

Administration for Community Living

Administration on Aging

Grants to Enhance State Adult Protective Services FY2021
HHS-2021-ACL-AOA-EJSG-0042
06/01/2021

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ACL Center:
Administration on Aging

Funding Opportunity Title:
Grants to Enhance State Adult Protective Services FY2021

Funding Opportunity Number:
HHS-2021-ACL-AOA-EJSG-0042

Primary CFDA Number:
93.747

Due Date for Letter of Intent:
Date will be generated on synopsis publication

Due Date for Applications:
06/01/2021

Date for Informational Conference Call:
04/14/2021

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

The Grants to Enhance State Adult Protective Services demonstration provides states funding to enhance their APS systems statewide, to include innovations and improvements in practice, services, and data collection and reporting. The FY2021 opportunity is a pilot/demonstration to identify effective strategies and solutions that are expected to maximize the impact of direct home-and community-based social, health, and mental/behavioral health services for APS clients impacted by the opioid epidemic. Applications are sought from the state government offices that administer the state's adult protective services and/or elder protective services program. Available funding for this opportunity ranges from a minimum of $250,000 to a maximum of $1,000,000 for a 2-year (24 month) budget and project period.

Informational Call Dial In: (4/14/21 at 2pm ET)
Meeting link: https://hhs.webex.com/hhs/j.php?MTID=m108d4a02237e1f5ddb61252e44245523
Meeting number: 199 114 6724
Password: 8mgDwcXpY36
Join by phone +1-415-527-5035 US Toll
Access code: 199 114 6724

I. Funding Opportunity Description

Background

In 2009, deaths from drug overdose, including heroin and prescription opioids, surpassed motor

vehicle crashes as the leading cause of injury death in the U.S., and numbers have continued to rise. From 2002-2014, the percentage of opioid misuse was the highest in the 18-25 year old age group. But during that time frame, we saw *a downward trend* in misuse among the 18-25 age group. However, with adults age 50+, we've seen concerning *upward trends* in percentage of opioid misuse – particularly in the 50-64 age range.

The nation's opioid crisis will not be solved unless we target all of the segments of society affected by opioid misuse. The impact of opioid misuse on older adults is multigenerational, and manifests in the following ways:

1. Dimension one, older adults who misuse opioids
    - The 50 and older age cohort is the only group to experience increases in opioid misuse from 2002-2011.[1]
    - Prescription opioids are more readily available and more often used in older adults than in younger adults. Between 1995-2010, there was almost 9-fold increase in opioid prescriptions in office-based medical visits by older adults. [2]
    - In 2015, as many as 30 percent of Medicare Part D enrollees received an opioid prescription.[3]
2. Dimension two, older adults who are being abused – financially and/or physically – by someone who is addicted to opioids and/or other substances
    - A recent meta-analysis of the literature on risk factors for experiencing elder abuse, neglect, or exploitation identified substance abuse by the abuser/perpetrator as a "strong" risk factor, "validated by substantial evidence."[4]
    - An example of a typical case is illustrated in Kentucky where a grandson financially exploited his grandfather by using his debit cards, checks, and credit cards as a means to fuel his addiction to heroin.
    - In both North Carolina and Kentucky one of the top characteristics that describes perpetrators of mistreatment of vulnerable older adults is substance abuse/misuse of opioids.
    - APS in Missouri reports another frequent example of a caregiver stealing the prescribed Hydrocodone while the older adult is asleep.
3. Dimension three, older adults who care for grandchildren whose parents are abusing opioids or other substances and are thus incapable of parenting.
    - "State child welfare systems have reported that they are experiencing an increase in families coming to their attention with substance use problems impacting their ability to safely parent."[5]
    - According to Generations United, 10 percent of children live with grandparents or other relatives[6], and for every 1 child in foster care there are 20 of children under 18 being raised by grandparents or other relatives *outside of* the foster care system.[7]

The Critical First Responder Role of Adult Protective Services (APS): For older adults, APS is the emergency service intervention, designed to remove immediate risks to safety and to assist in putting community support services in place to stabilize the home environment that further safeguards them from harm or repeated reoccurrences of abuse, neglect or exploitation.

