



Administration for Community Living

Administration on Disabilities

National Paralysis Resource Center
HHS-2021-ACL-AOD-PRRC-0078
05/29/2021

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ACL Center:

Administration on Disabilities

Funding Opportunity Title:

National Paralysis Resource Center

Funding Opportunity Number:

HHS-2021-ACL-AOD-PRRC-0078

Primary CFDA Number:

93.325

Due Date for Letter of Intent:

04/16/2021

Due Date for Applications:

05/29/2021

Date for Informational Conference Call:

04/13/2021

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

Executive Summary

Additional Overview Content/Executive Summary

ACL intends to award funds over the next five years to support one (1) National Paralysis Resource Center (NPRC) that will improve the health and quality of life of individuals living

with paralysis of all ages, their families, and their support system by raising awareness of and facilitating access to a broad range of services relevant to individuals with paralysis. Through the activities of the NPRC, individuals living with paralysis and their support networks will be empowered to have increased confidence and independence, stronger support networks, and increased opportunities to be valued participants in all aspects of community living. The NPRC will operate a national resource and information center; make subawards to nonprofit community-based organizations that provide long-term services and supports to people living with paralysis; conduct promotional activities and outreach; increase support and resources available to people living with paralysis, their families and caregivers; and evaluate the activities of the Center using a variety of data, including performance measures. All activities funded under this grant will promote greater independence, equality, choice, and control for individuals living with paralysis and to help them more fully integrate into their communities.

I. Funding Opportunity Description

A. Purpose / Statement of Need

Finding and accessing the right long-term services and supports can be a daunting task for individuals with paralysis and their families – ultimately leading to increased healthcare costs and loss of independence. Individuals trying to access information on paralysis frequently find themselves confronted with a bewildering maze of organizations and scientific jargon at a time when they are the most vulnerable or in crisis. This often results in individuals and families making decisions based on incomplete, and sometimes inaccurate, information about their options. Not having access to high quality information makes it difficult for individuals to make informed decisions about both their present and their future well-being, which may result in frustration, inappropriate care or equipment, negative health impacts, and increased costs. In addition, COVID-19 has compounded the negative impacts for everyone living with paralysis in multiple ways and on many levels, and when intersectionality is considered for multiply marginalized individuals, those impacts grow exponentially.

The purpose of the National Paralysis Resource Center (NPRC) is to improve the health and quality of life of individuals with all forms of *paralysis* of all ages, their families, and their support networks by raising awareness of and facilitating access to a broad range of services, tools, and opportunities available to such individuals. The NPRC currently funded by the Administration for Community Living (ACL) provides comprehensive information for people with spinal cord injuries, paralysis, and other mobility-related disabilities and their families. Available resources include information and referral by phone and email in multiple languages; a peer and family support mentoring program; a military and veterans program; multicultural outreach services; quality of life subawards; and a national website. As the number of individuals who live with paralysis increases and the cost of healthcare rises [1], it is important to ensure that these individuals have access to the most current, relevant information so that they can make informed choices regarding their physical and emotional health and overall quality of life to maximize living in the community.

Activities funded under this grant will ensure people living with paralysis, their families, and their support networks are empowered to live healthy and productive lives; encounter fewer environmental, social, and system barriers to healthy living and community participation;

experience increased self-confidence and independence; and experience increased opportunities to participate in all aspects of community living.

The NPRC will work with ACL and ACL-funded programs to remove environmental, social, and systems barriers to health and community living for individuals with paralysis, their families, and their support networks from all sectors. The NPRC will provide culturally competent national outreach to educate and enhance community living opportunities and share information and resources targeted to people of all ages and abilities with paralysis as well as outreach to traditionally unserved and underserved populations, including those from culturally and linguistically diverse backgrounds.

The NPRC will promote the philosophy of Independent Living, which stresses the importance of empowering individuals with disabilities to exercise full choice and control over their lives and to live independently in their communities with the appropriate services and supports. It is expected that the successful applicant will apply this philosophy to advance active, meaningful collaborations with a diverse array of stakeholders vested in independent living, self-advocacy, health, and wellness. Successful applicants also will provide evidence individuals with paralysis and other disabilities, including those from culturally and linguistically diverse backgrounds, will be actively and meaningfully engaged throughout all funded activities, including staffing, administration, and governance.

B. Program History / Background

The Administration for Community Living's mission is to maximize the independence, well-being, and health of older adults, people with disabilities across the lifespan, their families, and their support networks. The Administration for Community Living (ACL) was created around the fundamental principle that older adults and people of all ages with disabilities should be able to live where they choose, with the people they choose, and with the ability to participate fully in their communities. By funding services and supports provided by networks of community-based organizations and with investments in research, education, and innovation, ACL helps make this principle a reality for millions of Americans.

In 2009, Congress passed the Christopher and Dana Reeve Paralysis Act (CDRPA) (42 U.S.C. 284o, 280g-9, 284p) as part of the Omnibus Public Land Management Act (P.L. 111-11), which authorized a three-part effort to address the public health challenges posed by paralysis.[1] Subtitles A and B provided the National Institutes of Health (NIH) with authority to create paralysis research consortia and fund research into clinical rehabilitation intervention protocols. Subtitle C (42 U.S.C. 280g-9) gave the Secretary of Health and Human Services the authority to fund projects to improve the quality of life of individuals with paralysis. [2] The National Paralysis Resource Center (NPRC) is authorized under Subtitle C of the Act. The NPRC has worked with ACL to implement Subtitle C since 2014. [3]

