



Administration for Community Living

Administration on Disabilities

PNS: Co-Occurring Resource Center for Individuals with ID/DD

HHS-2022-ACL-AOD-DDMH-0084

06/21/2022

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ACL Center:

Administration on Disabilities

Funding Opportunity Title:

PNS: Co-Occurring Resource Center for Individuals with ID/DD

Funding Opportunity Number:

HHS-2022-ACL-AOD-DDMH-0084

Primary CFDA Number:

93.631

Due Date for Letter of Intent:

05/10/2022

Due Date for Applications:

06/21/2022

Date for Informational Conference Call:

05/18/2022

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 for Community Living's (ACL) mission is to maximize the independence, well-being, and health of older adults, people with disabilities across the lifespan, their families, and their support networks. ACL was created around the fundamental principle that older adults and people of all ages with disabilities should be able to live where they choose, with the people they choose, and with the ability to participate fully in their communities.

ACL's Administration on Disabilities (AoD) will award under the Projects of National Significance (PNS) program one competitive, five-year cooperative agreement to establish a

national, person-centered, culturally competent training center for building capacity in state and local service systems to support individuals with co-occurring intellectual and developmental disabilities (ID/DD) and mental health disabilities living well. The Center will be guided by people with lived experience, including those from underserved communities, and will provide training, peer-to-peer learning, and resources to individuals, family members, and professionals working with people with ID/DD and mental health disabilities, including mental health professionals and direct support professionals. The National Resource and Technical Assistance Center (Center) will also support state agencies by providing resources related to policy development, service design, and service coordination across agencies.

I. Funding Opportunity Description

A. STATEMENT OF NEED

According to a report on home and community-based services for people with co-occurring ID/DD and mental health needs “people with IDD who have dual diagnosis or who present behavioral ‘challenges’ are more likely to be institutionalized and are often the last to get out of institutions.”^[1] Often this exclusion from community living begins when youth with ID/DD are still in school. Research suggests that punitive measures that occur throughout school systems such as zero tolerance policies, restraint and seclusion practices, and unnecessary referrals to law enforcement, including school resource officers, result in the School-to-Prison Pipeline for youth with disabilities. A 2015 report from the National Council on Disability found that “among incarcerated youth, 85 percent have learning and/or emotional disabilities, yet only 37 percent receive special education in school. Most were either undiagnosed or not properly served in school.”^[2] This initiative aims to support individuals with ID/DD and mental health disabilities to live well in the community, including through diversion and re-entry practices.

Even when not institutionalized, individuals with ID/DD who have co-occurring mental health disabilities often experience inequities to living well in the community^[3]. The 2008-2009 National Core Indicators Consumer Survey Report^[4] found significant differences in outcomes between individuals with and without co-occurring mental health disabilities. The data showed that individuals with co-occurring ID/DD and mental health disabilities were more likely to live in a group home than an independent living setting. Additionally, those with co-occurring ID/DD and mental health disabilities were somewhat less likely to be in excellent or very good health. While no significant statistical difference was found among rates of employment between these groups, people with co-occurring ID/DD and mental health disabilities earned less income than individuals with ID/DD only. Individuals with co-occurring ID/DD and mental health disabilities also were less likely to report having friends and were significantly more likely to report feeling lonely. ACL seeks to improve these circumstances and quality of life for people with ID/DD and mental health disabilities through this initiative.

Prevalence of co-occurring ID/DD and mental health disabilities is difficult to attain due to lack of reporting across siloed service systems, variance in the way these disabilities are defined, and diagnostic overshadowing, in which a mental health disability might go undiagnosed as behaviors or symptoms are misattributed to the developmental disability diagnosis.^[5] Despite this, several sources suggest that individuals with ID/DD experience a higher rate of mental health conditions across the lifespan. According to the National Association of Dual Diagnosis, most professionals currently accept that roughly 35% of people with intellectual disabilities also

experience mental health disabilities. The National Core Indicators survey data from 2017-2018 of over 22,500 individuals with ID/DD found that approximately 48% have one of four diagnoses: mood disorder, anxiety disorder, psychotic disorder, or other mental health diagnosis, with a range of 34% to 64% across 35 states and the District of Columbia[6]. A study conducted by the Boston Children's Hospital and Harvard Medical School found the prevalence of ID/DD and co-occurring mental illness to be around 40%, with "persistent mental ill-health" around 30%.[7]

