 points)
 - Describe the extent (if any) to which an integrated prevention program network exists for systematically delivering and sustaining these programs? (1 point)
 - Include a Project Map (as an appendix) of their state/region/tribe that shows where proposed programs are already being offered (if applicable) and which areas are being selected for this project, along with relevant local/state/national data to support why they are targeting these areas? (1 point)
2. Does the applicant identify themselves as a current or previous ACL falls prevention grantee ? (6 points total)
 1. **If yes**, do they:
 - State how their proposed project significantly differs from their current or previously funded work? Provide adequate rationale for the need for additional funding (i.e. not a continuation of current efforts, but rather an innovative approach that features new partnerships and/or programs, substantially increased geographic reach, increased engagement of special populations including rural communities, veterans, individuals with mental illness, individuals with substance abuse/misuse issues, etc.)? (3 points)
 - Summarize their key outcomes and goals from that project, including what their participant targets were and if they met them? (3 points)
 2. **If no**, do they:
 - Adequately describe the current status of evidence-based falls prevention program delivery within the targeted geographic area and the gap that exists between the “status quo” and the ideal situation where programs are readily available? (6 points)

Approach**Maximum Points:23**

**** Capacity-Building AND Sustainable Systems Applicants ****

Project Description (15 points)

1. Has the applicant stated clear and meaningful goals and objectives for this proposal that align with the purpose, objectives and activities described in this program announcement? *(1 point)*
2. Has the applicant identified the specific evidence-based community falls prevention program(s) that they propose to implement and a rationale for selecting the program(s)? Are these program(s) listed in Appendix A? *(1 point)*
3. Does the applicant describe and demonstrate an adequate understanding of the program they are proposing? Do they provide a target number of older adults that they expect to reach with the proposed falls prevention program(s)? For any proposed group series program, has the applicant specified a target number of completers and a target completion rate? Does the applicant provide a rationale that these target numbers are realistic and achievable (e.g., by referencing their previous experience implementing relevant health promotion programs, demonstrating an understanding of the proposed falls prevention program's implementation, the number of older adults in their state/region/tribe at risk for falls, and/or other factors)? Does the applicant describe how the approach will engage approximately 25% of their completer target by the end of Year 1, 50% by the end of Year 2, and 100% of their completer target by the end of Year 3? *(4 points)*
4. Has the applicant clearly described a coherent approach to implementing/disseminating the proposed falls prevention program(s)? Has the applicant described any existing evidence-based falls prevention efforts and/or programs in their area and how they plan to coordinate with and leverage these efforts? Did they include a description of any existing capacity to deliver the proposed program(s)? Does the applicant note any major challenges/barriers they anticipate encountering, and how they plan to overcome those challenges/barriers? *(4 points)*
5. Has the applicant specified whether its existing infrastructure for the proposed program(s) is adequate? If applicable, did they provide a rationale for any proposed training(s)? If additional training is proposed, did the applicant include a letter of support from the program developer(s) and/or entity(ies) that would be providing training in which they agreed to provide training no more than three months after the applicant receives the Notice of Award from ACL? *(2 points)*
6. Is there a coherent approach to identifying, marketing to, and recruiting program participants (including any targeted populations proposed by the applicant)? *(3 points)*

Special Target Populations and Organizations (3 points)

1. Does the applicant identify the target population(s)/subgroup at risk for falls that will be served by the proposed evidence-based community falls prevention program(s), including any underserved populations they may be proposing to reach such as individuals in rural communities, veterans, individuals with mental illness, individuals with substance abuse/misuse issues, etc.? Does the applicant provide an adequate rationale for selecting the target group(s) and also describe any involvement of

organizations that would be collaborating in reaching the proposed population(s)? (3 points)

Work Plan (5 points)

1. Has the applicant provided a project work plan for Years 1, 2, and 3 that reflects and is consistent with the Project Narrative and Budget? (1 point)
2. Does the work plan include a statement of the project's overall goal(s), anticipated outcome(s), key objectives, and the major tasks / action steps that will be pursued to achieve the goal and outcome(s)? Does the work plan identify timeframes involved (including start- and end-dates) and the lead person responsible for completing each task? (4 points)

Outcomes and Evaluation

Maximum Points:10

**** Capacity Building AND Sustainable Systems Applicants ****

Project Outcomes (4 points)

1. Does the applicant identify the measurable outcome(s) that will result from the project, and do these outcomes address the goals of this funding opportunity? Are the proposed outcomes quantifiable, measurable, and likely to be achieved during the project period? (4 points)

Quality Assurance (4 points)

1. Does the applicant describe their plans for developing and implementing a quality assurance program to ensure continuous quality improvement and ongoing methods for monitoring the fidelity of the selected evidence-based community falls prevention program(s)? (2 points)
2. Has the applicant described how they will support the collection of the ACL required falls prevention dataset to ensure accurate collection by the sites and timely reporting to the National Falls Prevention Database? (2 points)

Dissemination (2 points)

1. Does the applicant describe the method that will be used to disseminate the project's results and findings in a timely manner for those who might be interested in using the results of the project to inform practice, service delivery, program development, and/or

policy-making?

