



Administration for Community Living

Administration on Aging

Supporting State and Community Innovations in Dementia-Specific Respite Programs and
Services

HHS-2023-ACL-AOA-ADPI-0086

09/25/2023

Table of Contents

Executive Summary	3
Additional Overview Content/Executive Summary	3
I. Funding Opportunity Description	4
Background and Overview.....	4
Purpose, Goals and Desired Outcomes	6
Additional Application Elements and Considerations	9
Organizational Capacity.....	10
Information Dissemination	11
Sustainability.....	11
Performance Measurement and Project Evaluation	11
Data Collection and Reporting.....	13
Collaboration and Partnerships	13
Statutory Authority	13
II. Award Information.....	13
III. Eligibility Information	16
1. Eligible Applicants.....	16
2. Cost Sharing or Matching	16
3. Responsiveness and Screening Criteria	17
IV. Application and Submission Information.....	18
1. Address to Request Application Package	18
2. Content and Form of Application Submission.....	20
Letter of Intent	20
Project Narrative	20
Summary/Abstract	21
Problem Statement	21
Goals and Objectives	21
Proposed Intervention	22
Special Target Populations and Organizations	22
Outcomes	22
Project Management, including Equity Experience of Project Team.....	23
Evaluation	23
Dissemination.....	24
Organizational Capability	24

Budget Narrative/Justification	25
Work Plan	25
Letters of Commitment from Key Participating Organizations and Agencies	25
3. Unique Entity Identifier and System for Award Management (SAM)	26
4. Submission Dates and Times	27
5. Intergovernmental Review	28
6. Funding Restrictions	28
7. Other Submission Requirements	29
V. Application Review Information	29
1. Criteria	29
2. Review and Selection Process	36
3. Anticipated Announcement Award Date	36
VI. Award Administration Information	36
1. Award Notices	36
2. Administrative and National Policy Requirements	36
3. Reporting	37
4. FFATA and FSRS Reporting	37
VII. Agency Contacts	38
VIII. Other Information	38
The Paperwork Reduction Act of 1995 (P.L. 104-13)	38
Appendix	38
Instructions for Completing Required Forms	39
Budget Narrative/Justification- Sample Format	49
Instructions for Completing the Project Summary/ Abstract	54

ACL Center:

Administration on Aging

Funding Opportunity Title:

Supporting State and Community Innovations in Dementia-Specific Respite Programs and Services

Funding Opportunity Number:

HHS-2023-ACL-AOA-ADPI-0086

Primary CFDA Number:

93.470

Due Date for Letter of Intent:

08/31/2023

Due Date for Applications:

09/25/2023

Date for Informational Conference Call:

08/24/2023

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 Administration on Aging (AoA), a division of the Administration for Community Living (ACL) is committed to expanding the availability of dementia-specific respite care in support of people living with dementia (of any age) and their caregivers. Using a model of program design rooted in the issuing of sub-awards to community-based organizations, the successful grantee will be expected to further the development and testing of innovative methods of delivering community-based, dementia-specific respite models, as well as the delivery of training and technical assistance to advance the national capacity to provide such services to people living with dementia (of any age) and their caregivers.

The program is designed to support innovative models of dementia-specific respite care through activities in two priority areas:

Priority Area 1: Advancing the delivery of innovative, community-based, dementia-specific respite care models through sub-grants to home and community-based (HCBS) organizations with the capacity to develop new or translate existing respite models for delivery at the community level. ***The successful grantee (i.e., the prime grantee) will be expected to use no less than 80% of each total annual budget to support this activity.***

Priority Area 2: Training and Technical Assistance that supports increasing the capacity of community-based organizations (the sub-grantees funded under Priority Area 1 and the field more broadly) to implement dementia-specific respite programs and related services. All training and technical assistance activities undertaken in this initiative are expected to be coordinated with other similar activities pertaining to respite and related services. ***The successful grantee (i.e., the prime grantee) will be expected to use no more than 20% of each total annual budget to support this desired activity.***

ACL plans to fund one (1) cooperative agreement at a federal funding level of up to \$5,000,000 per year, for five years (60 months), pending the availability of federal funds.

Prospective applicants should carefully read all application requirements and submit proposals that completely address the priority areas described herein.

Highlights of additional program requirements to which **applicants** are subject are noted below with further information outlined in the full funding opportunity description:

- Grounding all work under this initiative, where appropriate, in the principles contained in the National Strategy to Support Family Caregivers.
- Expected coordination and collaboration with related efforts pertaining to dementia capability, respite and family caregiver support.
- Program Deliverables, resources and tools developed with grant funding (by grantee and partners) will not be proprietary in nature. All grant developed resources and tools will be delivered to ACL at the completion of the grant and will be posted on the website of ACL's [National Alzheimer's and Dementia Resource Center](#) for the benefit of the greater service delivery community.
- Technical assistance and respite programming activities will all include impact evaluations with relevant data collection and analysis and delivery of a comprehensive report at the completion of the grant period.

A pre-application informational teleconference for interested applicants has been scheduled as follows:

Date: Thursday, August 24, 2023 Time: 2:00pm-3:00pm (eastern)

Telephone: 888-957-9844 Passcode: 3647999

A recording will be available soon after the call concludes at the following number:

Toll Free Instant Replay Number: 888-566-0452

Instant Replay will be available Until September 29th.

I. Funding Opportunity Description

Background and Overview

The role of unpaid “caregiver” is one that an estimated 11 million Americans have assumed in support the more than 6 million individuals in the United States living with Alzheimer’s disease and related dementia (ADRD). The Alzheimer’s Association estimates that those caregivers are providing more than 18 billion hours of care to people living with ADRD, valued at nearly \$340 billion. [1] As the number of people living with ADRD continues to increase, so will the need to support their family caregivers, in person-centered, strengths-based ways, including though tailored approaches to the provision of respite care.

Respite is one of the cornerstones of family caregiver supports. However, according to the [National Strategy to Support Family Caregivers](#), gaps in the availability of, and access to, respite can be significant. Moreover, respite must be meaningful to the person receiving it.[2] Respite care takes many forms in the United States and is often used as a generic description for a diverse range of services and supports that provide the family caregiver with a break from their caregiving duties. [3] The National Institute on Aging defines respite as the provision of short-term relief for primary caregivers. [4] Respite can come in many forms and be delivered in many different venues, including but not limited to, homes, churches, community centers, adult day centers or healthcare facilities. It can be arranged for just an afternoon or for several days or weeks and can be provided by volunteers, paid staff or a combination of the two. There are a variety of ways in which respite is presently delivered including adult day programs, supervised outings, in-home companion care and overnight stays in facilities. Restorative respite breaks

provided through respite are imperative to support ADRD caregivers in sustaining their role. Some innovative respite providers have found success in coordinating respite opportunities with activities designed to engage caregivers as an excellent method to engage them in training and support activities.

Respite benefits are documented for both family caregivers and the person living with dementia, when the respite provider has specialized training that emphasizes preserving the dignity of the participant, building rapport with the family caregiver, and understanding the general pathology of common dementias.[5] The provision of meaningful respite activities while a caregiver participates in a supportive activity has dual benefits to the caregiver and the person living with dementia. ACL is committed to building awareness of the ways in which respite is beneficial to both ADRD caregivers and people living with dementia. Home and Community-Based Service (HCBS) providers can play a role ensuring caregivers have access to dementia-specific respite care. Respite services that are meaningful to the caregiver (i.e. what they want and need) as well as for the person living with dementia (i.e. meaningful engagement when participating in coordinated respite activities) supports keeping people living with dementia and their caregivers in their homes and communities for as long as they desire.

Respite care is expensive, with limited availability in many communities, often making it difficult to access. Traditional respite providers charge by the hour for services, with minimum hours policies per visit. It is typically not covered by insurance which results in caregivers being responsible for 100% of the costs. The costs of respite and other supportive services can be a significant source of burden and stress on ADRD caregivers. The development and delivery of cost-efficient, effective, innovative models of dementia-specific respite care are necessary to support caregivers in the community.

In the 6th Edition of their Annotated Bibliography of Respite and Crisis Care Studies, the ARCH National Respite Network and Resource Center stated that a “stronger evidence base is both desirable and necessary to recognize respite as a core component of a comprehensive strategy to support family caregivers, to merit funding for respite, demonstrate continuous quality improvement, and to identify and replicate respite best practices”.[6] The need to have stronger evidence of the benefits of respite to secure long-term financial support and quality assurance is compounded by the importance of educating caregivers in the benefits of self-care as vital for their success and resiliency and the role respite can play in their journey. It is imperative that caregiver understanding of respite, its intent and potential personal impact, as well as on the person for whom they are providing care, be expanded.