In 2003, the National Association of State Mental Health Program Directors (NASMHPD) hosted a meeting on co-occurring mental illness and developmental disabilities with a focus on systems barriers and strategies for reform. The report from this meeting identified the following values that meeting participants agreed should drive the vision for a coordinated service delivery system:

- Plans of care should be driven by the needs of each individual.
- Self-advocates should be involved at all levels of decision-making.
- Community integration and reducing stigma should be principal goals.
- Coordinated service delivery systems should be culturally informed and responsive.
- Coercion and violence should be eliminated in all setting in which services, supports, or treatment are provided. [8]

ACL seeks to support these values through the work of this national resource and technical assistance center. ACL also aims to advance trauma-informed practices and services through this center. According to the National Child Traumatic Stress Network, youth with ID/DD are at increased risk for physical and sexual abuse, restraint, seclusion, and emotional neglect, all of which can result in trauma. Additionally, people with ID/DD may experience trauma because of chronic medical conditions that result in invasive procedures.[9] Applicants should describe how they will promote and educate about trauma-informed practices in the work of this center. Given that individuals with co-occurring intellectual and developmental disabilities and mental health disabilities have historically been marginalized and left out of efforts to increase equity and be included in the community, authentic engagement and a high level of participation of people with these disabilities will be critical to the success of this project.[10] Applicants should describe how people with ID/DD and mental health disabilities will be meaningfully included at all stages of planning and implementing this project, including those who are from underserved communities, as defined in the Administration's Executive Order on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government (E.O. 13985)[11] and referenced in Subsection I.F. below. The Center will also be guided by principles of equity, community living, and self-determination (These definitions are included in Subsection I.F.).

B. PROGRAM HISTORY AND BACKGROUND

The U.S. Department of Health and Human Services (HHS) has made a significant investment in the expansion of mental and behavioral health services. In FY2022, HHS, through the Substance Abuse and Mental Health Services Administration (SAMHSA):

- Expanded the Community Mental Health Block Grant;

- Funded the Mental Health Awareness Training program;
- Increased mental health supports for youth through funding the National Child Traumatic Stress Network;
- Expanded SAMHSA's Criminal and Juvenile Justice programs to address the mental health needs of people involved in the criminal justice system;
- Funded the Certified Community Behavioral Health Clinics Expansion Program; and,
- Funded SAMHSA's Minority Fellowship Programs to improve behavioral health care outcomes for diverse populations.

HHS will also be transitioning to the 988 code to access the National Suicide Prevention Lifeline July 2022. In addition, HHS, through the Centers for Medicare and Medicaid Services (CMS), has begun implementing two provisions of the American Rescue Plan that allow states to expand behavioral health services: Section 9817 that provides states an enhanced federal match for certain home and community-based services, including behavioral health services, and a new mobile crisis services option authorized under section 9813.

ACL anticipates that the grantee will work with recipients of these and other HHS mental or behavioral health programs and funding to increase their competencies to better serve people with ID/DD and mental health disabilities.

Recognizing the significant needs faced by people with co-occurring intellectual and developmental disabilities and mental health disabilities and the systemic changes needed to support better community living, ACL's Administration on Disabilities (AoD) funded the development of the Mental Health and Developmental Disabilities (MHDD) National Training Center from Fiscal Year 2018-2021. Functioning as a collaboration between the University Centers for Excellence in Developmental Disabilities (UCEDD) at the University of Kentucky, University of Alaska Anchorage, and Utah State University, the MHDD Center continues to serve as a clearinghouse, providing access to current evidence-based, trauma-informed, culturally responsive practices that address the mental health needs of individuals with developmental disabilities.