APS programs already have the following advantages in terms of a rapid impact on the opioid crisis:

- APS is the direct, front-line, first responder emergency human and social service response system in every state for vulnerable and older adults experiencing abuse, neglect and exploitation (which includes self-abuse and neglect, such as substance and opioid abuse).
- APS is most often the first community agency to interact with older adults and adults with disabilities impacted by the opioid crisis.

The APS system addresses the direct intervention of abuse, arranges for home- and supportive-services (wrap around services) to address/remediate the abuse, and refers the abusers for treatment. However, APS cases involving opioids are increasing in both numbers and complexity, and include multigenerational problems and interventions. Focus groups conducted by the National Adult Protective Services Association revealed:

1. Opioid cases require at least 3x the amount of time to investigate than non-opioid related cases;
2. Opioid cases usually involve emergency affidavits or other court orders, additional assessments, extensive coordination with medical providers;
3. Opioid cases are more difficult to address because of the underlying medical need for pain meds balanced with the impacts of overmedication of both consumers and alleged perpetrators;
4. Opioid cases usually always involve more than 1 maltreatment type, including financial exploitation, physical abuse, and neglect;
5. Opioid cases are more difficult to resolve due to a lack of service resources specifically for APS clients.

Funding Description

The purpose of ACL's Grants to Enhance State Adult Protective Services (EJSG) is to strengthen and enhance state APS systems by promoting innovations and improvements in state APS practices, services, and data collection that are consistent with ACL's mission and incorporate a consumer-directed approach. That is, APS practice holds autonomy, self- determination, and self-direction as fundamental values, and APS interventions are rooted in people's strengths, assets, goals, culture, wishes, and expectations.

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

1. Improvements in the capacity of APS to serve and assist clients impacted by the opioid crisis, and;

2. Improvements in the state's ability to document and report to the National Adult Maltreatment Reporting System (NAMRS) case, client, and perpetrator data for opioid-related APS cases.

At the end of these grants, ACL anticipates the identification of effective strategies and solutions that maximize the impact of direct home-and community-based social, health, and mental/behavioral health services for APS clients impacted by the opioid epidemic, and that can be further replicated and tested in other communities and states.

Applicants should detail how they plan to address/explain the following (complete instructions on writing the project narrative can be found in Section IV.2):

- Challenges faced by the current APS system in handling/managing opioid-related cases
- Gaps in home-and community-based social, health, and mental/behavioral health services which hinder APS from securing adequate services for clients affected by opioid and other substance abuse
- Identification and targeting of the project to the most affected communities in their state
- Solutions that quickly fill identified needs and gaps
- The documentation and data collection tools to capture the characteristics of the cases served under this project and report to NAMRS
- The method/s that will be employed to successfully measure whether or not the project has achieved its proposed outcome(s) and the overall goal for this funding opportunity, and who will be responsible for carrying out the evaluation activities.

Applicants should also document how they will reflect ACL's commitment to advancing equity, racial justice, and equal opportunity, including ensuring that people from underrepresented and underserved communities are at the table to inform the work in the execution of their grant activities.

<u>Additional Information:</u>

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

(II.) Technical Assistance
Technical assistance to the grantees will be provided by ACL program staff via regular conference calls, email correspondence, webinars, and annual grantee meetings, and by ACL's

National APS Technical Assistance Resource Center (operated under a separate contract).

(III.) Key Personnel
All “key personnel” should be identified in the application and CVs/Resumes must be included for all persons identified as “key personnel.” Examples of key personnel include the project manager, principal investigator, and evaluator. Qualifications will be reviewed in the section of the project narrative for “key personnel.”

(IV.) Rights in Data
The following describes the HHS policies around "rights in data." These are included by reference in the conditions of the Notice of Award.
ACL understands that the outcomes and results from these demonstration grants may be such that the awardee would like to publish an article or report on the project’s results, or disseminate information in some other public way. Per the HHS Grants Policy Statement (January 1, 2007), page II-69: “In general, [grant] recipients own the rights in data resulting from a grant-supported project or program….[A]ny publications, data, or other copyrightable works developed under an HHS grant may be copyrighted without OPDIV prior approval.” That is, grantees under this funding opportunity do not need ACL approval to publish reports, articles, or other material about their projects. However, any published reports, articles, or other material must include the following disclaimer:
"This (activity/report/document/etc.) was supported, in part, by a grant (No. XX-xxxx) from the Administration for Community Living, U.S. Department of Health and Human Services (DHHS). Grantees carrying out projects under government sponsorship are encouraged to express freely their findings and conclusions. Therefore, points of view or opinions do not necessarily represent official Administration for Community Living or DHHS policy."