Given the need for more, high-quality support and service options for family caregivers of people living with ADRD, ACL seeks to advance the field of respite for this population. In addition to advancing the field of respite, it is anticipated this new initiative will also support Outcome 3.2 of the National Strategy to Support Family Caregivers to increase the availability of a “robust array of trained respite options available that are local, convenient, and affordable” when caregivers need a break. [7]

ACL will award one cooperative agreement to a single organization to engage and work with HCBS providers across the nation to develop, test and prepare for replication, new and innovative approaches to the delivery of meaningful respite services for family caregivers of people of all ages living with ADRD.

NOTE: The ACL will Not consider or fund research projects under this Notice of Funding Opportunity (NOFO).

1. Alzheimer's Association. 2023 Alzheimer's Disease Facts and Figures. Accessed June 1, 2023 at <https://www.alz.org/media/Documents/alzheimers-facts-and-figures.pdf> .
2. Administration for Community Living, 2022 National Strategy to Support Family Caregivers. Accessed June 8, 2023 at https://acl.gov/sites/default/files/RAISE_SGRG/NatlStrategyToSupportFamilyCaregivers.pdf .
3. Kirk R, Kagan J. A Research Agenda for Respite Care: Deliberations of an Expert Panel of Researchers, Advocates and Funders. Chapel Hill, NC: ARCH National Respite Network and Resource Center; 2015.
4. National Institute on Aging. Accessed May 18, 2023 at <https://www.nia.nih.gov/health/what-respite-care#:~:text=Respite%20care%20provides%20short-term%20relief%20for%20primary%20caregivers.,healthcare%20facility%2C%20or%20at%20an%20adult%20day%20center> .
5. ACL Rapid Cycle Research and Evaluation: Review of Respite Models for Family Caregivers of Alzheimer's Disease and Related Dementias. Accessed June 2, 2023 at <https://pblob1storage.blob.core.windows.net/public/nadrc/docs/ADRD%20Respite%20Report%20August%202022.pdf> .
6. ARCH National Respite Network and Resource Center, ARCH Annotated Bibliography of Respite and Crisis Care Studies, 6th Edition, 2022, Accessed June 2, 2022 at <https://archrespite.org/library/arch-annotated-bibliography-of-respite-and-crisis-care-studies-6th-edition-2022/>.
7. Administration for Community Living, 2022 National Strategy to Support Family Caregivers. Accessed June 8, 2023 at https://acl.gov/sites/default/files/RAISE_SGRG/NatlStrategyToSupportFamilyCaregivers.pdf .

Purpose, Goals and Desired Outcomes

Through this new, five-year, national initiative, the successful applicant will develop and administer a demonstration program whereby sub-grants are made to HCBS providers to develop, test and evaluate innovative models of community-based, dementia-specific respite programs to support persons living with dementia (of all ages) and their caregivers. The prime grantee will be expected to:

1. Increase the availability of innovative, community-based dementia-specific respite care in states, communities, and tribes by supporting the development and funding of pilot programs that include coordinated activities to demonstrate the impact of the pilots on the community being served.
2. Provide technical assistance, accessible to providers across the United States and territories, to increase the capacity of HCBS providers and support their ability to design and deliver innovative dementia-specific respite services that meet the needs of caregivers and people living with dementia in the communities they serve.

3. Demonstrate improved quality of life of caregivers and people living with dementia, by developing, delivering and documenting the impact of pilots of innovative dementia-specific respite programming in states, communities, and tribes.

Similar models for this type of demonstration program can be found in ongoing work by The Jewish Federations of North America in their establishment and operation of ACL-funded efforts such as the [Center on Holocaust Survivor Care](#) and by Oasis Institute and their Partners with the [National Community Care Corps](#). In this regard, applicants may wish to propose programs that include a phased approach to addressing the Priority Areas outlined below. It is ACL's expectation that while significant focus on Priority Area 2 (training and technical assistance) will likely need to occur first, the successful applicant is expected to make a significant portion of first-year funding available as sub-grants to address Priority 1, to allow community-based service providers (sub-grantees), including but not limited to existing HCBS providers, to begin developing and piloting their respite care models.

ACL expects that both Priority Areas 1 and 2 will be addressed over the entire course of the grant period, as new technical assistance, capacity building needs are identified through sub-grantee delivery of services. Applications will be scored, in part, on the extent to which applicants demonstrate intent to undertake implementation of Priority Area 1 in which they will deliver sub-awardee funding to community-based organizations in the first year of the project and throughout the duration of the grant cycle.

Priority Area 1: Advancing the delivery of innovative, community-based, dementia-specific respite care models through grants with home and community-based (HCBS) organizations in the position to develop new or translate existing respite models for delivery at the community level. (Not less than 80% of each annual budget)

In this priority area, ACL seeks to foster innovations at the community level whereby the prime grantee makes sub-awards to community-based entities to develop and implement innovative models of dementia-specific respite to support people living with dementia (of all ages) and their caregivers. The desired models of dementia-specific respite will be responsive to unmet respite needs in communities. Sub-awards shall not supplant, sustain, or replace existing programs and funding streams. Rather, the sub-grant program should fund new or expanded efforts to increase and sustain the availability of innovative models of dementia-specific respite.

Applicants to this Notice of Funding Opportunity (NOFO) are encouraged to consider a broad range of possible approaches, while ensuring that local dementia-specific respite models are:

- Delivered in a variety of settings, by established organizations with the sufficient capacity to provide respite services;
- Designed to ensure that those providing services are trained in the provision of dementia-capable care and address the needs of people living with dementia (of all ages) and their caregivers;
- Models of care that include meaningful activities for the people living with dementia (of all ages) intended to benefit from the services;
- Support the ability of people living with dementia and their caregivers to remain in their homes and communities for as long as they desire;
- Targeting historically underserved populations: including those of greatest economic and social need, with particular attention to low-income individuals, including low-income

minority individuals, individuals with limited English proficiency, and individuals residing in rural areas, and

- Not providing medical, administrative, or financial services.

In proposing approaches in this priority area, applicants should describe the process by which they will develop and administer a sub-grant program to make funds available to local-level organizations to establish innovative dementia-specific respite programs.

Applicants should thoroughly describe the process they will competitively solicit, objectively evaluate, select and make sub-awards to community-based organizations with the capacity to deliver dementia-specific respite. Program plan descriptions should include:

1. A proposed timeline detailing the competition solicitation, application review and awarding process;
2. A description of the entities that are eligible for funding;
3. The range of respite services eligible for funding;
4. The ways in which the anticipated services will enhance or expand community-based, dementia-specific respite for people living with dementia (at all ages) and their caregivers; and
5. The ways in which the grantee and its sub awardee(s) will evaluate the impact of funded services on the people living with dementia (of all ages) and their caregivers, as well as the communities in which they are being implemented.

For the proposed sub-grant program, priority shall be given to community-based entities with existing infrastructure and the ability to expand and or/enhance existing capacity to support people living with dementia (of all ages) and their caregivers through the provision of an innovative model of dementia-specific respite. ACL envisions that a broad range of not-for-profit entities will be eligible for sub-grant funding, including, but not limited to, local aging services organizations as defined in 102(5) of the Older Americans Act of 1965, disability service providers with the capacity to support people living with Intellectual and Developmental Disabilities (IDD) and ADRD, dementia-specific service providers, faith-based entities, and other community-based not for profit entities with demonstrated capacity and existing infrastructure to support people living with dementia (of all ages) and their caregivers. In the program planning and application process the prime grantee shall make clear that all sub-grantee funded programs will include planning for project sustainability beyond the Federal funding period.

The successful grantee AND sub-grantees shall not be permitted to use project funds for construction and/or rehabilitation of buildings; basic research; medical or institutional care; income maintenance; or equipment purchases, unless such equipment is demonstrated to be necessary to carry out an activity otherwise fundable under Title IV of the Older Americans Act.

IMPORTANT: The prime grantee selected from this NOFO and all sub-grantees are subject to adherence to all requirements, including those for making and monitoring sub-awards, as outlined in 45 CFR Part 75.

Grantees and sub-grantees should understand that programs and deliverables funded through this grant will **not** be proprietary in nature. Program deliverables (tools, training, resources, manuals, etc.) created with grant dollars shall remain in the public domain, with promising practices,

resource materials and tools posted on the website of ACL's [National Alzheimer's and Dementia ResourceCenter \(NADRC\)](#), for the benefit of the broader dementia respite delivery community.

Priority Area 2: Training and Technical Assistance that supports increasing the capacity of community-based organizations (the sub-grantees funded under Priority Area 1 and the field more broadly) to implement dementia-specific respite programs and related services. (Not to exceed 20% of each annual budget)

A community-based organization's ability to develop and deliver sustainable dementia-specific respite is dependent upon the availability of a broad range of technical supports. Under Priority Area 2, ACL anticipates that the successful grantee and partners will undertake a variety of approaches for supporting the development and implementation of meaningful and innovative dementia-specific respite programming. This initiative is intended to strengthen existing dementia-capable HCBS systems, with a primary focus on the availability of respite services. Program-developed resources might include foundational materials and guidance to communities and organizations interested in establishing or expanding their ability to deliver innovative, dementia-specific respite programs. Program Deliverables, training, resources and tools developed with grant funding (by grantee and partners) will not be proprietary in nature. All grant developed resources and tools will be delivered to ACL at the completion of the grant and will be posted on the website of ACL's [National Alzheimer's and Dementia Resource Center](#) for the benefit of the greater service delivery community.