The leading cause of paralysis according to a 2013 study was stroke, followed by spinal cord injury and multiple sclerosis [4]. Every year, more than 795,000 people in the United States have a stroke. More than a quarter of a million Americans are currently living with spinal cord injuries

(SCI) and there are an estimated 17,810 new spinal cord injuries every year in the United States. [5]

Secondary conditions from living with paralysis and other co-occurring disabilities have the potential to dramatically impact the health, emotional well-being, community participation, and the lives of individuals, families, and their support networks. For example, a common secondary condition for individuals with many forms of paralysis are pressure ulcers. Pressure ulcers are difficult to detect and expensive to treat. Each year in the U.S., 2.5 million pressure ulcers are treated in acute care settings. The estimated cost of treating pressure ulcers varies between \$50,000 and \$130,000 per person. [6]

The number of people who experience some form of paralysis continues to grow as a result of improved emergency and acute care. Medical advances and technology has come a long way in the last few decades with new procedures and devices that enable individuals with paralysis to live longer.

C. Major Activities

Applicants should provide an overall complete, well-designed plan for achieving the project purpose and goals that:

- Describes a multifaceted approach to disseminate, using culturally competent methods, current and accurate information in multiple formats and languages related to paralysis, secondary conditions, and resources available.
- Proposes strategies and approaches to carrying out the activities – including technical assistance (TA) modalities, partnerships, and collaborations with key stakeholders from across the public and private sectors and diverse populations to fully address the key activities – that will ensure the greatest impact and benefit for people of all ages with paralysis, their families, and their support networks.
- Describes how they will incorporate the Independent living philosophy throughout their applications. The philosophy is built around consumer control, peer support, self-help, self-determination, equal access, and individual and system advocacy in order to maximize the leadership, empowerment, independence, and productivity of individuals with disabilities and the integration and full inclusion of individuals with disabilities into the mainstream of American society.
- Identifies specific steps the project will take to help achieve one or more of the following ACL goals:
 - Mitigating and overcoming the negative impact that the COVID-19 crisis has had and continues to have on people with paralysis
 - Working towards racial equity and addressing the impact of systemic racism
 - Supporting the economic recovery of communities and families

Applicants should also describe their experience and expertise in carrying out the activities described in this funding opportunity announcement and show evidence of the support and active involvement of a wide range of diverse stakeholders to fully achieve the desired outcomes.

There are 6 areas of required activities for the NPRC:

1. Operating and Enhancing a National Resource and Information Center
2. Making Subawards to Improve the Quality of Life of Americans with Paralysis
3. Conducting Promotional Activities and Outreach
4. Increasing Support and Resources Available to People with Paralysis, their Families, and their Support Networks
5. Collaborating and Partnering with Other Organizations, Agencies, and Programs
6. Measuring Performance

In addition, the NPRC is required to embed culturally competent practices throughout all activities of the Center.

1. Operating and Enhancing a National Resource and Information Center:

ACL intends that the National Paralysis Resource Center will be a trusted, nationally recognized entity that individuals with paralysis, their families, and their support networks can rely on for the best, most up-to-date information and resources.

The NPRC will:

- Gather and translate information and resources into multiple languages as well as research to practice. Information and resources, including research translation, will be current and relevant to the stakeholders needs.
- Continually expand the resources and tools available to individuals and families looking for information about living well with any type of paralysis. The grantee will also provide real time access to information specialists and subject matter experts in multiple languages.
- Seek feedback from people with lived experiences throughout the application and program development process to ensure the information being developed or provided meets the needs of individuals living with paralysis in a meaningful way and includes individuals from underserved or unserved populations.
- Operate and maintain a robust national website containing readily accessible, culturally competent, person-centered, high-quality information and resources about paralysis, spinal cord injuries, and secondary conditions. ACL believes that individuals with paralysis, their families, and their support networks should have a website where they can find a wide array of helpful information specific to their situation at any time. Applicants will demonstrate in their applications that they have experience creating a national website and a strong social media presence within the paralysis community. The website and all the resources available on the website must be 508 compliant and in plain language. Applicants must describe how they will separate and distinguish the web presence of the grantee organization and that of the resource center. The resource center must be branded so that it is clear to the public and others that it was developed with the support of ACL and that ACL and the grantee have entered into a cooperative agreement.

- Develop informational products, resource mapping, toolkits, and/or software that might be helpful to people with paralysis. The NPRC will also make use of on-line support communities such as blogs, webinars, and other opportunities available via social media in order to reach across the nation with useful information.

2. Making Subawards to Improve the Quality of Life of Americans with Paralysis:

The lack of current opportunities to increase independence, self-confidence, or environmental access for people with paralysis can be challenging. The NPRC will provide at least 35 percent of the total awarded federal funds as Quality of Life subawards to nonprofit community-based organizations that provide long-term services and supports to people with paralysis and other disabilities, their families, and their support networks.

The purpose of these subawards is to promote greater independence and increased choice and control for individuals with paralysis to help them more fully integrate into their communities and enhance full participation, independent living, self-sufficiency, equality, and equity. This activity is intended to recognize and support organizations that assist individuals with paralysis, their families, and their support networks in ways that increase independence, provide social and education opportunities, and increase access to needed services and/or supports. The NPRC will focus its efforts on at least four priority areas of need for people with paralysis across the country based on evidence of national need.

Examples of priority areas of need:

- Outreaching to unserved and underserved communities in rural areas;
- Improving accessibility to services and supports;
- Providing assistive technology;
- Expanding career path employment opportunities;
- Facilitating nursing home transitions;
- Equipping children, youth, and young adults with the knowledge, skills, resilience, opportunities, and supports to succeed in school, college, careers, and life;
- Investing in identifying and meeting the needs of individuals with paralysis who are unserved or underserved;
- Establishing creative transportation options;
- Supporting families and support networks;
- Mitigating and overcoming the negative impact that the COVID-19 crisis has had and continues to have on people with paralysis;
- Working towards racial equity and addressing the impact of systemic racism;
- Supporting the economic recovery of communities and families; and
- Facilitating access to integrated or specialized recreation.