Sustainability

Maximum Points:30

*** Capacity-Building Applicants ***

Sustainability (20 points total)

1. Does the applicant adequately describe their plans to identify and convene strategic partners and other stakeholders on a regular basis via a steering committee or other formal advisory group? *(10 points)*
2. Does the applicant describe their plans to develop strategies, including a business plan, to support the program(s) during and beyond the grant period? *(5 points)*
3. Does the applicant note the following: *(5 points)*
 - Who their sustainability partners are? *(1 point)*
 - Any strategies, contracts, and/or other means to secure and expand sustainable financing? *(2 points)*
 - How they will secure funding for the proposed program(s) beyond the end of the grant period and/or embedding the program(s) within the routine operations of partnering organizations, particularly those with access to multiple delivery systems/implementation sites? *(2 points)*

Letters of Commitment (10 points)

1. Does the applicant include detailed letters of commitment describing and confirming the commitments to the project (should it be funded) made by key collaborating organizations and agencies in this part of the application? At a minimum, letters of commitment should be included from:
 1. State Unit on Aging
 - This requirement is not applicable for tribes/tribal entities
 2. Area Agency(ies) on Aging
 - This requirement is not applicable for tribes/tribal entities or applicants from a Single State Authority (Alaska, Delaware, Nevada, New Hampshire, North Dakota, Rhode Island, South Dakota, Washington DC, and Wyoming).
 - A letter from each AAA that covers the targeted geographic area should be included (a letter from the state AAA association is not permissible in lieu of this requirement).
 3. Program Administrator for each proposed falls prevention intervention only if training is required in order to begin delivering the proposed intervention(s) within three to six months after receiving funding.

*** Sustainable Systems Applicants ***

Sustainability (20 Points)

1. Does the applicant describe their plans for **expanding funding** for the proposed program(s), including: *(12 points)*
 - Who their sustainability partners are?
 - Their proposed plans for contracts, partnerships, and/or collaborations with health care entities, insurance entities, and/or large employers or other innovative funding sources?
 - Any business planning efforts to be undertaken?
 - Any mechanisms that are in development or already in place to accept payment for their proposed program(s) (i.e. infrastructure, health IT, and back-office support to bill and accept payment from contracts, private pay clients, etc.).
2. Does the applicant describe their proposed or current centralized and coordinated processes to promote a unified and consistent approach across their state/region/tribe to achieve the goal of an integrated, sustainable evidence-based prevention program network (potentially operationalized via a Network Hub approach)? *(5 points)*
3. Does the applicant describe any existing and proposed delivery system partners that have multiple delivery sites and have committed to or have the capacity to embed the proposed programs into their routine operations and budget? *(3 points)*

Letters of Commitment (10 points)

1. Does the applicant include detailed letters of commitment describing and confirming the commitments to the project (should it be funded) made by key collaborating organizations and agencies in this part of the application? At a minimum, letters of commitment should be included from:
 1. State Unit on Aging
 - This requirement is not applicable for tribes/tribal entities.
 2. Area Agency(ies) on Aging
 - This requirement is not applicable for tribes/tribal entities or applicants from a Single State Authority (Alaska, Delaware, Nevada, New Hampshire, North Dakota, Rhode Island, South Dakota, Washington DC, and Wyoming)
 - A letter from each AAA that covers the targeted geographic area should be included (a letter from the state AAA association is not permissible in lieu of this requirement).
 3. Program Administrator for each proposed falls prevention intervention only if training is required in order to begin delivering the proposed intervention(s) within three to six months after receiving funding.

Organizational Capacity

Maximum Points:15

*** Capacity-Building Applicants ***

1. Has the applicant described how the applicant agency (or the particular division of a

- larger agency which will have responsibility for this project) is organized, the nature and scope of its work, and/or the capabilities it possesses? (5 points)
2. Has the applicant described their experience implementing health promotion programs (particularly those that are evidence-based) and how they will leverage this experience to integrate their proposed falls prevention programs within their organization? (5 points)
 3. Has the applicant clearly described the roles and responsibilities of project staff, consultants, and partner organizations, and how they will contribute to achieving the projects objectives and outcomes? (5 points)

This section should:

- Provide a description of the qualifications and experience (including resumes or CVs) of the key personnel for this proposed project, including for the Project Director.
- Specify who will have day-to-day responsibility for key tasks such as: leadership of project, monitoring the project's on-going progress, preparation of reports, and communications with other partners and ACL.
- Detail the approach that will be used to monitor and track progress on the project's tasks and objectives.