To the greatest degree possible, all activities under this initiative should leverage existing national, state, and community-level partnerships, develop new partnerships, and share best practices to enhance program development and service delivery. Examples of possible focus areas for such efforts include, but are not limited to:

- The development, testing and dissemination of education and training programs in support of the delivery of community-based, dementia-specific respite in a broad range of community-based settings;
- Identification of promising models of innovative, cost-efficient, community-based, dementia-specific respite, including support in selection of sustainable models determined by community capacity;
- Enhanced workforce capacity, through the development and dissemination of training for respite providers in the delivery of community-based culturally competent, person-centered, strengths-based, dementia-specific respite services to address unmet community needs;
- Development and delivery of training of respite staff to deliver person-centered, strengths-based supports with a focus on the strengths, goals, preferences, needs, and desired outcomes of the services for people living with dementia (of all ages) and their caregivers;
- Development and implementation innovative dementia-specific respite programming;
- Establishment of community partnerships and collaborations in support of dementia-specific respite care; and
- Administration of local programs, including sustaining dementia-specific respite programming.

Additional Application Elements and Considerations

It is the expectation of ACL that projects of this scope and intent require that prospective grantees come to the application process possessing the infrastructure and organizational capacity necessary to expedite startup of project activities (specifically a grant-making infrastructure) and to complete all stated goals and objectives in an efficient, effective and sustainable manner through the use of sound business practices.

Applications must include a comprehensive project work plan and associated budget/budget justification that reflect the applicants best estimates of the range of permissible grant activities that will be undertaken, the level of resources necessary for each, and reflect that information in a detailed manner. Applications will be scored, in part, on the extent to which resource allocation across priority areas reflects an understanding of the needs to be addressed and the approaches to be taken.

Proposed approaches in response to the priority areas described above, should incorporate descriptions of the following key elements within their application narratives:

Alignment with the National Strategy to Support Family Caregivers

The release of the [2022 National Strategy to Support Family Caregivers](#) (the Strategy), presents an opportunity to advance how respite services are designed and delivered, particularly for specific populations of family caregivers. Applicants to this NOFO should be familiar with the relevant components and actions contained in the Strategy. For example, under Outcome 3.2: *Family caregivers can obtain respite services that meet their unique needs*, it states, “High-quality respite is one of the most requested needs of caregivers, but gaps in the availability and affordability of access are significant.” This and other relevant outcome should be clearly addressed in proposals.

Organizational Capacity

To meet ACL’s expectations for this initiative, the successful grantee will be one that possesses the organizational capacity to apply multi-faceted and comprehensive approaches in support of their proposed efforts. Applicants should fully describe their capacity to:

- Ensure the expeditious startup of project activities upon notice of award, including the establishment and execution of a sub-award/grant program;
- Work effectively at the national, state, and local levels to achieve desired outcomes;
- Use efficient and effective strategies that maximize limited resources while ensuring measurable impact of both service provision, workforce training and TA activities;
- Embed all efforts in targeted networks to ensure ownership and long-term sustainability;
- Qualitatively and quantitatively measure program/service impact and effectiveness; and
- Use technology where possible to maximize project reach and impact.
- Ensure that enhancement of the Quality of Life for people living with dementia and caregivers is an identified key outcome of funded efforts;

Applicants must possess direct, in-house experience and expertise to carry out the desired activities outlined in this NOFO. Applications will be reviewed and scored based, in part, on the applicants' demonstration of key subject-matter expertise, as well as organizational experience, and capacity to carry out the proposed tasks.

The use of sub-grant award process to carry out Priority Area #1 activities is expected. The sub-grants awards will facilitate the piloting of community-based, dementia specific respite models. The use of sub-grants/contracts are also permissible in Priority Area #1, as appropriate, when needs are identified to support specified programmatic goals and objectives. Applicants should keep in mind that all administrative functions, including sub-grant administration and evaluation, will be included in Priority Area #1 budget lines. Applicants should specify the rationale and criteria for selecting sub-grantees/subcontractors, as well as their approach for managing the activities of all sub-grantees/contractors to ensure successful efficient and effective completion of all tasks in both Priority Areas.

Information Dissemination

Given this project's orientation as a demonstration program, ACL anticipates that the grantee will develop a robust and far-reaching dissemination strategy designed to ensure that project information, best practices and other information are available and shared broadly. Applicants should describe their dissemination plans and articulate the methods (e.g., peer-reviewed journal publications, presentations at national conferences, etc.) by which such activities are to occur. The successful applicant will include in their proposal the intent, at the completion of the grant period, to deliver to ACL a compendium of dementia-specific respite models implemented through the funding which will include relevant program information (implementation description/steps, costs, staffing, related research, etc.) and lessons learned through the pilot funded program.

Sustainability

Through this funding opportunity, ACL expects to identify and support implementation of innovative models of dementia-specific respite. The program funded activities will include comprehensive evaluation/outcome analysis to support local capacity to sustain the provision of dementia-specific respite programs beyond this Federal funding opportunity. Applications will be scored, in part, on the extent to which a feasible plan for the project's sustainability beyond the period of Federal funding is articulated. Applicants are encouraged to consider and propose a range of potential approaches for ensuring sustainability of project sub-grantee efforts beyond the period of Federal funding.

Performance Measurement and Project Evaluation

Performance measurement and project evaluation are necessary components of any new project. Such activities support monitoring progress towards stated goals and objectives, as well as opportunities to identify and address project weaknesses, ensuring continuous program improvement for funders, grantees and sub-grantees. Performance measurement and project evaluation are necessary components in both priority areas of this NOFO.

Applicants to this NOFO should include a comprehensive plan for evaluating and reporting project performance and impact, as well as the delivery a final evaluation report ,containing impact analysis, at the conclusion of the grant period. This plan should include measurable outcomes that demonstrate the impact of increasing the availability (scope, reach, breadth and/or types) of community-based, dementia-specific respite programs to people living with dementia (of all ages) and their caregivers. Evaluation plans will extend far beyond satisfaction and

willingness to refer individuals to the program, to demonstrate program impact, including Quality of Life for caregivers and people living with dementia. Process evaluations are acceptable in the development of new programs; however, they should be secondary to the impact evaluation data collected. Financial sustainability of programs implemented will also be included as an outcome of the evaluation. Examples of grantee program impact variables (outputs and outcomes) would include but not be limited to:

Outcomes

- Caregiver stress, anxiety;
- Caregiver isolation, loneliness;
- Organizational and individual staff knowledge and confidence working with people living with dementia and their caregivers;
- Emergency room visits and hospital readmission;
- Workforce capacity to deliver dementia-specific respite, and
- Intent to place.

Outputs

- Numbers of Caregivers and People living with dementia served;
- Hours of dementia-specific respite delivered;
- Number of different models of dementia-specific innovative respite delivered;
- Numbers of dementia caregivers provided access to respite and uptake in the service, and
- Availability and types of dementia specific respite services offered and/or range of clients served (e.g., geographic locations, demographic diversity).

The NADRC has developed a compendium of evaluation tools to assist grantees in identification of development of outcomes for their evaluation plans, [Evaluating Dementia Services and Supports: Instrument Resource List, 3rd Edition](#).

Applicants should describe their plans to evaluate the anticipated program impact, identification and collection of information necessary to document and describe both outputs and outcomes for all activities undertaken in both priority areas of this cooperative agreement, including the work of the sub-grantees. It is anticipated that the grantee (and its subgrantees) will collect evaluation data on a set of agreed upon performance measures, outlined in the application, as part of the cross-site evaluation. Sub-grantees will collect data on additional measures specifically related to the implementation of their respite program and its impact on participants. The evaluation of the subgrantees delivery of respite should include at least two outcome data points collected across all sub-grantee funded projects (using the same questions/tool as identified by the grantee evaluation team) to demonstrate the impact of dementia-specific respite of caregivers and the person living with dementia. Caregiver burden should be a consideration when developing the non-research evaluation tools to be applied to sub-grantee programs. Applications should include examples of ways in which the collection of output and outcome data will occur (electronic, paper, interviews, etc.), its analysis and evaluation reporting. ACL has an approved data collection tool approved by the Office of Management and Budget (OMB), Alzheimer's and Dementia Program Data Reporting Tool (OMB 0985-0022). Applicants will agree to use this data collection tool to report a broad range of data (basic demographic information on caregivers and people living with dementia served, numbers and types of professionals trained, hours of direct service) in relation to program funded activities.