2.1 Subaward Strategy Requirements

Applicants for the NPRC should describe in detail how they will conduct a national competitive subaward program that incorporates the following criteria:

- a. The grantee must issue a minimum of 35 percent of the total federal funds awarded through a competitive national subaward process.
- b. Subaward recipients must use subaward funds for programmatic capacity building activities that further subawardees' ability to improve or increase culturally competent services and/or supports to individuals with paralysis, their families, and their support networks.
- c. The subaward application process must be completely open without any projects being pre-selected or otherwise given a competitive advantage or discriminated against.
- d. The proposed outreach activities for subaward applications must be broad and inclusive of a range of organizations that serve people with paralysis, including both secular and faith-based nonprofit organizations and organizations from culturally and linguistically diverse populations.
- e. The proposed outreach activities must reach unserved and underserved populations, especially in rural areas.
- f. The grantee will provide follow-up technical assistance to the organizations receiving subawards in order to maximize the impact of the subawards.
- g. Subaward amounts will be appropriate to the projects and needs expressed by the subaward applicants.
- h. The grantee will make subawards available to organizations interested in serving people with paralysis as well as organization and agencies with a history of providing services and supports to individuals with paralysis, their families, and their support networks in order to help them live more independently, more fully integrate into their communities (for example, through transitions from institutions back into the community or by providing transportation and employment opportunities), and alleviate burnout on the part of their families and others who assist them.
- i. The grantee will make subawards available to organizations to address the impact of and recovery from the COVID-19 pandemic for individuals living with paralysis, their families, and their support networks.
- j. All subawards will promote greater independence, equality, choice, and control for individuals with paralysis and help them more fully integrate into their communities.
- k. The grantee will not require subaward applicants to provide matching funds and will not give a preference in the selection process to any subaward applicant who does.
- l. The grantee must make subawards to agencies or organizations that serve people with paralysis living in the United States.
- m. The grantee will not provide subaward recipients with a second subaward in the same tier or category of grants for the duration of the NPRC five-year grant period if multiple categories are planned. The grantee may continue to provide technical assistance to these organizations.
- n. Subawardees must expend their subawards within a prescribed period of time not to exceed 24 months.
- o. Subawardees may not use funds to provide medical services or direct fundraising activities.
- p. The grantee must make subawardees aware that the NPRC is accountable for all federal grant funds, including all subawards provided under the grant program.

- q. The grantee must have a process to monitor subaward recipients to ensure the subawards are used for the intended purposes of this program and that expenditures comply with both program and federal regulations.
- r. The grantee must have a process for how it will provide TA to subawardees and report on subaward activities.

3. Conducting Promotional Activities and Outreach:

Individuals and service providers need to know where they can find and access services and supports for individuals with paralysis, their families, and their support networks. Applicants should describe how they will co-brand the NPRC jointly with ACL and develop and carry out a marketing plan to increase awareness and usage of the NPRC among professionals in the field of paralysis, individuals with paralysis, families, support networks, and the general public by:

- Promoting awareness and usage of the NPRC among service providers within ACL's disability and aging networks and other national and community-based organizations vested in serving people of all ages living with any type of paralysis.
- Identifying opportunities and submitting proposals for presentations at national and local major meetings/conferences for disabilities and aging services professionals and people with paralysis and other disabilities, relevant to the specific goals / outcomes of the project.
- Ensuring the marketing plan and its implementation includes a wide variety of strategies to promote and market the NPRC to consumers from traditionally unserved or underserved communities, including rural communities and culturally and linguistically diverse populations.
 - A non-exhaustive list of possible underserved individuals includes those who are: veterans; children and youth; older adults; incarcerated or formerly incarcerated individuals; racial and ethnic minorities; native and tribal populations; rural populations; individuals with substance use disorders; homeless individuals; persons who are lesbian, gay, bisexual and transgender (LGBT); survivors of domestic or other forms of violence; individuals who are uninsured or underinsured; and individuals with co-occurring developmental, intellectual, physical, psychiatric, sensory, or emerging disabilities.

4. Increasing Support and Resources Available to People with Paralysis, Their Families, and Their Support Networks:

Finding the right supports and resources can be challenging to individuals and their families seeking information. Peer mentoring has proven to have positive outcomes and provides the most direct and beneficial way to assist those living with paralysis, their families, and their support networks. The assistance and guidance from someone who has "been there and done that" and has a similar type of paralysis does much to encourage and empower the newly paralyzed, as well as for the person transitioning through the various stages of living with paralysis.

- Applicants should propose how they will operate culturally competent peer programs to provide support, information, and resources to those living with paralysis, their family

members, and their support networks nationally. Applicants must recruit peers who have lived experience and come from diverse backgrounds from across the country.

- Applicants should describe how they will develop and provide peer program resources and supports to individuals living with paralysis, their families and support networks during and after the COVID-19 pandemic, especially in rural areas and with unserved and underserved populations.
- Applicants should also describe how they will measure the impact of the peer program on both the peer mentors and those living with paralysis, their families, and their support networks.