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

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

Citations

[1] Center for Behavioral Health Statistics and Quality. (May 11, 2017). A Day In The Life Of

Older Adults: Substance Use Facts. Rockville, MD: Substance Abuse and Mental Health Services Administration. Retrieved from: https://www.samhsa.gov/data/sites/default/files/repor t_2792/ShortReport-2792.html.
Center for Behavioral Health Statistics and Quality. (July 25, 2017). Opioid Misuse Increases Among Older Adults. Rockville, MD: Substance Abuse and Mental Health Services Administration. Retrieved from: https://www.samhsa.gov/data/sites/default/files/report_3186/Spotlight-3186.html.
[2] Frenk, S.M., Porter, K.S. and Paulozzi, L., 2015. Prescription opioid analgesic use among adults: United States, 1999-2012 (No. 2015). US Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Health Statistics.
[3] Olfson et al, 2013. National trends in the office-based prescription of schedule II opioids, Journal of Clinical Psychiatry, 74(9):932-9. doi: 10.4088/JCP.13m08349
[4] Pillemer,K; Burnes, D; Riffin, C; & Lachs, M. (2016). "Elder Abuse: Global Situation, Risk Factors, and Prevention Strategies", *The Gerontologist*, Volume 56, Issue Suppl_2, Pages S194–S205. Retrieved from: https://doi.org/10.1093/geront/gnw004
[5] National Advisory Committee on Rural Health and Human Services. (July 2016). Policy Brief: "Families in Crisis: The Human Service Implications of Rural Opioid Misuse." Retrieved from: https://www.hrsa.gov/advisorycommittees/rural/publications/opioidabuse.pdf
[6] Retrieved from: https://www.grandfamilies.org/Portals/0/State%20Fact%20Sheets/Grandfamilies-Fact-Sheet-United-States.pdf
[7] Retrieved from: https://dl2.pushbulletusercontent.com/Wh3lYAOmq4NrLDws2PdKX3njn_YmKi3Fx/17InLovingArms%28Infographic%29-Grandfamilies.pdf
[8] Pillemer, Karl; Burnes, David; Riffin, Catherine; Lachs, Mark. (2016). Elder Abuse: Global Situation, Risk Factors, and Prevention Strategies, *Gerontologist* 56 (Suppl_2):S194-S205.
[9] Giraldo-Rodriguez, L. & Rosas-Carrasco. (2013). Development and psychometric properties of the Geriatric Mistreatment Scal. Geriatrics & Gerontology International, 13, 466-474.
[10] Acierno et al., (2010). Prevelance and correlates of emotional, physical, sexual, and financial abuse and potential neglect in the United States: The National Elder Mistreatment Study. *American Journal of Public Health*, 100, 292-297.
[11] Cooney, C.;Howard, R.;& Lawlor, B. (2006). Abuse of vulnerable people with dementia by their carers: Can we identify those most at risk? International Journal of Geriatric Psychiatry, 21, 564-571.
[12] von Heydrich, L.; Schiamberg, L.; Chee G. (2012). Social-relational risk factors for predicting elder physical abuse: an ecological bi-focal model. *International Journal of Aging & Human Development*, 75, 71-94.

Statutory Authority

Title XX of the Social Security Act, Subtitle B, the Elder Justice Act of 2009, Section 2042, and Sections 411 and 751 of the Older Americans Act, as amended.

II. Award Information

Funding Instrument Type:

CA (Cooperative Agreement)

Estimated Total Funding:

$ 2,000,000

Expected Number of Awards:
3

Award Ceiling:
$ 1,000,000
Per Project Period

Award Floor:
$ 250,000
Per Project Period

Length of Project Period:
24-month project period with two 12-month budget periods

Additional Information on Project Periods and Explanation of 'Other'

For FFY 2021, ACL will make funding available through competitive grants to states to address any of the dimensions and challenges of the opioid crisis identified in the "Background" section. ACL expects to make up to three (3) awards, ranging from a floor of $250,000 to a ceiling of $1,000,000. This funding will cover a 2-year (or, 24 month) project period with two 12 month budget periods.