Should the collection of information require the use of an information technology system (45 CFR 75), the grant recipient and sub-recipient(s) will be expected to adhere to the NIST Cybersecurity Framework to help ensure the security of any system used or developed by the grant recipient or sub-recipient(s). In particular, if the data to be collected includes Personally Identifiable Information (PII, 45 CFR 75) or Protected PII (45 CFR 75), the grant recipient and sub-recipient(s) must apply the appropriate security controls required to protect the privacy and security of the collected PII and/or Protected PII. There is no expectation of the need for the grantee or its sub-grantees to collect PII in the implementation of the respite program or its evaluation.

Data Collection and Reporting

The prime grantee shall be responsible for designing and administering a data collection and reporting process for all sub-grantees. Applicants to this NOFO should describe the information collection processes and mechanisms by which sub-grantee activities and services delivered will be tracked and monitored.

Collaboration and Partnerships

To most effectively accomplish the goals and objectives outlined in this NOFO, ACL anticipates that the successful grantee will demonstrate the commitment to broad collaboration with other national and local organizations to ensure maximized cultural competency, geographical coverage and workforce availability. Applications should describe the partner organizations and the role of each in the planning, development and implementation of the proposed project.

Letters of commitment from partnering organizations should be included as part of the application package and should reflect the unique contributions of each entity. Letters of commitment will be reviewed and evaluated to determine likely value of each named partner and its relative impact to the proposed project.

Volunteer advisory committees are proven to be effective methods of ensuring that diverse ideas are considered in the planning and implementation of any new project. Applicants for this opportunity should explain if, and how, they will use an advisory committee to assist their efforts and include a listing of some of the individuals (including people living with dementia and their caregivers) or organizations that will be invited to participate.

Statutory Authority

The statutory authority for grants under this NOFO is contained in Title IV, Section 411 of the OAA (42U.S.C. 3032), as amended by the OAA Amendments of 2006, P.L. 109-365. (Catalog of Federal Domestic Assistance 93.048, Title IV Discretionary Projects).

Statutory Authority

Older Americans Act Title IV

II. Award Information

Funding Instrument Type:
CA (Cooperative Agreement)

Estimated Total Funding:

\$5,000,000

Expected Number of Awards:

1

Award Ceiling:

\$5,000,000

Per Budget Period

Award Floor:

\$4,500,000

Per Budget Period

Length of Project Period:

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

Additional Information on Project Periods and Explanation of 'Other'

The award made under this NOFO is subject to terms provided for in the Federal Grant and Cooperative Agreement Act of 1977 (P.L. 95-224). The Cooperative Agreement provides for the substantial involvement and collaboration of ACL/AoA in activities that the recipient organization will carry out in accordance with the provisions of the approved award. 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.

The AoA will carry out the following activities for the cooperative agreement noted above:

- Perform the day-to-day Federal responsibilities of grants management while working with the grantee to ensure that the minimum requirements for the grant are met.
- Assist the grantee project leadership in understanding the policy concerns and/or priorities of AoA by conducting periodic briefings and by carrying out ongoing consultations.
- Work cooperatively with the grantee to clarify the programmatic and budgetary issues to be addressed by the project.
- Provide guidance to the grantee, as necessary, in making sub-awards (i.e., sub-grants/contracts) as permitted in this NOFO.
- Provide guidance to the grantee on the provision of technical support and associated tasks related to the fulfillment of the goals and objectives of this grant.
- Review and provide technical advice to the grantee on work products and other project deliverables and processes.
- Provide consultation to the grantee in identifying emerging issues as they relate to the goals and objectives of this grant program.

- Work with the grantee on the development and implementation of evaluation and quality assurance systems to ensure that performance is measured and continuous improvement occurs.
- Attend and participate in program events as appropriate.

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

- Immediately inform, and collaborate with, the AoA on any in-scope modification of the work plan.
- Evaluate the impact of overall project activities and ensure quality assurance systems are in place.
- Share program information with AoA, national and local organizations, and other entities as appropriate.
- Fulfill all the requirements of the grant initiative as detailed in this program announcement.
- Report semi-annually on project accomplishments, challenges and progress towards measurable objectives.
- Work with the AoA program officer to evaluate performance results reported semiannually and jointly develop strategies to address those areas requiring improvement.
- Cooperate with any federal evaluation efforts and comply with the timeline, content and format of all required data collection and reporting requirements (see Section VI-3 for more detail). Submit to the ACL/AoA project officer a final, clean copy of all data developed or supported with these grant funds, in the format in which it was developed or produced, as provided for in the HHS Grants Policy Statement (<http://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf>) and referenced in the Notice of Award. 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” (p. II-69, Footnote 18);
- Submit program deliverables, resources and tools developed with grant funding (by grantee, partners and sub-grantees) to ACL through their grant reporting system, as none of which will be proprietary in nature; and
- Include the following disclaimer language when issuing statements, press releases, requests for proposals, bid solicitations, and other ACL supported publications and forums describing projects or programs funded in whole or in part with ACL funding:

This [project/publication/program/website, etc.] [is/was] supported by the Administration for Community Living (ACL), U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$XX with XX percentage funded by ACL/HHS and \$XX amount and XX percentage funded by non- government source(s). The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by ACL/HHS, or the U.S. Government.

AoA will assist the grantee in understanding the strategic goals and objectives, policy perspectives, and priorities of the Administrator/Assistant Secretary for Aging and the Department of Health and Human Services, by sharing such information via email, conference calls, briefings, memos, and other consultations. The AOA project officer will provide technical assistance and guidance on issues related to grant management and implementation, including the execution of the Cooperative Agreement. The project officer will also share information with the grantee about other federally sponsored projects and activities relevant to activities funded under this announcement.

III. Eligibility Information

1. Eligible Applicants

For FY 2023 the below guidance is provided to advance the Administration's policy, as stated in E.O. 13985, to "pursue a comprehensive approach to advancing equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality." This guidance is intended to begin to address inequities in HHS programs, processes, and policies that may serve as barriers to equal opportunity. By advancing equity in our NOFOs, we can "create opportunities for the improvement of communities that have been historically underserved, which benefits everyone."

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

For the purposes of this competition, eligible "national organizations" are the domestic public and private non-profit entities (outlined above) with demonstrated capacity to support a program of this scope across the nation, meeting the technical assistance and grant-making requirements described throughout the NOFO. That organization will have the capacity deliver a program designed to improve the delivery of dementia-specific respite for a major, nationwide segment of the older adult and persons with disabilities population.

Applications that do not meet the responsiveness criteria outlined in Section III.3 below will be administratively eliminated and will not be reviewed.

2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:

Yes

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

The federal match required for the **Supporting State and Community Innovations in Dementia-Specific Respite Programs and Services** program is 25% (cash and/or in-kind). All applicants are required to comply with the 25% match requirement outlined in the Notice of Funding Opportunity (NOFO).

Match Calculation: For every three (3) dollars received in Federal funding, you must contribute at least one (1) dollar in non-Federal resources toward the project's total cost. This three-to-one ratio is reflected in the following formula which you can use to calculate your minimum required match:

Example of varying match levels: $\$888,812.83 \text{ (Federal funds)} \times 25\%(\text{match}) / .75 = \$296,270.94$

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. Budgetary funds provided from the applicant agency's budget for costs associated with the project are an example of a non-federal cash match. All proposed matching funds must be **directly** connected to proposed program activities and cannot come from other Federal sources. ACL discourages applicant agencies exceeding the minimum match requirement. A recipient's failure to provide the 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.

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria **Responsiveness Criteria**

All applications will go through an initial programmatic screening to verify that the applicant meets the notice of funding opportunity criteria. Those applicants that do not meet the minimum responsiveness criteria outlined below will be "screened out" and will not be forwarded for panel review. Applications will be reviewed to establish responsiveness to the following criteria.

1. Applicants must meet the criteria for national organizations as defined in the "Eligible Applicants" above.
2. Applicants must have demonstrated capacity to administer a technical assistance and sub-grant program on a national level.

Application Screening Criteria **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 40 pages. **Project Narratives that exceed 40 pages** will have the additional pages removed and only the first 40 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 40-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](https://www.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 UEI 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 UEI number in each application or plan to submit to the OPDIV.

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

- The Federal Government will transition from the DUNS Number to the New Unique Entity Identifier. As of April of 2022, the federal government stopped using the DUNS number to uniquely identify entities. At that point, entities doing business with the federal government will use a Unique Entity Identifier (SAM) created in SAM.gov. It is entered on the SF-424. It is a unique, nine-digit identification number, which provides unique identifiers of single business entities.
- You must submit all documents electronically, including all information included on the SF424 and all necessary assurances and certifications. In accordance with the Federal Government's efforts to reduce reporting burden for recipients of federal financial assistance, the general certification and representation requirements contained in the Standard Form 424B (SF-424B) – Assurances – Non-Construction Programs, and the Standard Form 424D (SF-424D) – Assurances – Construction Programs, have been standardized federal-wide. Effective January 1, 2020, the updated common certification and representation requirements will be stored and maintained within SAM. Organizations or individuals applying for federal financial assistance as of January 1, 2020, must validate the federally required common certifications and representations annually through SAM located at SAM.gov.
- After you electronically submit your application, you will receive an automatic acknowledgment from <https://www.grants.gov> that contains <https://www.grants.gov> tracking number. The Administration for Community Living will retrieve your application form from <https://www.grants.gov>.