5. Collaborating and Partnering with Other Organizations, Agencies, and Programs:

Collaboration and partnership will be critical for the success of the NPRC. Applicants should have strong partnerships with agencies and organizations vested in working with and serving people with paralysis. Applicants should describe the organizations they are partnering with and how they will reach out to, partner, and collaborate with other agencies and organizations that have similar goals, policy initiatives, and social practice. ACL funds many initiatives that naturally work together and could be strong community partners for the applicant. Applicants should describe their collaborative efforts with ACL's disability and aging programs as well as with other federally funded programs such as, but not limited to, the ones listed below.

- [Assistive Technology](#)
- [The Centers for Independent Living](#)
- [Area Agency on Aging](#)
- [The No Wrong Door \(NWD\) System](#)
- [State Lifespan Respite Grant Program](#)
- [The Veteran Directed Care Program](#)
- [NIDILRR's Model Systems](#) 14 Centers
- [NIDILRR's Model Systems Knowledge Translation Center](#)
- [National Network of University Centers for Excellence in Developmental Disabilities Education, Research & Service](#) (UCEDDs)
- [Long Term Care Ombudsman Program](#)
- [Self Advocacy Resource and Technical Assistance Center](#) (SARTAC)
- [Alternatives to Guardianship Youth Resource Center](#)
- The Strengthening Aging Services for Minority Populations Through Technical Assistance, Resource Development, and Program Coordination grantees:
 - [Services and Advocacy for GLBT Elders \(SAGE\)](#)
 - [National Caucus and Center on Black Aging \(NCBA\)](#)
 - [National Indian Council on Aging \(NICOA\)](#)
 - [MHP Saludhttps://mhpsalud.org/](https://mhpsalud.org/)
 - [National Asian Pacific Center an Aging \(NAPCA\)](#)

Provision of funding for subcontracts to carry out specific activities is permissible.

6. Performance Measurement and Evaluation:

The awardee will collect and report on both outputs and outcomes in the semi-annual performance progress reports. Applicants will describe how they will use process evaluation techniques to analyze delivery of project activities to determine, among other things: (a) the extent to which the project is implemented as planned, (b) how the project activities are being received, (c) the barriers to implementation, and (d) areas for project improvements/refinements. Applicants will also describe how they will use summative evaluation techniques to determine project success in meeting the intended outcomes of the project in terms of:

- An increase in knowledge related to disability, personal needs, and healthcare services;
- An increase in customer satisfaction of I&R services (e.g., online resources, website navigation, etc.);
- An increase in the availability of reliable information to people with paralysis, their families, and their support networks and to organizations serving people with paralysis, their families, and their support networks;
- An increase in outreach to diverse communities, including to individuals from culturally and linguistically diverse populations and individuals in a variety of geographic areas across the US and its territories, including rural areas;
- An increase in self-confidence among people with paralysis;
- An increase in action by people with paralysis to meet their needs;
- An increase in self-determination of people with paralysis;
- A reduction in the barriers for people with paralysis;
- An increase in the delivery of quality education and support services to people with paralysis; and
- An increase in the awareness of and the confidence in the NPRC as a recognized national resource for people with paralysis, their families, and their support networks and to organizations serving people with paralysis, their families, and their support networks.

In addition to their own evaluation efforts, the awardee will also participate in an external evaluation that ACL will conduct. The evaluation will include a process evaluation to document how the NPRC operates with a focus on inputs, activities, and outputs. It will also include an outcome evaluation to measure the extent to which the people and organizations served are meeting the goal of improving the quality of life for all people with paralysis and leveraging resources through collaboration. ACL expects the awardee to work with ACL's evaluation contractor to provide input into the evaluation design, identify data sources, provide data generated under this grant regarding outputs and outcomes, and facilitate contact with those served and other stakeholders to allow the evaluation contractor to collect follow up information about the sustainability of organizational changes and the longevity of changes in knowledge, skills, awareness, and behaviors among individuals. Applicants must include a definitive statement in their application regarding their commitment to participate and cooperate in this external evaluation.

D. Definitions

Paralysis – For purposes of this funding opportunity announcement and the activities of the

NPRC, “paralysis” refers to a range of disabling conditions due to stroke, spinal cord injury, multiple sclerosis, cerebral palsy, or any central nervous system disorder and results in difficulty or inability to move the upper or lower extremities.

Unserved and Underserved – A non- exhaustive list of possible underserved individuals includes those who are: veterans; children and youth; older adults; incarcerated or formerly incarcerated individuals; racial and ethnic minorities; native and tribal populations; rural populations; individuals with substance use disorders; homeless individuals; persons who are lesbian, gay, bisexual and transgender (LGBT); survivors of domestic or other forms of violence; individuals who are uninsured or underinsured; and individuals with co-occurring developmental, intellectual, physical, psychiatric, sensory, or emerging disabilities.

References:

1. United States. Congress. House. Committee on Energy and Commerce. Christopher and Dana Reeve Paralysis Act: Report (To Accompany H.R. 1727) (Including Cost Estimate of the Congressional Budget Office). Volume 110, Issue 378 of Report. U.S. Government Printing Office, <http://www.gpo.gov/fdsys/pkg/CRPT-110hrpt937/html/CRPT-110hrpt937.htm>; 2007. Accessed 09.07.13.
2. Christopher and Dana Reeve Paralysis Act. Centers for Disease Control and Prevention:10. Disability and Health Program. Available at: <http://www.cdc.gov/ncbddd/disabilityandhealth/programs.html>; 2013. Accessed 9.07.13.
3. Consolidated Appropriations Act of 2014
4. Research & Practice: Prevalence and Causes of Paralysis—United States, 2013 Brian S. Armour, PhD, Elizabeth A. Courtney-Long, MA, MSPH, Michael H. Fox, ScD, Heidi Fredine, MPH, and Anthony Cahill, PhD (Am J Public Health. Published online ahead of print August 23, 2016: e1–e3. oi:10.2105/AJPH.2016.303270) accessed 12-8, 2017
5. National Spinal Cord Injury Statistical Center (2020). Facts and Figures at a Glance. Birmingham, AL: University of Alabama at Birmingham, 2020. <https://www.nscisc.uab.edu/Public/Facts%20and%20Figures%202020.pdf>
6. Brem, H, Maggi, J, Nierman, D, et al. (2010). The high cost of stage IV pressure ulcers. The American Journal of Surgery. 200(4): 473-477