Applications are sought from the state government offices that administer the state's adult protective services and/or elder protective services program. Former and current APS Enhancement (EJSG) grantees **are** eligible to apply. Please note that funds awarded under this opportunity **cannot** be used to continue or carry out the same activities as under previous grants. Former and current grantees who apply must propose new activities that are unique and distinct from past activities and that are consistent with the guidelines provided in this funding opportunity.

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

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

The grantee agrees to execute the responsibilities outlined below:

1. Fulfill all of the requirements of the grant initiative as outlined in this program announcement, including carrying out project activities as reviewed, approved, and awarded.
2. Collaborate with the Administration for Community Living (ACL) in the execution of the work plan, and collaborate with ACL in understanding the programmatic and budgetary issues of the project.
3. Evaluate the activities of the grants, and provide recommendations to ACL on ways to enhance the demonstration.

4. Meet with the ACL project officer at least once each month, or at such other times as are agreed upon, to improve the effectiveness of the activities carried out under this Agreement.
5. Produce products and/or materials under this award that are accurate, objective, unbiased, and of high professional quality, and that do not violate federal, departmental, or agency grant rules. Before publicly disseminating materials developed under this grant, grantee will provide the ACL project officer a copy of the final product in order for the ACL project officer to have at least 15 business days to ensure the product meets the requirements set forth in the program announcement.
6. Include the following disclaimer on all products produced using grant funding: "This (activity/report/document/etc.) was supported, in part, by a grant (No. XX-xxxx) from the Administration for Community Living, U.S. Department of Health and Human Services (DHHS). Grantees carrying out projects under government sponsorship are encouraged to express freely their findings and conclusions. Therefore, points of view or opinions do not necessarily represent official Administration for Community Living or DHHS policy."

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

1. Perform the day-to-day federal responsibilities of managing grants and will work with the grantee to ensure that the minimum requirements for the grant are met.
2. Work cooperatively with the grantee to clarify the programmatic and budgetary issues to be addressed by the grantee project, and, as necessary, negotiate with grantee to achieve a mutually agreed upon solution to any needs identified by the grantee or ACL.
3. Assist the grantee project leadership in understanding the policy concerns and/or priorities of ACL, the Department of Health and Human Services, and the federal government by conducting periodic briefings and by carrying out ongoing consultations. ACL will also share information with the grantee about other federally sponsored projects and activities relevant to the interests of the grantee and grantee activities.
4. Provide technical advice to the grantee related to the fulfillment of the goals and objectives of this grant.
5. Provide technical advice on grantee work products to ensure they are accurate, objective, unbiased, and of high professional quality, and that they do not violate federal, departmental, or agency grant rules.
6. Before publicly disseminating materials developed under this grant, grantee will provide the ACL project officer a copy of the final product, and within 15 business days, the ACL project officer will provide guidance and feedback on whether the product meets the requirements set forth in the program announcement.

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

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

2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:
Yes

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.**

Under this ACL program, ACL will fund no more than 75% of the project's total cost, which means the applicant must cover at least 25% of the project's total cost with non-federal resources. In other words, for every three (3) dollars received in federal funding, the applicant must contribute at least one (1) dollar in non-federal resources toward the project's total cost. This "three-to-one" ratio is reflected in the formula included under Item 18 in the "Instructions for Completing Requested Forms." You can use this formula to calculate your minimum required match. A common error applicants make is to match 25% of the federal share, rather than 25% of the project's total cost.

There are two types of match: 1) non-federal cash and 2) non-federal in-kind. In general, costs borne by the applicant and cash contributions of any and all third parties involved in the project, including sub-grantees, contractors and consultants, are considered matching funds. Volunteered time and use of facilities to hold meetings or conduct project activities may be considered in-kind (third party) donations. Examples of non-federal cash match includes budgetary funds provided from the applicant agency's budget for costs associated with the project. ACL encourages you to not exceed the minimum match requirement. Applications with a match greater than the minimum required will not receive additional consideration under the review.

Match is not one of the responsiveness criteria as noted in Section III, 3 Application Screening Criteria.

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria
Applications that fail to meet the responsiveness criteria described below will not be reviewed and will receive no further consideration.

Applications that do not meet each of the following seven (7) responsiveness criteria will be administratively eliminated and will not be reviewed:

1. The applicant is authorized in state statute as the entity that has legal authority over the state's adult protective services, or elder protective services, and cites that legislative authority in the application.