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

Erin Long, MSW
Aging Services Program Coordinator
Erin.Long@ACL.HHS.GOV

2. Content and Form of Application Submission

Letter of Intent

Number of Days from Publication 14

08/31/2023

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

U.S. Department of Health and Human Services

Administration for Community Living

Erin Long

Office of Supportive and Caregiver Services

Administration on Aging

Email: Erin.Long@acl.hhs.gov

Project Narrative

The Project Narrative must be double-spaced, on 8.5" x 11" paper with 1" margins on both sides, and a standard font size of no less than 11 point, preferably Times New Roman or Arial. You can use smaller font sizes to fill in the Standard Forms and Sample Formats. The suggested length for the Project Narrative is 35-40 pages; 40 pages is the maximum length allowed. Project Narratives that exceed 40 pages will have the additional pages removed and only the first 40 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. The Project Work and Evaluation Plans, Letters of Commitment, Vitae of Key Personnel, and other attachments are not counted as part of the Project Narrative for purposes of the 40-page limit, but all of the other sections noted below are included in the limit. The sample components of the Project Narrative counted as part of the 40 page limit include:

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

- Dissemination
- Organizational Capability

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.

Problem Statement

In this section applicants should describe, in both quantitative and qualitative terms, the nature and scope of the problem or issue the proposed program is designed to address in the community intended for service, including how the project will potentially affect older adults and/or people with disabilities, their families, and caregivers as well as the healthcare and home and community-based service system within which they are operating.

Problem Statements must include, but is not limited to:

- Describe the impact of Alzheimer's disease and related dementias and the availability of dementia-specific respite on the community and population that you intend to serve;
- Describe the trainings and services presently available to address the need for dementia-specific respite and its impact on caregivers,
- Describe the present landscape of dementia-specific respite, including existing forms of delivery, barriers and potential areas for innovation, and
- Describe the management, systems, financial or other challenges requiring attention in order to implement and sustain programs funded under this opportunity.

Goals and Objectives

This section should consist of a description of the project's goal(s) and major objectives. Unless the project involves multiple, complex interventions, we recommend you have only one overall goal.

This section should consist of a description of the project's goal(s) and major objectives. In this section applicants should:

- Identify your proposed project goal(s) and major objectives, The project goals and objectives will be reflected in the work plan included in the application;
- How you plan to address the major challenges identified in the problem statement;
- Description of partnerships, collaborations and innovative activities that will be implemented in support of goal/objective achievement, including the dementia-specific evidence-based/evidence-informed/evidence supported dementia-specific respite intervention(s) that may inform respite innovations supported in the project;

- Explanation of anticipated program outcomes and the measures to demonstrate program impact through those outcomes; and
- Description of the sustainability plan for program elements that are deemed successful.

Proposed Intervention

This section should provide a clear and concise description of the intervention you are proposing to use to address the problem described in the “Problem Statement”. You should also describe the rationale for using the particular intervention, including factors such as: “lessons learned” for the provision of effective technical assistance, the ways in which existing dementia-specific respite programs would inform the sub-grant program, respite programs tested across the nation that can be adapted for cultural competency and geographic locations; factors in the larger environment that have created the “right conditions” for relevant interventions (e.g., existing social or economic factors that you’ll be able to take advantage of, etc.).

Also note any major barriers you anticipate encountering, and how your project will be able to overcome those barriers. Be sure to describe the role and makeup of any strategic partnerships you plan to involve in implementing the intervention, including other organizations, supporters, and/or consumer groups and the ways in which those partnerships will advance the goal of developing and piloting innovative dementia-specific respite programs.

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 those of greatest economic and social need, with particular attention to low-income individuals, including low-income minority individuals, individuals with limited English proficiency, and individuals residing in rural areas.

Please describe how you plan to reach underserved/under-resourced communities including but not limited to individuals who are Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders, and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; and persons who live in rural areas.

Outcomes

This section of the project narrative must clearly identify the measurable outcome(s) that will result from the project. (**NOTE: ACL will not fund any project that does not include measurable outcomes**). The funded project must include at least two outcome data points collected across all funded sub-grantee projects (using the same questions/tool as identified by the grantee evaluation team) to demonstrate the impact of dementia-specific respite of caregivers and the person living with dementia.

This section should also describe how the project's findings might benefit the field at large, (e.g., how the findings could help other organizations throughout the nation to address the same or similar problems.) List measurable outcomes in the evaluation plan under “Measurable Outcomes” in addition to any discussion included in the narrative along with a description of

how the project might benefit the field at large. The National Alzheimer's and Dementia Resource Center (NADRC) publishes a compendium of [Evaluation Measure Instruments](#) intended to help providers of dementia-related services identify appropriate and well-researched measures in support of their program evaluation plans.

A “measurable outcome” is an observable end-result that describes how a particular intervention benefits consumers. It may demonstrate functional status, mental well-being, knowledge, skill, attitude, awareness, or behavior. Desirable outcomes from projects targeting individuals living with dementia and their caregivers include, but are not limited to: change in quality of life of people living with dementia and caregivers, change in unmet needs, change in stress and/or burden, change in caregiver self-efficacy, a change in the responsiveness or cost-effectiveness of a service delivery system. A measurable outcome is not a measurable “output”, such as: the number of clients served; the number of training sessions held; or the number of service units provided.

You should keep the focus of this section on describing what outcome(s) will be produced by the project. You should use the Evaluation section noted below to describe how the outcome(s) will be measured and reported.

Your application will be scored on the clarity and nature of your proposed outcomes, not on the number of outcomes cited.

Project Management, including Equity Experience of Project Team

This section should include a clear delineation of the roles and responsibilities of project staff, consultants and partner organizations, and how they will contribute to achieving the project’s objectives and outcomes. It should specify the expertise of those designated for leadership roles, as well as who will have day-to-day responsibility for key tasks including monitoring the project’s ongoing progress, preparation of reports; communications with other partners and ACL. It should also describe the approach that will be used to monitor and track progress on the project’s tasks and objectives.

A comprehensive description of the approach to and staff experience in advancing equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality will be included in this section.

Evaluation

This section should describe the method(s), techniques, and tools that will be used by the program Independent Evaluator to: 1) determine whether the proposed intervention achieved its anticipated outcome(s), and 2) document the “lessons learned” – both positive and negative - from the project that will be useful to people interested in replicating the intervention, if proven successful. The program Independent Evaluator will develop and submit an evaluation report to the grantee which will be submitted to the funder as a project deliverable. Guidance on the expected content and structure of the program evaluation report can be found in Appendix C. *The program Independent Evaluator, nor the organization with which they are affiliated, should not be engaged in the development or delivery of any services (education, training, respite interventions) through either of the Priority areas of the grant.*

A list of appropriate and well researched measurement tools that assess outcomes of importance to dementia-related programs can be found in the National Alzheimer's and Dementia Resource Center's (NADRC) compendium of [Evaluation Measures Instruments](#).

The development and implementation of a quality assurance (QA) program which ensures continuous quality improvement should be included in this section. The QA program description will include techniques and tools to demonstrate project outcomes, methods for monitoring and tracking progress toward program goal(s) and objectives, and documentation of both positive and negative lessons learned. On the NADRC website, there is a recording and tools from a webinar entitled "[Writing an Effective Work Plan and Evaluation Plan](#)" that may be useful in the development of an evaluation plan. Webinar attendees learned: (1) learn how to write project objectives, activities and tasks; (2) learn key elements of an evaluation plan; (3) understand the importance of providing specific details in the work plan and evaluation plan; and (4) find out about available tools and resources. Samples of desired formats of work and evaluation plans are included with the webinar recording.

Dissemination

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

Organizational Capability

Organization must have demonstrated capacity to support a program of this scope across the nation, meeting the technical assistance and grant-making requirements described throughout the NOFO. That organization will have the capacity deliver a program designed to improve the delivery of dementia-specific respite for a major, nationwide segment of the older adult and persons with disabilities population.