**** Sustainable Systems Applicants ****

1. Has the applicant described how the applicant agency (or the particular division of a larger agency which will have responsibility for this project) is organized, the nature and scope of its work, and/or the capabilities it possesses? (5 points)
2. Has the applicant described their experience implementing falls prevention programs, and how they will leverage this experience to integrate these programs within their state's/region's/tribe's long term services and supports systems and health care systems? (5 points)
3. Has the applicant clearly described the roles and responsibilities of project staff, consultants, and partner organizations, and how they will contribute to achieving the projects objectives and outcomes? (5 points)

This section should:

- Provide a description of the qualifications and experience (including resumes or CVs) of the key personnel for this proposed project, including for the Project Director.
- Specify who will have day-to-day responsibility for key tasks such as: leadership of project, monitoring the project's on-going progress, preparation of reports, and communications with other partners and ACL.
- Detail the approach that will be used to monitor and track progress on the project's tasks and objectives.

**** Capacity Building AND Sustainable Systems Applicants ****

Are the budget and requested resources justified with respect to the adequacy of resources requested? Are budget line items clearly delineated and consistent with work plan objectives? Are relevant activities from the workplan/project narrative reflected in the budget (as appropriate)? (5 points)

Does the budget include travel for two project staff to a yearly falls prevention-relevant professional development conference per year? (1 point)

Has the applicant included detailed budgets for each of the following:

- Project Year 1 (1 point)
- Project Year 2 (1 point)
- Project Year 3 (1 point)
- A combined Year 1, Year 2, and Year 3 budget (1 point)

2. Review and Selection Process

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

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

Final award decisions will be made by the Administrator, ACL. In making these decisions, the Administrator will take into consideration: recommendations of the review panel; reviews for programmatic and grants management compliance; the reasonableness of the estimated cost to the government considering the available funding and anticipated results; and the likelihood that the proposed project will result in the benefits expected and will continue with sustainable, non-Older Americans Act financing arrangements after the grant ends.

3. Anticipated Announcement Award Date

May 1, 2019

VI. Award Administration Information

1. Award Notices

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

2. Administrative and National Policy Requirements

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

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

3. Reporting

The following reports are required for this grant:

1. **Semi-Annual Program Progress Report:** These reports must be completed by the grantee project director within 30 days after the end of each six month period and submitted to ACL/AoA. These reports enable ACL/AoA to monitor grantee performance, identify program implementation issues and possible technical assistance needs, as well as identify successes and best practices. Ninety (90) days after the end of the project, the grantee will also need to submit a final program progress report. Instructions and a template form for progress reports will be provided with the grant Notice of Award.
2. **Financial Status Report (SF-425):** Effective March 1, 2011, ACL requires the submission of the SF-425 (Federal Financial Report). The reporting cycle will be reflected in the Notice of Award.

A final progress report and SF-425 reports are due 90 days after the end of the project period. Grantees are required to complete the federal cash transactions portion of the SF-425 within the Payment Managements System as identified in their award documents for the calendar quarters ending 3/31, 6/30, 9/30, and 12/31 through the life of their award. In addition, the fully

completed SF-425 will be required as denoted in the Notice of Award terms and conditions.

4. FFATA and FSRS Reporting

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

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

VII. Agency Contacts

Project Officer

Casey DiCocco

Administration for Community Living

Email: casey.dicocco@acl.hhs.gov

Grants Management Specialist

Sean Lewis

Administration for Community Living

Email: sean.lewis@acl.hhs.gov

VIII. Other Information

1. 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.

Instructions for Completing Required Forms

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

a. Standard Form 424

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

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

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

- New
- Continuation
- Revision

3. **Date Received:** Leave this field blank.

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

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

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

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

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

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

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

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

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

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

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

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

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

following drop down list.

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

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

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

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

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

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

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

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

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

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

alter the start and end date at their discretion.

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

NOTE: Applicants should review cost sharing or matching principles contained in Subpart C of 45 CFR Part 75 or 45 CFR Part 92 before completing Item 18 and the Budget Information Sections A, B and C noted below.

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

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

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

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

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

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

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

Standard Form 424A

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

Section A - Budget Summary

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

Section B - Budget Categories

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

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

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

Section C - Non-Federal Resources

Column A: Enter the federal grant program.

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

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

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

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

Section D - Forecasted Cash Needs

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

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

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

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

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

Column A: Enter the federal grant program

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

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

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

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

Section F – Other Budget Information

Line 21: Enter the total Indirect Charges

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

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

Separate Budget Narrative/Justification Requirement

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

Narrative/Justification is also REQUIRED for each potential year of grant funding requested.

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

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

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

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

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

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

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

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

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

to the applicant or its subgrantees.