2. The applicant is substantively and meaningfully involved in the activities of the project, and does not appear to be serving as a "conduit" or "pass through" for funding.

3. The application includes a plan to collect and transmit Case Component data to NAMRS from opioid-related cases served through this grant.

4. Letters of Commitment are included for agencies, organizations, consultants, or entities that are specifically named to carry out any aspect of the project, other than the applicant. The letters of commitment are on the letterhead of the committing entity, details the specific role and resources/activities that will be provided in support of the applicant's project, and are signed.

5. CVs/Resumes are included for each person identified as "key personnel."

6. Application includes a budget covering all 2 years (24 months)of the project.

7. Application includes a work plan covering all 2 years (24 months)of the project.

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

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

1. Applications must be submitted electronically via 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 Times New Roman or Arial**.
3. The Project Narrative must not exceed 25 pages. **Project Narratives that exceed 25 pages** will have the additional pages removed and only the first 25 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. **NOTE**: The Project Work Plan, Letters of Commitment, and Vitae of Key

Project Personnel are not counted as part of the Project Narrative for purposes of the 25-page limit.

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 containshttps://www.grants.gov tracking number. The Administration for Community Living will retrieve your application form fromhttps://www.grants.gov.

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

Elizabeth Petruy
Administration on Aging/Office of Elder Justice and Adult Protective Services
Phone Number: (202) 260-0868
E-mail: Elizabeth.petruy@acl.hhs.gov

2. Content and Form of Application Submission
Letter of Intent

Number Of Days from Publication 30

Date will be generated on synopsis publication
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 Petruy
Administration on Aging/Office of Elder Justice and Adult Protective Services
Phone Number: (202) 260-0868
E-mail: Elizabeth.petruy@acl.hhs.gov

Project Narrative

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

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

1. Project Relevance & Current Need
2. Approach
3. Special Target Populations and Organizations
4. Project Impact
5. Evaluation
6. Capacity

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

- Project Abstract
- Project Work Plan

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

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

Summary/Abstract

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

Project Relevance & Current Need

This section should describe, in both quantitative and qualitative terms, the current challenges that need to be addressed related to your state APS system's capacity/ability to serve/handle opioid-related cases, as well as how the current home-and community-based systems could better maximize positive outcomes for APS clients impacted by the opioid epidemic.

In this section, applications should describe the specific project goals for your project, and how they align with the overall goals ACL has identified for this grant program in Section I.

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

Approach

This section should convey how the applicant proposes to address the issues and achieve the goals identified in the "Project Relevance & Current Need" section.
Applications should provide a clear and concise description of the intervention. Applications should explain the rationale for using a particular approach, and present a clear connection between identified system gaps/needs and the proposed activities. Proposals should detail:

- What activities are proposed to achieve the identified goal/s and objective/s,
- Justification for the selected/proposed activities (why you think these are the best),
- How the proposed activities will be carried out,
- Specific partners and stakeholders key to the success and completion of the project, and

- How the proposed activities will improve the state's APS system related to cases involving opioids.

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

In addition to this narrative, applications are required to include a Project Work Plan covering all two (2) years of the proposed project. Please see the section below on "Work Plan" for guidance on developing the project work plan.

Special Target Populations and Organizations

This section should describe how you plan to involve organizations in a meaningful way in the planning and implementation of the proposed project. This section should also describe whether, and if so, how the proposed intervention will target disadvantaged populations, including limited-English speaking populations, those of greatest economic need and those of greatest social need.

Applicants should also document how they will reflect ACL's commitment to advancing equity, racial justice, and equal opportunity, including ensuring that people from underrepresented and underserved communities are at the table to inform the work in the execution of their grant activities.

Project Impact

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

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

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

In addition, the applicant should describe its plans to sustain the APS system enhancements after Federal financial assistance has ended, and the extent to which the demonstration could be expanded to other communities within the state.

Evaluation

This section of the project narrative should discuss the expected impact of your project, and how the proposed activities will improve outcomes for APS clients impacted by the opioid crisis within your state. Applications must clearly identify the measurable outcome(s) that will

result from the project. ACL will not fund any project that does not include measurable outcomes.

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

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

In addition, the applicant should describe its plans to sustain the APS system enhancements after Federal financial assistance has ended, and the extent to which the demonstration could be expanded to other communities within the state.