Each application should include an organizational capability statement and vitae for key project personnel. The organizational capability statement should describe how the applicant agency (or the particular division of a larger agency which will have responsibility for this project) is organized, the nature and scope of its work and/or the capabilities it possesses, including dementia-capability. It should also include the organization's capability to undertake all proposed activities and sustain those program activities deemed successful after federal financial assistance has ended. This description should cover capabilities of the applicant agency not included in the program narrative, such as any current or previous relevant dementia-specific and respite experience and/or the record of the project team in preparing cogent and useful reports, publications, and other products. If appropriate, include an organization chart showing the relationship of the project to the current organization. Please attach **short** vitae for key project staff only. Neither vitas nor an organizational chart will count towards the narrative page limit.

Also include information about any partners/contractual organization(s) that will have a significant role(s) in implementing project, including details on their role and responsibilities in the efforts to achieve project goals.

Budget Narrative/Justification

The Budget Narrative/Justification can be provided using the format included in the document, “Budget Narrative/Justification – Sample Format.” Applicants are encouraged to pay particular attention to this document, which provides an example of the level of detail sought in the document.

A combined multi-year Budget Narrative/Justification, as well as a detailed Budget Narrative/Justification for each year (for a total of FIVE separate budgets) of potential grant funding, is required. The budget narrative/justification will detail where federal and non-federal funds will be expended over the course of the proposed project. The budget narrative/justification will also detail where the 20% of grant funds dedicated to Priority 1 are located and where the 80% of grant funds dedicated to Priority 2 are located in the budget, to ensure that proposed program adheres to the requirements outlined in the NOFO.

The budget narrative/justification breakdown should reflect the structure of the project team. Primary grantee personnel and other related programmatic costs would be outlined in the main sections of the budget, while contract or sub-grantee detail (including personnel and other costs) would be included in the contract section of the budget.

Pass through projects are prohibited.

The budget narrative/justification must demonstrate the budget lines that will include the required match dollars. Match dollars must be directly connected to program activities articulated in the narrative, work and evaluation plans. Applicants with budgets requesting indirect cost reimbursement must include a copy of the applicant’s most recent indirect cost agreement or cost allocation plan and apply the “non-research” rate to the budget. If any sub-contractors or sub-grantees are requesting to apply non-research indirect costs, copies of their indirect cost agreements must also be included with the application package. Applicants without existing indirect cost agreements, may include the 10% de minimis rate in their budget.

Work Plan

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

On the NADRC website, there is a recording and tools from a webinar entitled ["Writing an Effective Work Plan and Evaluation Plan"](#) that may be useful in the development of a work plan. Webinar attendees learned: (1) learn how to write project objectives, activities and tasks; (2) learn key elements of an evaluation plan; (3) understand the importance of providing specific details in the work plan and evaluation plan; and (4) find out about available tools and resources. Samples of desired formats of work and evaluation plans are included with the webinar recording.

Letters of Commitment from Key Participating Organizations and Agencies

Include confirmation of the commitments to the project (should it be funded) made by key collaborating organizations and agencies in this part of the application. Any organization that is specifically named to have a significant role in carrying out the project should be considered an essential collaborator and letters included.

Signed letters of commitment detailing organization's roles in the proposed project should be scanned and included as attachments to the application.

A copy of negotiated indirect cost rate letters should accompany letters of commitment from collaborators/agencies that anticipate collection of a negotiated non-research indirect cost expenses.

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

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

- At the <https://www.grants.gov> website, you will find information about submitting an application electronically through the site, including the hours of operation. ACL strongly recommends that you do not wait until the application due date to begin the application process because of the time involved to complete the registration process.
- All applicants must have a UEI number and be registered with the System for Award Management (SAM, www.sam.gov) 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 UEI number in each application or plan to submit to the OPDIV.

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

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

4. Submission Dates and Times

Due Date for Applications 09/25/2023

09/25/2023

Date for Informational Conference Call:

08/24/2023

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>.

5. Intergovernmental Review

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

6. Funding Restrictions

The following activities are not fundable:

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

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

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

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

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

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

7. Other Submission Requirements

V. Application Review Information

1. Criteria

Project Relevance & Current Need

Maximum Points: 5

1. Does the applicant demonstrate sufficient knowledge/understanding of respite and its role in the issues this project is intended to address?
2. Does the applicant demonstrate sufficient knowledge/understanding of Alzheimer's disease and related dementias (ADRD), and how it relates to the provision of respite care, as this project is intended to address

3. Does the applicant demonstrate sufficient knowledge/understanding of caregiving for people living with ADRD, and how it relates to the provision of respite care, as this project is intended to address?
4. Does the applicant provide sufficient and appropriate information with respect to the current status of the field and the degree to which proposed activities will help to advance it?
5. Does the applicant demonstrate an understanding of the array of dementia specific respite care models currently operating to serve persons with dementia/caregivers?
6. Does the applicant demonstrate understanding of the need for innovative models of dementia-specific respite to expand what is presently available in communities?
7. Does the application demonstrate an understanding of how dementia-specific respite is currently financed and articulate alternative methods of financing to make it more efficient and affordable?

Approach

Maximum Points: 30

Goals and Objectives (8 Points)

1. Does the applicant clearly identify proposed project goals and major objectives designed to address the two priority areas identified in the funding opportunity description?
 - a. Are they reasonable and likely to be achieved?
2. Does the applicant align the program approach with the 2022 National Strategy to Support Family Caregivers?
 - a. Does the proposed approach clearly demonstrate program activity alignment with relevant Strategy outcomes, including 3.2.
3. Does the applicant demonstrate a strong commitment to advancing innovations in dementia-specific respite care?
4. Does the applicant describe partnerships, collaborations and innovative activities that will be implemented in support of goal/objective achievement, including the development and dissemination of tools and resources designed to expand the availability of dementia-specific respite programs?
 - a. Are they reasonable and likely to be achieved?
5. Does the applicant describe its established history and proposed approaches for working with both traditional providers of services to people living with dementia and family caregivers and those that do not typically serve this population?
6. Does the applicant demonstrate intent and ability to support the development and delivery of innovative models of dementia-specific respite care, as well as expansion of existing, traditional, respite models designed to meet the needs of communities?
7. Does the applicant articulate the methods in which technical assistance and training will be designed and delivered?
 - a. Does the applicant consider technology capacity and other constraints that could impact delivery of training?
8. Does the applicant clearly articulate the following in their effort to accomplish Priority 1 activities:

- a. How they will conduct outreach and market the sub-grant opportunity to expand the availability of innovative dementia-specific respite models through sub-grants to community-based providers?
 - b. How they will reach and engage the historically underserved and rural communities explicitly targeted in this NOFO and support them in the development and piloting of innovative dementia-specific respite programs?
- 9. Does the applicant clearly articulate their proposed project will accomplish Priority 2 activities:
 - a. How they will develop and deliver technical assistance that is accessible to the intended HCBS providers?
 - b. How they will strengthen existing dementia-capable HCBS systems targeted for respite delivery in Priority 1?
 - c. How they will advance community-based provider's ability to develop and deliver sustainable models of dementia-specific respite?
- 10. Does the applicant include measurable performance outcome goals and indicators related to program impact, including:
 - a. Responsiveness to the needs of persons with dementia and their family caregivers;
 - b. Efficiency and effectiveness;
 - c. Affordability;
 - d. Ease of access, and
 - e. Quality assurance system's visibility?
- 11. Does the project take into account barriers that exist in the larger environment that may impact the project's success and how they will address them?

Work Plan/Management Plan (4 points)

- 1. Is the project's work plan clear, comprehensive, and inclusive of all five years of project activity?
 - a. Do the proposed work plan activities link directly to goals and objectives as articulated in the application narrative?
 - b. Does the plan include enough detail to demonstrate how the grant programming to achieve Priorities 1 and 2, as articulated in the application narrative, will be implemented?
 - c. Does it include sensible and feasible time-frames for the accomplishment of tasks presented in the plan?
 - d. Does the work plan demonstrate intent evolve with the field, over the course of the grant period to include:
 - Integrate lessons learned from year to year, and
 - Development of tools and resources based on lessons learned?
- 2. Does the work plan clearly document the roles and responsibilities of project staff and key partners and link them to specific objectives and tasks as outlined in the application narrative?

- Do the roles and responsibilities in the work plan align with the time allocated in the budget?
3. Is the proposed work plan likely to produce desired outcomes?