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

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

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

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

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

Line 6h: **Other:** Enter the total of all other costs. Such costs, where applicable, may include, but are not limited to: insurance, medical and dental costs (i.e. for project volunteers this is different from personnel fringe benefits), non-contractual fees and travel paid directly to

individual consultants, postage, space and equipment rentals/lease, printing and publication, computer use, training and staff development costs (i.e. registration fees). If a cost does not clearly fit under another category, and it qualifies as an allowable cost, then rest assured this is where it belongs.

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

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

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

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

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

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

Line 7: **Program Income:** As appropriate, include the estimated amount of income, if any, you expect to be generated from this project that you wish to designate as match (equal to the

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

c. Standard Form 424B – Assurances (required)

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

d. Certification Regarding Lobbying (required)

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

Proof of Nonprofit Status (as applicable)

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

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

Indirect Cost Agreement

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

Budget Narrative/Justification - Sample Format

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

Object Class	Federal	Non-	Non-	TOTAL	Justification
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Category	Funds	Federal Cash	Federal In-Kind		
Personnel	\$47,700	\$23,554	\$0	\$71,254	Federal Project Director (name) = .5 FTE @ \$95,401/yr = \$47,700 Non-Fed Cash Officer Manager (name) = .5FTE @ \$47,108/yr = \$23,554 Total 71,254
Fringe Benefits	\$17,482	\$8,632	\$0	\$26,114	Federal Fringe on Project Director at 36.65% = \$17,482 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%) Non-Fed Cash Fringe on Office Manager at 36.65% = \$8,632 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%)
Travel	\$4,707	\$2,940	\$0	\$7,647	Federal Local travel: 6 TA site visits for 1 person Mileage: 6RT @ .585 x 700 miles \$2,457 Lodging: 15 days @ \$110/day \$1,650 Per Diem: 15 days @ \$40/day \$600 Total \$4,707 Non-Fed Cash Travel to National Conference in (Destination) for 3 people Airfare 1 RT x 3 staff @ \$500 \$1,500 Lodging: 3 days x 3 staff @

					\$120/day \$1,080 Per Diem: 3 days x 3 staff @ \$40/day \$360 Total \$2,940
Equipment	\$10,000	\$0	\$0	\$10,000	No Equipment requested OR: Call Center Equipment Installation = \$5,000 Phones = \$5,000 Total \$10,000
Supplies	\$3,700	\$5,670	\$0	\$9,460	Federal 2 desks @ \$1,500 \$3,000 2 chairs @ \$300 \$600 2 cabinets @ \$200 \$400 Non-Fed Cash 2 Laptop computers \$3,000 Printer cartridges @ \$50/month \$300 Consumable supplies (pens, paper, clips etc...) @ \$180/month \$2,160 Total \$9,460
Contractual	\$30,171	\$0	\$0	\$30,171	(organization name, purpose of contract and estimated dollar amount) Contract with AAA to provide respite services: 11 care givers @ \$1,682 = \$18,502 Volunteer Coordinator = \$11,669 Total \$30,171 <i>If contract details are unknown due to contract yet to be made provide same information listed above and:</i>

					A detailed evaluation plan and budget will be submitted by (date), when contract is made.
Other	\$5,600	\$0	\$5,880	\$11,480	Federal 2 consultants @ \$100/hr for 24.5 hours each = \$4,900 Printing 10,000 Brochures @ \$.05 = \$500 Local conference registration fee (name conference) = \$200 Total \$5,600 In-Kind Volunteers 15 volunteers @ \$8/hr for 49 hours = \$5,880
Indirect Charges	\$20,934	\$0	\$0	\$20,934	21.5% of salaries and fringe = \$20,934 IDC rate is attached.
TOTAL	\$140,294	\$40,866	\$5,880	\$187,060	

Budget Narrative/Justification - Sample Template

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

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

Project Work Plan - Sample Template

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

Goal:

Measurable Outcome(s):

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

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

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

Instructions for Completing the Project Summary/Abstract

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

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

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

Outcomes - measurable results of a project. Positive benefits or negative changes, or measurable characteristics that occur as a result of an organization's or program's activities. (Outcomes are the end-point)

Products - materials, deliverables.

- A model abstract/summary is provided below:

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

APPENDIX A: List of Evidence-Based Falls Prevention Programs

This is the list of approved Falls Prevention programs that may be proposed for this Funding Opportunity.