Statutory Authority

Sec. 14301 of the Omnibus Public Land Management Act of 2009 (Christopher and Dana Reeve Paralysis Act) and Sec. 317 of the PHSA. Also, 42 USC 280g-9: Programs to improve quality of life for persons with paralysis and other physical disabilities.

II. Award Information

Funding Instrument Type:
CA (Cooperative Agreement)
Estimated Total Funding:
\$ 43,500,000

Expected Number of Awards:

1

Award Ceiling:

\$ 8,700,000

Per Budget Period

Award Floor:

\$ 8,700,000

Per Budget Period

Length of Project Period:

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

Additional Information on Project Periods and Explanation of 'Other'

The terms and conditions for this cooperative agreement are as follows and will be incorporated by reference in the Notice of Award (NOA).

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

1. Perform the day-to-day federal responsibilities of managing a grant initiative and work with the grantee to ensure that the minimum requirements for the grant are met. Conduct monthly conference calls to ensure goals and objectives are being met.
2. Work cooperatively with the grantee to clarify the programmatic and budgetary issues to be addressed by the grantee's project, and, as necessary, collaborate with grantee to achieve a mutually agreed upon solution to any needs identified by the grantee or ACL.
3. Share information with the grantee about other federally sponsored projects and other activities relevant to the interests of the NPRC grantee and their activities.
4. Work with the grantee on the development and implementation of performance measures and quality assurance systems to ensure that performance is measured and continuous improvement occurs.
5. Provide technical advice on grantee work products to ensure they are accurate, objective, unbiased, and of high professional quality, and that they do not violate federal, departmental, or agency grant rules.
6. Attend and participate in major project events as appropriate.

The grantee will agree to execute the responsibilities of the cooperative agreement outlined below:

1. Fulfill all of the requirements of the grant initiative as detailed in this program announcement.
2. Collaborate with ACL on any in-scope modifications and execution of the work plan initially within 45 days of the award.
3. Document the impact of overall project activities and ensure quality assurance systems are in place.
4. Share information with ACL, the ACL contract evaluators, the paralysis/disability networks, national, state and local partner organizations, and other entities as appropriate.

5. Work with the ACL NPRC program project officer to evaluate performance results reported semi-annually and jointly develop strategies to address those areas requiring improvement.
6. Submit resumes of potential key staff hires as detailed under HHS grants prior approval requirements.
7. Report semi-annually on project accomplishments, challenges, and progress towards measurable objectives.
8. Work with ACL NPRC project officer to brand the NPRC in such a way that appropriately recognizes and acknowledges ACL's financial contributions to NPRC activities.
9. Acknowledge that the Government retains all rights to all data and reports compiled as a result of this grant and agree that no information furnished to or generated by the grantee in the performance of this grant shall be released to the public by the grantee without the prior approval of the project officer.

Once a cooperative agreement is in place, requests to modify or amend it or the work plan may be made by ACL or the awardee at any time as long as it stays within the original confines of the proposed project description. Major changes may affect the integrity of the competitive review process. Modifications and/or amendments of the cooperative agreement or work plan shall be effective upon the execution of an award notice. When an award is issued, the cooperative agreement terms and conditions from the program announcement are incorporated by reference 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.

III. Eligibility Information

1. Eligible Applicants

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

2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:

No

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

For awards that do not require matching or cost sharing by statute, recipients are not expected to provide cost sharing or matching. However, recipients are allowed to voluntarily propose a commitment of non-federal resources. If an applicant decides to voluntarily contribute

non-federal resources towards project costs and the costs are accepted by ACL, the non-federal resources will be included in the approved project budget. The applicant will be held accountable for all proposed non-federal resources as shown in the Notice of Award (NOA). **A recipient's failure to meet the voluntary amount of non-federal resources that was accepted by ACL as part of the approved project costs and that was identified in the approved budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria

Applications that do not demonstrate the following essential element will not be considered for funding:

- Documented commitment to solicit, select, and make subawards totaling at least 35% of the total annual federal award.

Application Screening Criteria

All applications will be screened to assure a level playing field for all applicants. Applications that fail to meet the four 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 <https://www.grants.gov> by 11:59 p.m., Eastern Time, by the **due date listed in section IV.3 Submission Dates and Times**.
2. The Project Narrative section of the Application must be **double-spaced**, on 8.5" x 11" plain white paper with **1" margins** on both sides, and a **standard font size of no less than 11 point, preferably Calibri or Arial**.
3. The Project Narrative must not exceed 55 pages. **Project Narratives that exceed 55 pages** will have the additional pages removed and only the first 55 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. **NOTE:** The Project Work Plan, Letters of Commitment, Organizational Charts, and Resumes/Vitae of Key Project Personnel are not counted as part of the Project Narrative for purposes of the 55 page limit.
4. Applications must contain a budget request that is equal to or more than the "Award Floor" amount and not more than the "Award Ceiling" amount as found in Section II of this funding opportunity announcement.