In March 2020, the MHDD National Training Center published "National Needs Assessment: Mental Health Services for People with Intellectual and Developmental Disabilities." [\[12\]](#) This survey of 877 individuals from 49 states identified current gaps and needs in mental health services for the ID/DD community, particularly to inform training efforts to increase capacity in the workforce to serve this community. Findings in the study identify several barriers to mental health services for people with developmental disabilities, including a shortage of mental health providers, lack of expertise on serving people with ID/DD among mental health providers, long wait times for preventative or routine mental health services, and cost. These barriers have only been exacerbated by the increased need for mental health services and supports for youth and adults of all ages during the COVID-19 pandemic. ACL anticipates that applicants will use the findings of this needs assessment and other relevant resources provided by the MHDD National Training Center to inform the work of this national resource and technical assistance center.

Building on the work of the National Training Center, in September of 2021, ACL awarded 5 UCEDD *National Training Initiative Grants to Support People with ID/DD with Co-Occurring*

Mental or Behavioral Health Disabilities to the UCEDDs at University of Alaska Anchorage, University of Illinois Chicago, University of Kentucky, The Ohio State University, and Utah State University. These grants are supporting collaboration between state mental health and developmental disability service agencies to create more integrated services and supports for this community. Individuals with these co-occurring disabilities have reported a significant lack of coordination and collaboration across the service systems. At the same time, service providers and administrators have reported that they do not have the resources available to serve this population.^[13] Applicants should describe how they will leverage these existing ACL efforts, as well as others in planning and implementing this project.

This new center will be a critical activity as part of AoD's strategic priority to promote equity, including health equity of individuals with disabilities. ACL recognizes that a leading contributor to the inequities individuals with ID/DD and co-occurring mental health disabilities experience is a lack of access to a comprehensive, coordinated, and integrated system of mental health and home and community-based services. This investment will support Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government which directed the Federal Government to develop 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."^[14] It will also support the Administration's priorities to address the COVID-19 pandemic.

The center will promote community living, stressing the importance of empowering individuals with disabilities to exercise full choice and control over their lives and to live independently in their communities with the appropriate services and supports. It is expected that applicants will demonstrate how these aims will be advanced particularly through active, meaningful collaborations with a diverse array of stakeholders vested in community living, self-advocacy, health, and wellness. Applicant(s) should provide evidence that individuals with disabilities, including those from culturally and linguistically diverse backgrounds will be actively and meaningfully engaged throughout all funded activities, including staffing, administration, and governance.

C. PROGRAM GOALS

AoD seeks to fund one (1) five-year cooperative agreement to create and maintain a National Resource and Technical Assistance Center: Increasing Capacity to Support Individuals with Co-occurring Intellectual and Developmental Disabilities and Mental Health Disabilities. This Center will respond to the need for:

- Systems change that improves policies, service design, and service coordination.
- Building the capacity of the workforce to support individuals with co-occurring ID/DD and mental health disabilities.
- Improving access to person-centered, culturally competent mental health services and community supports for individuals with co-occurring ID/DD and mental health disabilities.

By targeting efforts in each of these areas, ACL aims to improve services and supports that will support individuals with ID/DD and co-occurring mental health conditions to live well in the

community

Outcomes:

- Improved coordination between mental health, DD, and Medicaid service systems to develop and/or amend policies and practices that fill service gaps, recruit and train competent staff, and assure equitable access to quality services.*
- Increased number of mental health professionals and paraprofessionals, including community-based mobile crisis intervention service personnel, peer support workers, and service providers for the 988 Dialing Code for National Suicide Prevention Lifeline, with the competencies needed to provide effective and culturally competent supports to individuals with co-occurring ID/DD and mental health disabilities.*
- Increased number of community service providers, who have the capacity to support individuals with ID/DD and co-occurring mental health disabilities.
- More streamlined access for all people with ID/DD to competent mental health services.*
- Improved awareness and knowledge of the strengths, needs, challenges, and systemic barriers experienced by people with co-occurring ID/DD and mental health disabilities.
- Improved ability to deliver responsive and equitable programming, training, and technical assistance.
- Increased self-determination, empowerment, and quality of life for people with co-occurring ID/DD and mental health disabilities.
- Enhanced service delivery infrastructure, including mechanisms for ongoing and sustained engagement of individuals with lived experience.