A Matter of Balance

- <https://www.ncoa.org/resources/program-summary-a-matter-of-balance/>
- <https://mainehealth.org/healthy-communities/healthy-aging/matter-of-balance>

Moving for Better Balance (YMCA)

- <https://www.ncoa.org/resources/ymca-moving-better-balance-program-summary/>

The Otago Exercise Program

- <https://www.ncoa.org/resources/otago-exercise-program-program-information-guidance/>
- <http://www.med.unc.edu/aging/cgec/exercise-program>

Stay Active and Independent for Life (SAIL)

- <https://www.ncoa.org/resources/stay-active-independent-for-life-sail-program-summary/>
- Program website within Washington State: <http://www.sailfitness.org/>
- Program website outside Washington State: <https://www.sailseminars.com/> ;
- Online Training: <https://www.pierce.ctc.edu/elearning-sail>

Stepping On

- <https://www.ncoa.org/resources/program-summary-stepping-on/>
- <https://wihealthyaging.org/stepping-on>

Tai Chi for Arthritis

- <https://www.ncoa.org/resources/tai-chi-arthritis-program-information-guidance/>
- <http://taichiforhealthinstitute.org/>

Tai Ji Quan: Moving for Better Balance

- <https://www.ncoa.org/resources/tai-ji-quan-moving-better-balance-program-information-guidance/>
- www.tjqmbb.org

CAPABLE

- <https://www.ncoa.org/resources/capable-program-summary/>
- https://nursing.jhu.edu/faculty_research/research/projects/capable/index.html

Enhance Fitness

- <https://www.ncoa.org/resources/enhancefitness-program-summary/>
- <http://www.projectenhance.org/>

Fit and Strong!

- <https://www.ncoa.org/resources/program-summary-fit-and-strong/>
- <https://www.fitandstrong.org/>

FallsTalk & FallScape

- <http://fallscape.org/>

Healthy Steps for Older Adults (HSOA)

- <https://www.ncoa.org/resources/healthy-steps-older-adults-program-summary/>
- <http://www.aging.pa.gov/aging-services/health-wellness/Pages/Healthy-Steps-for-Older-Adults.aspx>

Healthy Steps in Motion

- <https://www.ncoa.org/wp-content/uploads/Healthy-Steps-in-Motion-Program-Summary.pdf>
- <http://www.aging.pa.gov/aging-services/health-wellness/Pages/Healthy-Steps-in-Motion.aspx>

APPENDIX B: Glossary of Terms

Aging Network: The Older Americans Act of 1965 (OAA) established a national network of federal, state, and local agencies to plan and provide services that help older adults to live independently in their homes and communities. This interconnected structure of agencies is known as the Aging Network. The National Aging Network is headed by the Administration on Aging. The network includes 56 State Agencies on Aging, 622 Area Agencies on Aging, and more than 260 Title VI Native American aging programs.

Business plan: management tool to guide the process of planning for financial sustainability and assist in seeking support from other organizations. Business plans can be used to articulate program goals and objectives, substantiate organizational capacity, explain program operations, and to provide documentation of potential benefits and return on investment. For additional information about business planning for evidence-based health promotion programs, visit:

<https://www.ncoa.org/center-for-healthy-aging/cdsme-resource-center/sharing-best-practices/cdsme-best-practices-toolkit/business-planning-sustainability/>.

Continuous quality improvement (CQI): an ongoing quality assurance process that includes 1) planning (setting performance objectives based on grant goals and work plan objectives); 2) performance monitoring

obtaining ongoing data to inform decision-making); 3) evaluating (e.g. team analysis of what is or is not working and problem-solving); and 4) making corrective changes as needed with the aim of improving overall performance.

Delivery infrastructure/capacity: the structure that is in place within a state to provide evidence-based programs on an ongoing basis, including the number of sites (host organizations and implementation sites) and workforce (trainers, leaders, and other personnel) involved in delivering programs.

Delivery system partner: an organization that can provide evidence-based programs to large numbers of people. The ideal delivery system partner has multiple sites for delivering programs and agrees to embed the programs into their routine operations and budget.

Embed: the process of facilitating an organization's adoption of evidence-based programs as part of the organization's routine operations and budget with resulting sustained delivery.

Fidelity monitoring: activities to ensure that an evidence-based program is being delivered consistently by all personnel across sites, according to the program developers' intent and design.

Integrated, sustainable evidence-based prevention program network: a state/regional/tribal level approach towards providing older adults and older adults with disabilities easy access to evidence-based falls prevention and other health promotion/disease prevention programs that are embedded into the nation's health and long-term services and supports systems. A sustainable network includes:

1. Sustainability strategies including, but not limited to, a business plan with clear strategies, contracts, and/or other means to secure and expand sustainable financing, including non-Older Americans Act financing, as well as an infrastructure in place to receive reimbursement for services.
2. Substantial involvement of state/regional/tribal aging, public health, and disability entities.
3. Strategic partnerships with other government or community-based organizations/coalitions involved in chronic disease prevention programs and multi-site delivery system partners with capacity to embed programs into their routine operations and budget.
4. A delivery infrastructure/capacity to increase access to evidence-based falls prevention programs targeting a significant geographic area or population base.
5. Coordinated public awareness, education, marketing, and recruitment processes.
6. Ongoing quality assurance efforts including fidelity monitoring and continuous quality improvement.