Capacity

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

- The entity's statutory and/or regulatory authority to operate/oversee the state's adult protective services and/or elder protective services program;
- The organization, nature, and scope of the entity's work;
- The capabilities of the applicant entity that will have responsibility for this project;
- Qualifications, capabilities, and relevant experience of all key project personnel identified as part of the project team (short Resumes/Vitae MUST be included for all key project staff); and
- The organization's capability to sustain some or all project activities after Federal financial assistance has ended.

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

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

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

Bibliography/Works Cited

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

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

Budget Narrative/Justification

Applicants requesting funding are REQUIRED to provide a detailed budget for EACH year of potential grant funding requested. For this funding opportunity, applicants must submit a budget for all two (2) years (24 months) of funding. The Budget Narrative/Justification can be provided using the format included in the document, "Budget Narrative/Justification – Sample Format." Applicants may also provide a budget narrative.

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

Work Plan

Although the Project Work Plan does not count towards the 25-page limit, a comprehensive and clear work plan is required for all applicants. The Project Work Plan should align directly with the Project Narrative and the Budget, and should cover all two (2) years (24 months) of the project period. You may use the attached "Project Work Plan - Sample Template" format as a reference and resource, if desired. The Work Plan should include:

a. The project's overall goal(s), anticipated outcome(s), key objectives, and the major tasks/action steps planned to achieve the goal and outcome(s)
b. Timeframes for each objective, task, and action step (including start- and end-dates),
c. The lead person(s) responsible for completing the task.

Letters of Commitment from Key Participating Organizations and Agencies

Letters of Commitment are **ONLY** required **IF** an organization, consultant, or entity has been specifically named to carry out any aspect of the project. The letters of commitment **MUST:**

- Be on the letterhead of the committing agency/entity
- Detail and specify the role and resources/activities that will be provided in support of the applicant's project, and
- Be signed (digital signature acceptable if validated).

For applications submitted electronically via http://www.grants.gov, signed letters of commitment should be scanned and included as attachments.

3. Submission Dates and Times

Due Date for Applications 06/01/2021

06/01/2021

Date for Informational Conference Call:
04/14/2021

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.

Informational Call Dial In: (4/14/21 at 2pm ET)
Meeting link: https://hhs.webex.com/hhs/j.php?MTID=m108d4a02237e1f5ddb61252e44245523
Meeting number: 199 114 6724
Password: 8mgDwcXpY36
Join by phone +1-415-527-5035 US Toll
Access code: 199 114 6724

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 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

V. Application Review Information

1. Criteria

Applications that meet the Responsiveness and Screening Criteria outlined in Section III.3 will be peer reviewed using the scoring criteria described below. Applications are scored by assigning a maximum of 100 points across the seven (7) review criteria.

1. Project Relevance & Current Need
2. Approach
3. Special Target Populations and Organizations
4. Project Impact
5. Evaluation
6. Capacity
7. Budget

Project Relevance & Current Need **Maximum Points:** 10

- Does the proposed project clearly and adequately identify the challenges of the state's current APS system as it relates to serving clients impacted by the opioid crisis?
- Does the proposal clearly and adequately identify the applicant's goals for an improved APS system?
- Is the proposal relevant to the intent and goals of this funding announcement?
- Is the project justified in terms of the most recent, relevant, and available data, information, and knowledge, and/or new and cutting- edge research?

Approach **Maximum Points:** 25

- Does the proposal reflect a coherent and clearly defined approach?
- Does the proposed approach seem feasible?

- Is the proposed approach justified in terms of the most recent, relevant, and available data, information, and knowledge?
- Is the proposed approach likely to address the identified needs and to achieve the identified goals and outcomes, including those identified by ACL (see Sec I)?
- Does the project take into account barriers and opportunities that exist in the larger environment that may impact the project's success?
- Is the project work plan clear and comprehensive?
- Does work plan include sensible and feasible timeframes for the accomplishment of tasks presented?
- Are the roles and responsibilities of the project director(s), project staff, consultants, evaluators, partners, and stakeholders clearly defined and linked to specific objectives and tasks?