Methods of Addressing the Problem (14 points)

1. Does the applicant completely address Priority Areas 1 and 2 as detailed in the NOFO?
2. For Priority Area 2, does the applicant:
 - a. Propose ways in which the sub-grant program will advance the delivery of innovative community-based dementia-specific respite care models?
 - b. Propose ways in which they will identify and engage potential sub-grantees, including historically underserved and rural communities, that would not be accessible through traditional outreach methods?
 - c. Propose a sub-grant program that fosters innovations in dementia-specific respite care via a sub-grantee program ensuring that they are:
 - i. Person centered and strengths-based;
 - ii. Designed in a way to ensure they are meaningful to the person living with dementia and caregivers;
 - iii. Designed for sustainability beyond Federal funding, and
 - iv. Are likely to succeed.
3. Describe feasible and actionable approaches for fostering innovations in the sub-grantee program?
 - a. Detail the roles and responsibilities of their proposed partners in the implementation of the Priority 2 dementia-specific respite innovations programs?
1. For Priority Area 2, does the applicant:
 - a. Propose approaches in this area that are likely to meet the intended outcomes AoA seeks for people living with dementia and family caregivers?
 - b. Demonstrate sufficient reach and engagement of those with significant expertise in dementia-specific respite care delivery and innovation as well as connections to underserved communities?
 - c. Propose the development of dementia-specific resources to support communities and organizations in establishing or expanding their ability to deliver innovative, dementia-specific respite programs?
 - i. Propose technical assistance models and oversight that will ensure that all sub-grantee programs are implemented?
 - d. Propose a training and technical assistance program that will meet the needs of community providers and result in tools and resources that are beneficial and accessible to the field at large?
 - e. Propose innovations that leverage existing national, state, and community-level partnerships, develop new ones and share best practices to enhance program development and service delivery?
 - f. Propose a multi-faceted and cohesive approach to national technical assistance and training for capacity building?

- i. Do the proposed technical assistance delivery models take into consideration barriers that exist in target communities?
 - a. Propose technical assistance strategies designed to increase cross-collaboration among a broad range of stakeholders to serve intended populations?
 - b. Propose approaches that are likely to expand national understanding and recognition of the need to provide culturally competent, person-centered, strengths-based respite services in support of people living with dementia and their family caregivers?
 - c. Are the activities proposed in both Priority Areas aligned and complementary to one another?
 - d. Does the applicant propose to incorporate culturally competent, person-centered and strength-based principles in all of their work?
 - e. Does the applicant demonstrate the ways in which they will address identified gaps in dementia-specific respite care and support innovative approaches to close those gaps?
 - f. Does the applicant propose an objective approach for making sub-grants/awards to local service organizations?
 - g. Does the applicant adequately demonstrate understanding of current financing barriers to dementia-specific respite and address access or sustainability planning for the sub-grant program?
 - h. Does the proposed timeline for making sub-awards and implementing service delivery appear feasible?
 - i. Based on the information provided by the applicant, is it likely the proposed approach will achieve specified goals?

Collaboration and Partnerships (4 points)

1. Does the application describe how key stakeholders will be involved in a meaningful way in the planning and implementation of the proposed project?
2. Is the range of proposed collaborations and project partners sufficient to meet the objectives of the project?
 - a. Are the roles of project partners in program delivery clearly articulated?
3. Do the letters of commitment from partner organizations demonstrate capacity and intent to participate and contribute in a meaningful way?

Budget

Maximum Points: 15

1. Have a comprehensive budget and budget narrative covering all years of the project as well as individual budgets for each budget year been included (total of five individual years and one summary for a total of six)?
2. Are the resources requested in each budget category justifiable and consistent with the scope of proposed project activities in the project narrative?
 1. Do the budget and the work plan align in terms of the activities and personnel proposed/funded?
 2. Do the budgets proposed for project partners align with activities articulated in the narrative and work plan activities?
3. Does the applicant's proposed allocation of available resources across the two priority areas seem reasonable and responsive to the intent of the funding opportunity?

1. Does the applicant's proposed budget allocate minimum of 80% of the TOTAL budget to **Priority 1 - sub-grant program** and document in the budget materials where those funds reside?
2. Does the applicants proposed budget allocate a maximum of 20% of the TOTAL budget to **Priority 2 – administration and technical assistance** and document in the budget materials where those funds reside?
4. Does the budget justification demonstrate in the inclusion of the required 25% match/cost share?
 1. Does the budget demonstrate where the match is represented in the budget?
 2. Is it clear that the proposed match is directly connected to program activities?
5. Does the budget, as proposed, reflect the maximization and efficient use of available resources?
6. Does the applicant's approach for meeting the required match seem feasible and realistic?

Project Impact

Maximum Points: 25

Project Outcomes(9 points)

1. Are the expected project benefits/results, in relation to both Priorities 1 and 2, clear, realistic, and consistent with the objectives and purpose of the project?
2. Are the proposed outcomes, in relation to both Priorities 1 and 2, quantifiable, measurable, and consistent with the definition of the project outcomes contained in the program announcement?
3. Are the anticipated outcomes of the proposed project likely to be achieved, and will they significantly benefit the target audiences and the respite field at large?
4. Does the evaluation plan include the required measure designed to assess Quality of Life outcomes across the sub-grant program?
5. Has the applicant agreed to work with AoA/ACL and comply with any OMB approved reporting requirements and to submit reports according to the required schedule?
6. Does the applicant provide measurable targets for achieving maximum population coverage of dementia-capable information, referral and access for each year of the cooperative agreement period?

Project Evaluation (8 points)

1. Does the project evaluation reflect a thoughtful and well-designed approach that will be able to successfully measure whether or not the efforts of the grantee and sub-grantees have achieved the proposed outcomes? (Process evaluations are acceptable in the development of new programs; however, they should be secondary to the impact evaluation data collected.)
2. Does the evaluation plan include well-articulated, intended program targets, outcomes and outcome measures?
3. Does the evaluation plan include measurable outcomes that demonstrate the impact of increasing the availability (scope, reach, breadth and/or types) of community-based, dementia-specific respite programs to people living with dementia (of all ages) and their caregivers?

4. Does the evaluation plan for Priority 1 delivery of respite include at least two outcome data points collected across all sub-funded projects to demonstrate the impact of dementia-specific respite:
 - a. On caregivers
 - b. On people living with dementia?
5. Does the evaluation plan include outcomes to demonstrate funded programs impact on Quality of Life for caregivers and people living with dementia?
6. Does the evaluation plan include financial sustainability of programs implemented?
7. Does the evaluation plan include the qualitative and/or quantitative methods necessary to reliably measure outcomes?
8. Is the evaluation designed to capture “lessons learned” from the overall effort?
9. Does the applicant include the development and submission of an evaluation report at the end of the grant period?

Sustainability (5 points)

1. Does the applicant include a sufficient plan to support sustainability of sub-grantee’s expanded ability to deliver dementia-specific respite in support of people living with dementia and family caregivers?
2. Does the applicant describe the sustainability plan for program elements that are deemed successful?
3. Is sustainability sufficiently addressed in the work plan?
4. Is there a plan and proposed approach for embedding efforts in target networks to ensure long-term sustainability of project efforts?
5. Is there a clear and realistic plan to try to identify resources and avenues through which program activities can continue after Federal Financial assistance has ended?
6. Is sustainability of program funded activities beyond the program period likely?

Dissemination (3 points)

1. Does the dissemination plan ensure timely delivery of TA activities, products and resources to designated audiences?
2. Does the dissemination plan include multiple modalities for delivering Technical Assistance, information and other resources, including electronic, print and web-based methods?
3. Does the applicant describe the method and related financial resources that will be used to disseminate the project’s results and findings in a timely manner and in easily understandable formats?
4. Does the project plan include efforts to disseminate information on project efforts(i.e. program deliverables, conference presentations, web-based methods, media outreach, etc.)?

Organizational Capacity

Maximum Points: 25

Demonstrated Grant making and technical assistance capacities (10 points)

1. Does the applicant demonstrate the experience, capacity and expertise to carry out the desired activities as outlined in the NOFO?

2. Do the proposed partners have the expertise to undertake their anticipated roles in the project?
3. Do the applicant and its partners demonstrate expertise, established history/relationships in working collaboratively with community-based entities to serve people living with dementia and family caregivers?
4. Does the applicant document the capacity to establish and implement the required sub-grant program to support communities across the United States and territories?

Project Staffing and Qualifications (15 points)

1. Do the proposed project director(s), key staff and contracted consultants have requisite dementia background, experience, and other qualifications required to carry out their designated roles?
2. Is the proposed management and staffing clearly and evidently connected to the project's design and plan for implementation?
3. Are the roles and responsibilities of proposed management and key staff clearly delineated?
 - a. Do they align with expertise included in curricula vitae included in the application?
4. Does the applicant allocate enough time and staff resources to support successful implementation of Priorities 1 and 2?
5. Are letters of commitment from partner organizations included, as appropriate?
 - a. Do the letters demonstrate clear understanding of partner roles in the project and are those commitments consistent with the work plan description of their intended roles and contributions?
6. Does the applicant clearly demonstrate the capacity for managing and disseminating funds to local level agencies, including tracking and reporting on their use?

2. Review and Selection Process

3. Anticipated Announcement Award Date

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

The anticipated project period start date for this announcement is: 11/01/2023

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.

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

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

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

3. Reporting

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

4. FFATA and FSRS Reporting

The Federal Financial Accountability and Transparency Act (FFATA) requires data entry at the FFATA Subaward Reporting System (<http://www.FSRS.gov>) for all sub-awards and sub-contracts issued for \$30,000 or more as well as addressing executive compensation for both grantee and sub-award organizations.