Older adult: For the purpose of this Funding Opportunity Announcement and consistent with the Older Americans Act, "an individual who is 60 years of age or older." For tribes and tribal organizations, the age of older Indians is defined by the tribe and may vary.

Quality assurance (QA) program: an ongoing system for describing, measuring, and evaluating program delivery and grant activities to ensure that participants receive effective, quality services and grant goals and work plan objectives are met. The ideal QA program addresses both: 1) continuous quality improvement and program fidelity. For additional information about developing a QA program, go to: <https://www.ncoa.org/resources/administration-on-aging-aoa-recommendations-forgrantee-quality-assurance-programs/> ;

Participant: an individual who attends at least one session of an evidence-based program.

Sustainability partner: an organization with the role and commitment to help sustain the proposed programs (e.g., contracting to pay for the proposed programs, incorporating the programs into their routine operations, providing a steady source of program participants whose program costs are covered, assisting in setting up third party arrangements to provide billing or other back-office functions for the programs, etc.).

Sustainability plan: plan that focuses on the management and acquisition of fiscal and in-kind resources to expand and maintain programming. For additional information about sustainability planning, visit: <https://www.ncoa.org/center-for-healthy-aging/cdsme-resource-center/sharing-best-practices/cdsme-best-practices-toolkit/business-planning-sustainability/>

APPENDIX C: Required Data Collection Forms

Below are links to the OMB-approved data collection forms for ACL Falls Prevention grantees, in English. There are also translations available in Spanish, Chinese, Vietnamese, Korean, Hmong, and Cambodian.

- [Participant Information Form \(Pre-Survey\)](#)
- [Post Session Survey](#)
- [Optional Questions for Participant Pre- and Post- Surveys](#)
- [Attendance Log](#)
- [Program Information Cover Sheet Falls Prevention Program Group Leader/Coach Script](#)
- [Host Organization Information Form](#)

APPENDIX D: Guidance for 2019 Grant Applicants - Considerations for Estimating Participation and Completion Targets

This guidance is intended to aid applicants who are developing a grant proposal in response to the 2019 Administration for Community Living Funding Opportunity Announcement, *2019 Evidence-Based Falls Prevention Program* (HHS-2019-ACL-AOA-FPSG-0312).

This resource was developed by the National Council on Aging's [National Falls Prevention Resource Center](#) to support organizations in:

- I. [Choosing the right falls prevention program\(s\)](#);
- II. [Reviewing existing infrastructure for program implementation](#);
- III. [Developing a target number of participants](#);
- IV. [Creating a quality assurance plan](#).

I. Choosing the right program(s)

Grant applicants must choose ***at least one*** falls prevention program from the list of pre-approved programs provided in the Funding Opportunity Announcement. See the Appendix A in the Funding Opportunity Announcement for the list and more details about the pre-approved evidence-based falls prevention programs.

In the past, some grantees have opted to implement one falls prevention program, while others offer an array of programs. In addition, some applicants propose a “set” of programs to target a specific issue. For example:

- Matter of Balance + Otago to address older adults with moderate to high risk for a fall.
- Stay Active and Independent for Life + Stepping On + Otago to address older adults with low, moderate, and high risk for a fall, respectively, and to provide older adults the

option to attend a program with an end date (i.e., Matter of Balance and Otago) and an ongoing program that older adults can participate in for as long as they choose (i.e., Stay Active and Independent for Life).

Questions to consider when choosing a program:

- Does your organization currently implement a falls prevention program? If yes, is your goal to expand that program, offer more options, or a combination of both?
- Thinking of the particular populations you're aiming to reach and the settings you're planning to utilize, are there specific types of programs to consider (see the Falls Risk Pyramid resource linked to below). Are there specific things that have worked well or haven't worked well in the past?
- What are the sustainability goals and strategies of your organization? Do particular programs align with those goals?
- How many programs do you have the resources and capacity to offer? If you choose to implement more than one program, do you have resources to build staff support, manage volunteers, provide space, implement training, etc.?
- Is it necessary to find a program translated into a specific language(s)?

Helpful resources:

- [Evidence-Based Falls Prevention Programs](#)
- [Evidence-Based Falls Prevention Program & Fall Risk Pyramid](#)
- [Key Components of Offering Evidence-based Programs](#)
- [Conducting Community Needs Assessments](#)
- [Best Practices Toolkit: Resources from the Field](#)
 - [Strategic Partnerships](#)
 - [Delivery Infrastructure and Capacity](#)
- [Centers for Disease Control and Prevention: Older Adult Falls](#)
- [Administration for Community Living Falls Prevention Grant Awardees 2014-2018 Grantee Profiles](#)

II. Reviewing existing infrastructure for program implementation

Whether your organization has been implementing evidence-based programs for a long time or just starting, it's important to consider the infrastructure in place for implementation and what is needed to support the activities proposed for the grant. (See [Key Components of Offering Evidence-based Programs](#).) Organizations that are new to implementing evidence-based programs will need to evaluate the number of leaders/facilitators needed to carry out the proposed activities and think about current partners that may be leveraged to achieve this work.