*Tracking with performance measures for the Projects of National Significance program

D. MAJOR ACTIVITIES:

Applicant(s) should respond to this funding announcement by submitting proposals that describe a well-designed, strategic approach they will take, if funded, to create, maintain, and sustain a National Resource and Technical Assistance Center that builds the capacity of our communities across the nation to better serve people with co-occurring ID/DD and mental health disabilities living well in the community. Applicant(s) should explain how they plan to implement the required activities outlined in this subsection below along with any other activities they deem necessary to achieve the outcomes listed in Subsection I.C above.

1. Collaboration with stakeholders:

ACL expects that no single organization will be able to completely fulfill the priority areas addressed in this project. Therefore, applicants should describe how they plan to partner with other organizations, particularly those representing the needs of traditionally unserved and underserved people with ID/DD and co-occurring mental health disabilities, including those from racially and ethnically diverse populations, with intersectional identities, who use augmentative and alternative communication, and/or who are disconnected from ongoing supports and systems (such as youth transitioning out of the juvenile justice or foster care systems). While the applicant organization must be the fiscal and programmatic lead, applicants should clearly define their key partners' roles throughout the application materials (e.g., work plan, budget, project narrative). Applicants should include letters of commitment from initial partners in this

application. Applicants should also describe how they will engage with external stakeholders such as those on the non-exhaustive list below:

- Individuals with co-occurring ID/DD and mental health disabilities
- National agencies representing state developmental disabilities, mental health, and Medicaid program directors
- Organizations representing community services providers and mental health providers
- Disability-led organizations, including those that provide training, technical assistance, and peer to peer support
- The National Suicide Prevention Lifeline crisis centers
- ACL Aging and Disability network organizations and Projects of National Significance grantees
- Other national organizations representing individuals with disabilities, families, and advocates, including those focused on health equity
- Key researchers and subject matter experts
- Key federal partners including Substance Abuse and Mental Health Services Administration (SAMHSA) and Centers for Medicare and Medicaid Services (CMS)

2. Steering Committee

The applicant should describe how they will develop a steering committee comprised entirely of people with co-occurring ID/DD and mental health disabilities to guide the development and dissemination of resources and other activities of the Center. Applicants should describe their plan for developing this steering committee and ensuring the group is inclusive of people with ID/DD and mental health disabilities from underserved communities, as described in subsection I.F. Applicants should ensure they budget appropriately for every individual to fully participate in the steering committee, including the cost of reasonable accommodations, virtual meeting platforms, and potentially stipends for the individuals' time. Applicants should describe how they will recruit, support, and engage with this steering committee.

3. Resource Development and Dissemination

Information dissemination, direct technical assistance, and capacity building to improve community living support for individuals with ID/DD and co-occurring mental health disabilities will be a central component of this five-year initiative. Applicants should describe a resource development and dissemination plan that includes input from the steering committee for identifying and developing a variety of multi-modal resources tailored to the information needs of state systems, mental health and ID/DD professionals including direct support professionals, mobile crisis unit staff, staff of the National Suicide Prevention Lifeline Crisis Centers, individuals with co-occurring ID/DD and mental health disabilities, families, and other support networks. This plan may include conducting an environmental scan and/or gap analysis to identify what resources are in greatest need. Applicants should describe how they will ensure that the resources will be cognitively accessible, culturally and

linguistically competent, and evidence-informed. Applicants should identify a sampling of potential resources and describe a dissemination plan for these resources, including dissemination to individuals from underserved communities as defined in Section I.F. The dissemination plan should include strategies that support:

- State systems in developing system policies, program and services design, payment practices, and for developing interagency collaboration;
- Mental health and ID/DD professionals and paraprofessionals, including community-based mobile crisis professionals, 988 responders, peer support workers, and substance use reduction personnel in providing effective mental health crisis services, referrals, and interventions for individuals with ID/DD and mental health disabilities, home and community-based services (HCBS), and integrated mental health treatment strategies into daily HCBS services and support; and
- Individuals to live well in the community.

4. Website

A website on supporting individuals with ID/DD and co-occurring mental health disabilities will be the central structure for disseminating information. ACL will develop and make available the necessary pages on the ACL.gov website for all materials, products and other information related to the project. In this regard, a new dedicated page on the ACL website will be the primary web presence for this project. Applicants should describe how the information and materials provided by the grantee and partners for dissemination, regardless of method, will be fully accessible (i.e., 508-compliant), and meet the accessibility and cultural and linguistic needs of the intended audience.