Special Target Populations and Organizations **Maximum Points:** 10

- Does the proposal describe how the applicant will involve organizations in a meaningful way in the planning and implementation of the proposed project?
- Does the proposal describe whether and how the proposed project will target disadvantaged populations, including but not limited to limited-English speaking populations, those of greatest economic need, and those of greatest social need?
- Does the proposal document how the proposed project will advance equity, racial justice, and equal opportunity?
- Does the proposal document how the applicant will ensure people from underrepresented and underserved communities will be included and how they will inform the work in the execution of the project?

Project Impact **Maximum Points:** 10

- Are the anticipated outcomes of the proposed project clearly defined and feasible, and do they follow from the proposed activities?
- Does the application identify reasonable and achievable outcomes for all of the stated goals and objectives?
- Are the proposed outcomes quantifiable and measurable?
- Is there a realistic plan to continue and/or expand some or all project activities after Federal financial assistance has ended?

Evaluation **Maximum Points:** 10

- Does the project evaluation plan reflect a thoughtful and well-designed approach that will be able to successfully measure whether or not the project has achieved its proposed outcome(s)?
- Does the plan include the qualitative and/or quantitative methods necessary to reliably measure outcomes?
- Is the evaluation designed to capture "lessons learned" from the overall effort (both positive and negative) that might be of use to other adult protective services programs, especially those who might be interested in replicating the project?

Capacity **Maximum Points:** 15

- Does the applicant organization clearly identify their capacity for carrying out the proposed project and evaluation?
- Is the time commitment of the key project personnel (director, staff, consultants, etc.) sufficient to assure proper direction, management, and timely completion of the project?
- Do the proposed project director(s), key staff (including an evaluator), and consultants have the background, experience, and other qualifications required to carry out their designated roles? Are their roles clearly defined?
- Is the applicant agency significantly and meaningfully involved in the project activities?

Budget **Maximum Points:** 20

- Is the budget adequate and reasonable?
- Is there a clear and strong relationship between the stated objectives and project activities and what it will cost?
- Is there a clear and strong relationship between the time commitment of key personnel and budget?

2. Review and Selection Process

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

An independent review panel of at least three individuals will evaluate applications that pass the screening and meet the responsiveness criteria 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.

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: 09/01/2021

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:
Petruy

Phone:
202-260-0868

Office:
Office of Elder Justice and Adult Protective Services

Grants Management Specialist

First Name:
Sean

Last Name:
Lewis

Phone:
202-795-7384

Office:
Office of Grants Management

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.)

Standard Form 424A

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

Section A - Budget Summary

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

Section B - Budget Categories

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

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

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

Section C - Non-Federal Resources

Column A: Enter the federal grant program.

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

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

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

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

Section D - Forecasted Cash Needs

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

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

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

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

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

Column A: Enter the federal grant program

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

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

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

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

Section F – Other Budget Information

Line 21: Enter the total Indirect Charges

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

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

Separate Budget Narrative/Justification Requirement

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

c. Standard Form 424B – Assurances (required)

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

d. Certification Regarding Lobbying (required)

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

Proof of Nonprofit Status (as applicable)

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

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

Indirect Cost Agreement

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

Budget Narrative/Justification- Sample Format

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

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Personnel	$47,700	$23,554	$0	$71,254	**Federal** Project Director (name) = .5 FTE @ $95,401/yr = $47,700 **Non-Fed Cash** Officer Manager (name) = .5FTE @ $47,108/yr = $23,554 **Total** 71,254
	$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	$7,647	**Federal** Local travel: 6 TA site visits for 1 person Mileage: 6RT @ .585 x 700 miles $2,457 Lodging: 15 days @ $110/day $1,650 Per Diem: 15 days @ $40/day $600 Total $4,707 **Non-Fed Cash** Travel to National Conference in (Destination) for 3 people Airfare 1 RT x 3 staff @ $500 $1,500 Lodging: 3 days x 3 staff @ $120/day $1,080 Per Diem: 3 days x 3 staff @ $40/day $360

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

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

Budget Narrative/Justification - Sample Template

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

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

Supplies					
Contractual					
Other					
Indirect Charges					
TOTAL					

Project Work Plan - Sample Template

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

Goal:

Measurable Outcome(s):

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

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

NOTE: Please do note infer from this sample format that your work plan must have 6 major objectives. If you need more pages, simply repeat this format on additional pages.

Instructions for Completing the Project Summary/ Abstract

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

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

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

Outcomes - measurable results of a project. Positive benefits or negative changes, or measurable characteristics 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.