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

IV. Application and Submission Information

1. Address to Request Application Package

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

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

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

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

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

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

- Note: Failure to submit the correct EIN Suffix can lead to delays in identifying your organization and access to funding in the Payment Management System.
- Effective October 1, 2010, HHS requires all entities that plan to apply for and ultimately receive federal grant funds from any HHS Operating/Staff Division (OPDIV/STAFFDIV) or receive subawards directly from the recipients of those grant funds to:

1. Register in SAM prior to submitting an application or plan;

2. Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
3. Provide its DUNS number in each application or plan to submit to the OPDIV.

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

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

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

Elizabeth Leef
Administration on Disabilities
Email: elizabeth.leef@acl.hhs.gov

2. Content and Form of Application Submission

Letter of Intent

Due Date for Letter Of Intent 04/16/2021

04/16/2021

Applicants are requested, but not required, to submit a letter of intent to apply for this funding opportunity to assist ACL in planning for the application independent review process. The purpose of the letter of intent is to allow our staff to estimate the number of independent

reviewers needed and to avoid potential conflicts of interest in the review. Letters of intent should be sent to:

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

U.S. Department of Health and Human Services
Administration for Community Living
Elizabeth Leef
Administration on Disabilities
Email: elizabeth.leef@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 Calibri or Arial. You can use smaller font sizes to fill in the Standard Forms and Sample Formats. The suggested length for the Project Narrative is 50 to 55 pages; 55 pages is the maximum length allowed. Project Narratives that exceed 55 pages will have the additional pages removed and only the first 55 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. The Project Work Plan, Letters of Commitment, Organizational Charts, and Resumes/Vitae of Key Personnel are not counted as part of the Project Narrative for purposes of the 55-page limit, but all of the other sections noted below are included in the limit.

The Project Narrative should provide a clear and concise description of your project. ACL recommends that your project narrative include the following components, which will be counted as part of the 55-page limit:

PROJECT NARRATIVE

Summary/Abstract
Statement of Need
Goals and Objectives
Proposed Approach
Special Target Populations
Outcomes
Project Management
Evaluation
Dissemination
Organizational Capability

Summary/Abstract

Include in this section a brief (265 words maximum) description of the proposed project that includes the project's goals, objectives, outcomes, overall approach (including target population

and significant partnerships), anticipated outcomes, and products to be developed.

Statement of Need

Use this section to demonstrate the nature and scope of the particular need for assistance, in both quantitative and qualitative terms.

Goals and Objectives

Use this section to describe the project's goals and major objectives. A work plan with a timeline of activities should be included. The Project Work Plan should reflect and be consistent with the Project Narrative and Budget and should cover all five (5) years of the project period. It should include a statement of the project's overall goal, anticipated outcome(s), key objectives, and the major tasks / action steps that will be pursued to achieve the goal and outcome(s). For each major task / action step, the work plan should identify timeframes involved (including start- and end-dates), and the lead person responsible for completing the task.

Proposed Approach

Use this section to provide a clear and concise description of the approach you propose to use and the problems you proposed in the "Statement of Need." Also, describe the rationale for using the particular approach, including factors such as: "lessons learned" for similar projects previously tested in your community, or in other areas of the country; factors in the larger environment that have created the "right conditions" for the intervention (e.g., existing social or economic factors that you'll be able to take advantage of, etc.). Also, note the major barriers you anticipate and your strategies to overcome them. Be sure to describe the makeup of any strategic partnerships and the role they will play in your project.

Special Target Populations

In this section, describe how your project will target underserved populations. A non-exhaustive list of possible underserved individuals include those who are: veterans; children and youth; older adults; incarcerated or formerly incarcerated individuals; racial and ethnic minorities; native and tribal populations; rural populations; individuals with substance use disorders; homeless individuals; persons who are lesbian, gay, bisexual and transgender (LGBT); survivors of domestic or other forms of violence; individuals who are uninsured or underinsured; and individuals with co-occurring developmental, intellectual, physical, psychiatric, sensory, or emerging disabilities.

Outcomes

In this section, clearly identify the measurable outcome(s) that will result from your project. If you use the optional work plan grid found in the Appendix section at the end of this funding announcement, list your measurable outcomes in the grid in addition to including them in the narrative. Also, describe how the project's findings might benefit the field at large, (e.g., how the findings could help other organizations address the same or similar problems in their communities.) Please keep the focus of this section on describing what outcome(s) will be

produced by the project and use the “Evaluation” section below to describe how the outcome(s) will be measured and reported.

A “measurable outcome” is an observable end-result that describes how a particular intervention benefits consumers, communities, organizations, and/or systems. Possible outcomes relevant to this award include, but are not limited to, increased awareness of services among people with paralysis, their support networks, service providers and the general public; improved access to services; increased ability, among the target population, to make informed choices regarding their health and quality of life; reductions in barriers to health; expanded base of knowledge about health promotion strategies for those with paralysis; improved physical and emotional health among those served; and increased information sharing among service providers and other related organizations. A measurable outcome is not a measurable “output”, such as: the number of clients served; the number of training sessions held; or the number of service units provided.

Project Management

Use this section to delineate the roles and responsibilities of project staff, consultants, and partner organizations. Describe how they will contribute to achieving the project’s objectives and outcomes. Clearly specify who will have day-to-day responsibility for key tasks such as: leadership of project; monitoring the project’s on-going progress (i.e., measure of performance towards the goals); preparation of reports; and communications with partners and ACL. Also, describe the approach you will use to monitor and track progress on the project’s tasks and objectives. A logic model may be attached to assist reviewers in visualizing how the various program components will work together to achieve the goals and outcomes.