With an ACL.gov webpage as the primary vehicle for presenting and organizing public-facing information, ACL anticipates that the successful applicant will develop and employ 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., electronic/web-based, in-person, print, etc.) by which such activities will occur.

When fully operational, ACL envisions the website for the center will become a hub for federal, state, and all other entities engaged in the delivery of mental health and DD services as well as for people with ID/DD and co-occurring mental health disabilities, their families, mental health and ID/DD professionals and paraprofessionals including direct support professionals, peer support workers, community-based mobile crisis professionals, and 988 responders to access an array of model policies, promising practices, training materials, technical assistance, payment strategies, and service designs and learning collaboratives. The materials to be catalogued on the site should include:

- Research studies
- Training curricula and platforms
- Assessments and planning processes
- Effective mental health and substance use disorder treatment interventions
- Information and interventions on trauma and developmental trauma

- Information and resources to support cultural competency for providers serving individuals with ID/DD and mental health disabilities, particularly those from underserved communities
- Models of home and community-based services and supports for people with ID/DD and mental health disabilities including staff training and support
- Models for educating and supporting families and individuals with lived experience, including self-advocacy training and peer supports
- Models of system collaboration and integrated approaches including between Mental Health, ID/DD, Education, Justice, and Child Welfare systems
- Guidance regarding leveraging resources to increase the use of community-based mobile crisis intervention services
- Protocols for staff of 988 Dialing Code for National Suicide Prevention Lifeline Crisis Centers
- Plain language materials and materials for people with limited English proficiency

Applicants should consider and develop a multi-modal approach for effectively disseminating the information developed and catalogued via this initiative. In developing their proposals, applicants should describe the approaches they will employ to help realize ACL's vision.

Applicants should describe how the website and the resources they will develop as the grantee will be branded so that it is clear to the public and others that they were developed with the support of ACL. The grantee will also use social media to promote the website and the overall project. Applicants should describe how they will enable requests for technical assistance from subject matter experts, including those with lived experience, through the website.

5. Communities of Practice

To generate change and create more integrated mental health and home and community-based services, the grantee will develop communities of practice (CoPs) for at minimum, the following communities:

- State system leaders including state disability, mental health, and Medicaid agencies, and ACL aging and disability network organizations
- Mental health and ID/DD professionals and paraprofessionals including direct support professionals and peer support workers
- Individuals with co-occurring ID/DD and mental health disabilities, including training on topics such as peer mentoring or using storytelling as an advocacy tool
- Families and others in support networks

Applicants should describe how they will develop the CoPs and provide targeted technical assistance to the CoPs through an accessible virtual platform not less than quarterly. Applicants should describe how they will ensure these groups are inclusive of underserved communities. Applicants should describe how they will recruit, structure, and engage with the communities of practice.

6. National Conference

Applicants should describe the approach they will take in hosting a conference in year five of this grant for a variety of stakeholders focused on better serving people with ID/DD and mental health disabilities. The goal of the conference is to share promising practices that emerge from the work of the Center and disseminate the information to individuals with lived experience and other stakeholders, including service professionals and state and local agency personnel. The conference may occur virtually, in-person, or as a hybrid event. Budgeting should be appropriate to ensure people with ID/DD, including those from underserved communities are able to fully participate in this conference.

7. Evaluation

Applicants should describe how they will use process evaluation techniques to analyze delivery of project activities to determine the extent to which the project is implemented as planned; how the project activities are being received by the collaborative partners and other stakeholders (particularly those from underserved communities); the barriers to implementation; and areas for project improvements.

Please see Subsection I.C, Program Goals above and link the evaluation activities to the intended outcomes.