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

VII. Agency Contacts

Project Officer

First Name:

Erin

Last Name:

Long

Phone:

202-795-7389

Office:

Administration on Aging/Office of Supportive and Caregiver Services

Grants Management Specialist

First Name:

Aiesha

Last Name:

Gurley

Phone:

202-795-7358

Office:

Office of Grants Management

VIII. Other Information

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

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

Appendix

Accessibility Provisions for All Grant Application Packages and Funding Opportunity Announcements

Should you successfully compete for an award, recipients of federal financial assistance (FFA) from HHS will be required to complete an HHS Assurance of Compliance form (HHS 690) in which you agree, as a condition of receiving the grant, to administer your programs in compliance with federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, age, sex and disability, and agreeing to comply with federal conscience laws, where applicable. This includes ensuring that entities take meaningful steps to provide meaningful access to persons with limited English proficiency; and ensuring effective communication with persons with disabilities. Where applicable, Title XI and Section 1557 prohibit discrimination on the basis of sexual orientation, and gender identity, The HHS Office

for Civil Rights provides guidance on complying with civil rights laws enforced by HHS. See <https://www.hhs.gov/civil-rights/for-providers/provider-obligations/index.html> and <https://www.hhs.gov/civil-rights/for-individuals/nondiscrimination/index.html>.

- Recipients of FFA must ensure that their programs are accessible to persons with limited English proficiency. HHS provides guidance to recipients of FFA on meeting their legal obligation to take reasonable steps to provide meaningful access to their programs by persons with limited English proficiency. Please see <https://www.hhs.gov/civil-rights/for-individuals/special-topics/limited-english-proficiency/fact-sheet-guidance/index.html> and <https://www.lep.gov>. For further guidance on providing culturally and linguistically appropriate services, recipients should review the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care at <https://minorityhealth.hhs.gov/omh/browse.aspx?lvl=2&lvlid=53>.
- Recipients of FFA also have specific legal obligations for serving qualified individuals with disabilities. Please see <http://www.hhs.gov/ocr/civilrights/understanding/disability/index.html>.
- HHS funded health and education programs must be administered in an environment free of sexual harassment. Please see <https://www.hhs.gov/civil-rights/for-individuals/sex-discrimination/index.html>; <https://www2.ed.gov/about/offices/list/ocr/docs/shguide.html>; and <https://www.eeoc.gov/sexual-harassment>.
- Recipients of FFA must also administer their programs in compliance with applicable federal religious nondiscrimination laws and applicable federal conscience protection and associated anti-discrimination laws. Collectively, these laws prohibit exclusion, adverse treatment, coercion, or other discrimination against persons or entities on the basis of their consciences, religious beliefs, or moral convictions. Please see <https://www.hhs.gov/conscience/conscience-protections/index.html> and <https://www.hhs.gov/conscience/religious-freedom/index.html>.

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

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

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

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

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

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

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

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

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

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

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

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

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

16. **Congressional Districts Of:** (REQUIRED) 16a. Enter the applicant's Congressional District, and 16b. Enter all district(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5th district, CA-012 for California 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. For ACL programs that have a cost-matching requirement (list here), the dollar amounts entered in sub-items 18b-18f must total at least 1/3 of the amount of federal funds being requested (the amount in 18a). For a full explanation of ACL's match requirements, see the information in the box below. For sub-item 18f (program income), enter only the amount, if any, that is going to be used as part of the required match. Program Income submitted as match will become a part of the award match and recipients will be held accountable to meet their share of project expenses even if program income is not generated during the award period.

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

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

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

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

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

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

Standard Form 424A

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

Section A - Budget Summary

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

Section B - Budget Categories

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

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

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

Section C - Non-Federal Resources

Column A: Enter the federal grant program.

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

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

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

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

Section D - Forecasted Cash Needs

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

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

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

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

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

Column A: Enter the federal grant program

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

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

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

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

Section F – Other Budget Information

Line 21: Enter the total Indirect Charges

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

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

Separate Budget Narrative/Justification Requirement

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

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

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

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

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

In the Justification: If the total fringe benefit rate exceeds 35% of Personnel costs, provide a breakdown of amounts and percentages that comprise fringe benefit costs, such as health

insurance, FICA, retirement, etc. A percentage of 35% or less does not require a breakdown but you must show the percentage charged for each full/part time employee.

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

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

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

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

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

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

Line 6f: **Contractual:** Regardless of the dollar value of any contract, you must follow your established policies and procedures for procurements and meet the minimum standards established in the Code of Federal Regulations (CFR's) mentioned below. Enter the total costs of all contracts, including (1) procurement contracts (except those which belong on other lines such as equipment, supplies, etc.). Note: The 33% provision has been removed and line item budget detail is not required as long as you meet the established procurement standards. Also

include any awards to organizations for the provision of technical assistance. Do not include payments to individuals on this line. Please be advised: A subrecipient is involved in financial assistance activities by receiving a sub-award and a subcontractor is involved in procurement activities by receiving a sub-contract. Through the recipient, a subrecipient performs work to accomplish the public purpose authorized by law. Generally speaking, a sub-contractor does not seek to accomplish a public benefit and does not perform substantive work on the project. It is merely a vendor providing goods or services to directly benefit the recipient, for example procuring landscaping or janitorial services. In either case, you are encouraged to clearly describe the type of work that will be accomplished and type of relationship with the lower tiered entity whether it be labeled as a subaward or subcontract.

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

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

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

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

- *Meals are generally unallowable except for the following:*
- *For subjects and patients under study(usually a research program);*
- *Where specifically approved as part of the project or program activity, e.g., in programs providing children's services (e.g., Headstart);*

- *When an organization customarily provides meals to employees working beyond the normal workday, as a part of a formal compensation arrangement;*
- *As part of a per diem or subsistence allowance provided in conjunction with allowable travel; and*
- *Under a conference grant, when meals are a necessary and integral part of a conference, provided that meal costs are not duplicated in participants' per diem or subsistence allowances (Note: the sole purpose of the grant award is to hold a conference).*

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

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

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

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

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

c. Standard Form 424B – Assurances (required)

This form contains assurances required of applicants under the discretionary funds programs administered by the Administration for Community Living. Please note that a duly authorized

representative of the applicant organization must certify that the organization is in compliance with these assurances.

d. Certification Regarding Lobbying (required)

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

Proof of Nonprofit Status (as applicable)

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

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

Indirect Cost Agreement

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

Budget Narrative/Justification- Sample Format

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

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Personnel	\$47,700	\$23,554	\$0	\$71,254	Federal Project Director (name) = .5 FTE @ \$95,401/yr = \$47,700

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

					Airfare 1 RT x 3 staff @ \$500 \$1,500 Lodging: 3 days x 3 staff @ \$120/day \$1,080 Per Diem: 3 days x 3 staff @ \$40/day \$360 Total \$2,940
Equipment	\$10,000	\$0	\$0	\$10,000	No Equipment requested OR: Call Center Equipment Installation = \$5,000 Phones = \$5,000 Total \$10,000
Supplies	\$3,700	\$5,670	\$0	\$9,460	Federal 2 desks @ \$1,500 \$3,000 2 chairs @ \$300 \$600 2 cabinets @ \$200 \$400 Non-Fed Cash 2 Laptop computers \$3,000 Printer cartridges @ \$50/month \$300 Consumable supplies (pens, paper, clips etc...) @ \$180/month \$2,160 Total \$9,460
Contractual	\$30,171	\$0	\$0	\$30,171	(organization name, purpose of contract and estimated dollar amount)

					Contract with AAA to provide respite services: 11 care givers @ \$1,682 = \$18,502 Volunteer Coordinator = \$11,669 Total \$30,171 <i>If contract details are unknown due to contract yet to be made provide same information listed above and:</i> A detailed evaluation plan and budget will be submitted by (date), when contract is made.
Other	\$5,600	\$0	\$5,880	\$11,480	Federal 2 consultants @ \$100/hr for 24.5 hours each = \$4,900 Printing 10,000 Brochures @ \$.05 = \$500 Local conference registration fee (name conference) = \$200 Total \$5,600 In-Kind Volunteers 15 volunteers @ \$8/hr for 49 hours = \$5,880
Indirect Charges	\$20,934	\$0	\$0	\$20,934	21.5% of salaries and fringe = \$20,934 IDC rate is attached.
TOTAL	\$140,294	\$40,866	\$5,880	\$187,060	

Budget Narrative/Justification - Sample Template

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

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
-----------------------	---------------	------------------	---------------------	-------	---------------

Personnel					
Fringe Benefits					
Travel					
Equipment					
Supplies					
Contractual					
Other					
Indirect Charges					
TOTAL					

Project Work Plan - Sample Template

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

Goal:

Measurable Outcome(s):

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

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

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.

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

1. Project Director.

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

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