Evaluation

Use this section to describe the specific outcomes (e.g., changes in clients, organizations, and/or communities) you expect as a result of your proposed project. Describe the method(s), techniques, and tools you will use to: 1) determine whether the project achieved its anticipated outcome(s), and 2) document the “lessons learned” – both positive and negative – from the project that will be useful to people interested in replicating your project, if it proves successful. The applicant should describe how they will work with ACL’s evaluation contractor as described in Section I to provide input into the new evaluation design.

Dissemination

Use this section to describe how you will disseminate the project’s results and findings to others who might be interested, particularly those who are interested in replicating the project in whole or in part. Include details in how you will do this in a timely manner and in easily understandable formats.

Organizational Capability

Use this section of your application to describe the capability and capacity of the applicant and any partner organizations that will have a significant role in implementing the project and/or achieving the project goals. Include resumes/vitae for key project personnel. Describe the

organization of the applicant agency (or the particular division of a larger agency that will have responsibility for this project), the nature and scope of its work, and its capacity. Also, include a description of the organization's capability to sustain some or all project activities after federal financial assistance has ended.

NOTE: Resumes/vitae for project staff along with any organizational charts do not count toward the Project Narrative page limit.

BUDGET NARRATIVE/JUSTIFICATION

For the Budget Narrative/Justification, you may use the "Budget Narrative/Justification – Sample Format" found in the Appendix section at the end of this funding announcement. Applicants are encouraged to pay particular attention to this format, which provides an example of the level of detail ACL is looking for. ACL requires that you submit a combined multi-year Budget Narrative/Justification covering the life of the grant as well as a detailed Budget Narrative/Justification for each year of potential grant funding.

PROJECT WORK PLAN

Your Project Work Plan should reflect and be consistent with the Project Narrative and Budget Narrative/Justification. In your Project Work Plan, include a statement of the project's overall goal, the anticipated outcome(s), the key objectives, and the major tasks / action steps that you will undertake to achieve the goal and outcome(s). For each major task / action step in the Project Work Plan, identify timeframes involved (including start- and end-dates) and the lead person responsible. You may use the "Project Work Plan - Sample Template" format found in the Appendix section at the end of this funding announcement as a reference and resource.

LETTERS OF COMMITMENT FROM KEY PARTICIPATING ORGANIZATIONS AND AGENCIES

In this part of your application, include confirmation of the commitments to the project (should it be funded) made by key collaborating organizations and agencies. Any organization you name in your application as having a significant role in carrying out the project should be considered an essential collaborator. For applications submitted electronically via <http://www.grants.gov>, scan and include signed letters of commitment as attachments. If you are unable to scan the signed letters of commitment, you may fax them to the ACL Office of Grants Management at 202-357-3467 by the application submission deadline. In your fax, be sure to include the funding opportunity number and your agency/organization name.

3. Submission Dates and Times

Number Of Days from Publication 60

05/29/2021

Date for Informational Conference Call:

04/13/2021

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

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

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

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

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

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

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

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

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

A pre-application teleconference will be offered Tuesday April 13, 2021 1:00 pm (1 hour) Eastern Standard Time for this announcement. The purpose of this teleconference is to review the program announcement.

- Meeting Server Main Number: 877-414-5575
- Access Code: 5813184

4. Intergovernmental Review

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

5. Funding Restrictions

The following activities are not fundable:

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

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

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

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

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

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

6. Other Submission Requirements

Letters of intent should be emailed to Elizabeth Leef at elizabeth.leef@acl.hhs.gov.

V. Application Review Information

1. Criteria

An independent review panel will evaluate and score applications by assigning a maximum of 100 points across the following review criteria:

- A. Project Relevance & Current Need (10)
- B. Approach (30)
 - 1. Goals and Objectives (5)
 - 2. Work Plan/Management Plan (10)
 - 3. Collaboration and Partnerships (10)
 - 4. Underserved Populations (5)
- C. Budget (10)
- D. Project Impact (30)
 - 1. Project Outcomes (12)
 - 2. Dissemination (10)
 - 3. Project Evaluation (8)
- E. Organizational Capacity (20)
 - 1. Documented National and Local-level Capacities (10)
 - 2. Project Staffing and Qualifications (10)

A. Project Relevance & Current Need

Maximum Points: 10

To what extent does the application:

- Describe and document the current status of the field, including the key problems and special populations to be addressed, and the degree to which the proposed activities will help to advance it?
- Contain a justification of the proposed activities using the most recent relevant and available information and knowledge?
- Clearly and adequately describe how the proposed project responds to the six required activities as described in the funding opportunity announcement in Section 1.C.?

B. Approach

Maximum Points: 30

1. Goals and Objectives (5 points)

To what extent does the application:

- Describe a programmatic approach with goals and objectives that are responsive to and align with the six required areas of activity and the desired outcomes described in Section I.C. of this funding announcement?

- Identify specific steps the project will take to help achieve one or more of the ACL goals mentioned in Section I.C. (i.e., addressing the impact of COVID-19, working towards racial equity, and supporting economic recovery)?
- To what extent are the applicant's subaward strategies in line with the requirements sought by ACL as described in Section I.C.2.1, Subaward Strategy Requirements?
- Describes how the applicant will separate and distinguish the web presence of the grantee organization and that of the resource center?

2. Work Plan/Management Plan (10 points)

To what extent does the application:

- Include a comprehensive and inclusive work plan covering all five years of the project that makes a clear connection between program activities and desired outcomes;
- Include sensible and feasible timeframes for the accomplishment of tasks presented;
- Clearly define the roles and responsibilities of project staff and other key partners and linked them to specific objectives and tasks?