It's important to think strategically about building infrastructure and best practices for retaining leaders/facilitators and partners over time. Information about program planning and other key aspects of program infrastructure can be found [here](#).

As you plan the grant proposal, keep in mind the end goal of creating a sustainable delivery system to reach your target number of participants and how the delivery infrastructure can be

built to efficiently engage participants and partners. Take the following into consideration:

- *Cost per participant:* Each evidence-based falls prevention program has a different cost per participant based on training costs, licensing fees, equipment, etc. Use this [cost calculator](#) to estimate the cost per participant for your state or region.
- *Cost for training master/authorized trainers, workshop leaders, and/or lay leaders:* Review the scenarios below to consider different options for the number of personnel needed, based on the number of trainings and workshops led. Based on the experience of evidence-based community programs, volunteer leaders typically lead fewer workshops than paid staff. Consider the history of your leaders and estimate the number of workshops/programs each will offer during the grant period. Strategies for screening, supporting, and retaining leaders can be found in the [Best Practices Toolkit: Resources from the field—Delivery Infrastructure and Capacity](#).
- **Scenario 1 – Small Group Program:**
 - \$ 10 master/authorized trainers pair off to offer 2 lay leader trainings per pair with 15 participants per training= 150 trained lay leaders
 - \$ 150 lay leaders pair off to offer 2 fall prevention program workshops with 12 participants per workshop= 1800 workshop participants in 150 workshops
- **Scenario 2—Small Group Program:**
 - 4 master/authorized trainers pair off to offer 3 lay leader trainings with 15 participants per training= 90 trained lay leaders
 - 90 lay leaders pair off to offer 4 fall prevention program workshops with 12 participants per workshop= 2160 workshop participants in 180 workshops
- **Scenario 3—One-on-One Individualized Program (e.g., Otago Exercise Program):**
 - 15 physical therapists complete the online Otago Exercise Program (OEP) leader training. Each leader offers the one-on-one program to 8 older adults per year=120 OEP participants per year

If you have a history of program implementation, evaluate the current delivery infrastructure in your state/region:

Falls prevention program delivery infrastructure	Sample responses

How long has the falls prevention program(s) been offered in your state/region?	5 years
Which program(s) are being implemented?	Matter of Balance
Program license holder	Our organization holds a current license
Number of active master trainers/authorized trainers (Note: master trainers/authorized trainers are licensed to teach lay leaders how to facilitate a program workshop)	2 Matter of Balance Master Trainers
Number of active lay leaders (Note: Lay leaders are trained to facilitate program workshops)	26 lay leaders
Number of existing host organizations/ implementation sites	40 organizations that have conducted programs in the past
Number of participants in last 12 months	950 participants

If you do not have a history of program implementation, evaluate the current delivery infrastructure in your state/region:

-

Falls prevention program delivery infrastructure	Sample responses
Has the falls prevention program been implemented by other organizations in your state or region? Do your delivery regions overlap?	Yes, the Department on Aging has supported the program in metropolitan areas. Programs aren't offered in our region.
Is there potential to partner with those already offering programs?	Yes, for training or license. No, for program implementation sites.
Which programs are being implemented?	Stepping On
Program license	Department on Aging holds a license. Is it a statewide license that we can utilize?
Number of active master trainers	3 (would they be available to conduct training in our region?)
Number of active lay leaders	0 in our region
Number of partners that are committed to serving as host organizations/ implementation sites	- 3 local health departments - 2 area agencies on aging - 1 health clinic

	- 4 senior centers
How many workshops have your partners committed to offering in the next 12 months?	- 3 local health departments (2 workshops each= 6) - 2 area agencies on aging (3 workshops total) - 1 health clinic (2 workshops) - 4 senior centers (3 workshops each= 12) Total= 23

Questions to consider:

- Do you need to maintain or expand the current program delivery infrastructure? Are there gaps that need to be filled? For example, leaders who speak a specific language?
- If there are trained lay leaders, are there retention strategies proposed or in place?
- Are there any training opportunities available in your state or region within the first three months of the planned grant period? If not, will you need to plan a master trainer or lay leader training?
- Have you built time into your work plan to build the infrastructure to implement programs, like building partnerships or recruiting and training leaders?
- Are there plans in place to address potential staff turnover? How does this impact leader training? How will this be addressed with major partners?
- Does your grant proposal include plans to reach a new population, such as rural communities, veterans, caregivers, Tribal elders, etc.? If yes, consider whether it will take additional time to create partnerships to train leaders and reach participants in these target groups.

Helpful resources:

- [Best Practices Toolkit: Resources from the Field](#)
- [Delivery Infrastructure and Capacity](#)
- [Strategic Partnerships](#)

III. Developing a target number of participants

Applicants are required to identify a target number of participants and completers for the falls prevention program(s) chosen for the proposal. Target goals should be realistic and achievable for your community—whether that means reaching 300 participants or 2,000 participants. While developing your goal, think about how many participants have been engaged in evidence-based programs in the past (and what percentage have completed the program, on average) or how many individuals you reach in your community through other programs.

If you are awarded the grant, you will be expected to reach approximately 25% of your target participants by the end of Year 1, 50% of participants by the end of Year 2, and 100% of

participants by the end of Year 3. Consider whether it is feasible to meet these benchmarks with your target participation goal.

Example 1 – Capacity Building Grant:

Sample Grant Goal	Year 1 Target	Year 2 Target	Year 3 Target
	≥25% of total goal	≥ 50% of total goal	100% of total goal
300 participants	≥ 75 participants	≥ 150 participants	≥ 300 participants

Planning question	Sample responses
What is your target number of participants for Year 1?	75
How many workshops do you need to reach the target number of participants?	5-6 workshop with 12-15 participants
When will the target number of workshops be scheduled to meet the grant goal?	<u>Quarter 1 of grant Year 1 (May-Jul.):</u> 0 workshops, use this time to develop contracts and train leaders <u>Quarter 2 (Aug-Oct) and Quarter 3 (Nov – Jan) of Year 1:</u> Leaders are trained, schedule, and hold at least 3 workshops (yielding approximately 36-45 participants). Ensure that you consider potential holiday season conflicts when scheduling. <u>Quarter 4: (Feb.-April):</u> Hold at least 3 workshops (yielding approximately 36-45 participants)
	-

Example 2 – Sustainability Grant:

Sample Grant Goal	Year 1 Target	Year 2 Target	Year 3 Target
	≥25% of total goal	≥ 50% of total goal	100% of total goal
2,000 participants	≥ 500 participants	≥ 1,000 participants	≥ 2,000 participants

Planning question	Sample responses
What is your target number of participants for Year 1?	500
How many workshops do you need to reach	34-42 workshops with 12-15 participants each=

the target number of participants?	500 participants in Year 1
When will the target number of workshops be scheduled to meet the grant goal?	<u>Quarter 1 of grant Year 1 (May-Jul.):</u> 0 workshops, use this time to develop contracts and train leaders <u>Quarter 2 (Aug.-Oct.) and Quarter 3 (Nov.-Jan.):</u> Hold at least 20 workshops (yielding approximately 240-300 participants). Ensure that you consider potential holiday season conflicts when scheduling. <u>Quarter 4: (Feb.-April):</u> Hold at least 22 workshops (yielding approximately 264-330 participants)

Questions to consider when developing a target participation goal:

- How many older adults live, work, or worship in your target community? What is your current reach to older adults? Will this change over the grant period?
- If you have a history of implementing programs, how many participants were reached over the last 12 months? Do you expect to continue to enroll participants at the same rate going forward? If not, what may impact participation in the future? Consider that you may saturate your current target participant population (e.g. reach all of the “low hanging fruit”) and will need to engage additional partners to maintain enrollment in the falls prevention program(s).
- Do you have a marketing plan and materials for recruiting older adults to programs?
- How much time will be needed to build capacity to implement programs prior to beginning workshops? For example, finalizing contracts, establishing plans with partners, training leaders, etc.
- Do you have any participant referral systems in place from partners, health care providers, etc.? How many participants do they refer on a regular basis? Will this continue during the grant period?
- What commitments do you have from partners to meet goals? Are partners able to commit to conducting a certain number of workshops each grant year?
- Does your grant proposal include plans to reach a new population, such as rural communities, veterans, caregivers, tribal elders, etc.? If yes, consider whether it will take additional time to create partnerships to reach participants in these target populations.

Helpful resources:

- [Best Practices Toolkit: Resources from the Field](#)
- [Delivery Infrastructure and Capacity](#)
- [Marketing and Recruitment](#)
- [Presentation- Planning Your Grant Deliverables: Secrets of Workshop Coordination](#)

IV. Creating a quality assurance plan

Each evidence-based falls prevention program approved for this funding opportunity follows a format or curriculum that has been researched and proven to lead to specific falls prevention outcomes. It's important to develop a quality assurance and fidelity monitoring plan to ensure programs are implemented as intended, regardless of implementation site or program leader. Adhering to program fidelity ensures that participants receive researched benefits of the program and assures partners that programs meet high standards across your service area.

Find resources in our [Best Practices Toolkit: Resources from the Field](#) focused on [quality assurance](#), including sample plans and fidelity checklists.