3. Collaboration and Partnerships (10 points)

To what extent does the application:

- Describe a range of proposed collaborations and project partnerships with key stakeholders that can sufficiently meet the objectives of the project?
- Include letters of commitment from partnering organizations that express the clear commitment and areas of responsibility of those organizations, that are consistent with the work plan description of their intended roles and contributions, and that demonstrate their willingness and capacity to participate and contribute in a meaningful way?

4. Underserved Populations (5 points)

- To what extent does the application include underserved populations in its target population, including limited-English speaking populations, veterans, and others referenced in this funding opportunity announcement?

C. Budget and Budget Narrative/Justification

Maximum Points: 10

To what extent does the application contain a Budget and Budget Narrative/Justification that:

- Is clear and easy to understand; provides detailed justifications for the amounts requested, including a breakdown for each year of the potential funding as well as a combined 5-year budget; and is consistent with the work plan, the project narrative, and the objectives for each activity?
- Is reasonable and feasible with respect to the resources requested for each activity; outlines reasonable time commitments for the proposed project director and other key personnel that are sufficient to assure proper direction, management, and timely

completion of the project; proposes salaries for the project director and other key project personnel that are reasonable and justified?

- Demonstrates that at least 35 percent of the total federal funds requested will be provided as subawards to community-based nonprofit organizations?

D. Project Impact

Maximum Points: 30

1. Project Outcomes (12 points)

To what extent does the application:

- Describe expected project benefits and outcomes that are realistic and consistent with the objectives and the purposes of the six required activity areas and likely to significantly benefit the target audiences?
- Propose outcomes that are quantifiable, measurable, and consistent with the definition of a project outcome as contained in Section IV of this funding announcement?

2. Dissemination (10 points)

To what extent does the application:

- Include a dissemination plan that will ensure timely delivery of technical assistance activities, products, information, and other resources to designated audiences using multiple modalities including electronic, print, and web-based methods?

3. Project Evaluation (8 points)

To what extent does the application:

- Outline a reasonable and rigorous process evaluation plan to analyze how the project activities are delivered and to determine the extent to which the project is being implemented as planned, the barriers to implementation, and areas for project improvements/refinements.
- Outline a reasonable and rigorous summative evaluation plan to determine key successful features of the project and its outcomes, including the intended outcomes listed in Section I.C.6 of this funding announcement.
- Include a definitive statement committing the applicant to participate in and fully cooperate with ACL's external evaluation and describe how the applicant will work with the external evaluator?

E. Organizational Capacity

Maximum Points: 20

1. Documented National and Local-level Capacities (10 points)

To what extent does the application:

- Demonstrate the applicant's experience, capacity, and expertise to carry out the desired activities as outlined in the funding announcement at the national, regional, and local levels?
- Demonstrate the applicant's expertise and an established history / relationships of working collaboratively with entities that serve people with paralysis?
- Describe, display, and explain the proposed project's overall organizational structure and operations?

2. Project Staffing and Qualifications (10 points)

To what extent does the application:

- Describe proposed management and staffing patterns that are clearly connected to the project's design and proposed plan for implementation?
- Clearly demonstrate the applicant's capacity to operate a robust subaward program for disseminating subaward funds to organizations and agencies and to track and report on subawardee's use of funds?
- Demonstrate that the proposed project director(s), key staff, and consultants have the background, experience, and other qualifications required to carry out their designated roles?
- Demonstrate that the time commitment of the proposed director and other key project personnel is sufficient to assure proper direction, management, and timely completion of the project?

2. Review and Selection Process

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

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

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

3. Anticipated Announcement Award Date

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

The anticipated project period start date for this announcement is: 07/01/2021

VI. Award Administration Information

1. Award Notices

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

2. Administrative and National Policy Requirements

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

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

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

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

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

3. Reporting

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

4. FFATA and FSRS Reporting

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

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

VII. Agency Contacts

Project Officer

First Name:

Elizabeth

Last Name:

Leef

Phone:

(202) 475-2482

Office:

(202) 475-2482

Grants Management Specialist

First Name:

Sherlonda

Last Name:

Blue

Phone:

202-795-7310

Office:

202-795-7310

VIII. Other Information

Application Elements

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

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

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

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

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

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

Appendix

Accessibility Provisions for All Grant Application Packages and Funding Opportunity Announcements

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

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

culturally and linguistically appropriate services, recipients should review the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care at <https://minorityhealth.hhs.gov/omh/browse.aspx?lvl=2&lvlid=53>.

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

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

Instructions for Completing Required Forms

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

a. Standard Form 424

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

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

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

- New
- Continuation
- Revision

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section A - Budget Summary

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

Section B - Budget Categories

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

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

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

Section C - Non-Federal Resources

Column A: Enter the federal grant program.

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

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

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

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

Section D - Forecasted Cash Needs

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

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

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

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

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

Column A: Enter the federal grant program

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

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

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

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

Section F – Other Budget Information

Line 21: Enter the total Indirect Charges

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

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

Separate Budget Narrative/Justification Requirement

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

c. Standard Form 424B – Assurances (required)

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

d. Certification Regarding Lobbying (required)

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

Proof of Nonprofit Status (as applicable)

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

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

Indirect Cost Agreement

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

Budget Narrative/Justification- Sample Format

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

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

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

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

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

Budget Narrative/Justification - Sample Template

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

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

Supplies					
Contractual					
Other					
Indirect Charges					
TOTAL					

Project Work Plan - Sample Template

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

Goal:

Measurable Outcome(s):

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

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

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

Instructions for Completing the Project Summary/ Abstract

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

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

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

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

Products - materials, deliverables.

- A model abstract/summary is provided below:

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

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