Evaluation should at a minimum include:

- The quality and perceived usefulness of the training materials and resources
- Increased knowledge, awareness, and/or skills among communities of practice.
- The extent to which participants receiving training make practice or policy changes as a result of their participation

8. Sustainability

Through this funding opportunity, ACL expects to realize tangible, measurable, and sustainable advancements for people with co-occurring ID/DD and mental health disabilities. An expected outcome of this project will be sustainability of a national resource center on co-occurring ID/DD and mental health disabilities. During the course of the project, efforts should be made to generate sufficient resources and strategies for organizational sustainability, financial sustainability and/or community sustainability to continue and to refine the work of the center. Applicants should propose a range of potential approaches for ensuring the sustainability of project efforts after federal funding has ended.

E. OPTIONAL ACTIVITIES

Applicants may undertake any other training activities in order to accomplish the outcomes listed in Subsection I.C.

F. DEFINITIONS

Equity - Executive Order 13985^[15] defines equity as “the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as 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; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.”

Underserved Communities - Executive Order 13985 defines underserved communities as populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the preceding definition of “equity.”

Self-Determination Activities - The Developmental Disabilities Assistance and Bill of Rights Act[16] defines self-determination activities as “activities that result in individuals with developmental disabilities, with appropriate assistance, having:

- the ability and opportunity to communicate and make personal decisions;
- the ability and opportunity to communicate choices and exercise control over the type and intensity of services, supports, and other assistance the individual receives;
- the authority to control resources to obtain needed services, supports, and other assistance;
- opportunities to participate in, and contribute to their communities; and

support, including financial support, to advocate for themselves and others, to develop leadership skills, through training in self-advocacy, to participate in coalitions, to educate policymakers, and to play a role in the development of public policies that affect individuals with developmental disabilities.”

Community Living - Community Living stresses the importance of empowering individuals with disabilities to exercise full choice and control over their lives and to live independently in their communities with the appropriate services and supports.

[1] Friedman, Carli & Lulinski, Amie & Rizzolo, Mary. (2015). Mental/Behavioral Health Services: Medicaid Home and Community-Based Services 1915(c) Waiver Allocation for People With Intellectual and Developmental Disabilities. Intellectual and developmental disabilities. 53. 257-270. 10.1352/1934-9556-53.4.257.

[2] “Breaking the School-to-Prison Pipeline for Students with Disabilities.” NCD.gov, National Council on Disability , 5 May 2016, <https://www.ncd.gov/publications/2015/06182015>.

[3] “Reconciling the Past & Changing the Future.” Center for START Services, 28 Jan. 2022, <https://centerforstartservices.org/Truth-and-Reconciliation-Project>.

[4] Human Services Research Institute, National Association of State Directors of Developmental Disabilities Services, NCI Data Brief, Issue 2, April, 2011. www.nationalcoreindicators.org/upload/core-indicators/Data_Brief_--_dual_dx_--_Issue_2_--_April_4_2011_1.pdf.

[5] National Association of State Mental Health Program Directors (NASMHPD). 2004, Serving Individuals with Co-Occurring Developmental Disabilities and Mental Illnesses: Systems Barriers and Strategies for Reform. Alexandria, VA.

[6] Bradley, V., Hiersteiner, D. Maloney, J, Vegas, L and Bourne, M.L. 2019, What Do NCI

Data Reveal About People

Who Are Dual Diagnosed with ID and Mental Illness? Alexandria, VA.

[7] Division of Developmental Medicine, University Center for Excellence in Developmental Disabilities (UCEDD), Boston Children's Hospital, Boston, Massachusetts, USA; Department of Psychiatry, Boston Children's Hospital, Boston, Massachusetts, USA; Oliver Wendell Holmes Society, Harvard Medical School, Boston, Massachusetts, USA

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4814928/>

[8] National Association of State Mental Health Program Directors (NASMHPD). 2004, *Serving Individuals with Co-Occurring Developmental Disabilities and Mental Illnesses: Systems Barriers and Strategies for Reform*. Alexandria, VA.

[9] Horton, C., Evans, N., Charkowski, R., D'Amico, P., Gomez, M., R., Henderson Bethel, T., Kraps, J., Vogel, J., and Youde, J. (2021) *Children with intellectual and developmental disabilities can experience traumatic stress: A fact sheet for parents and caregivers*. Los Angeles, CA, and Durham, NC: National Center for Child Traumatic Stress.

[10] "Reconciling the Past & Changing the Future." Center for START Services, 28 Jan. 2022, <https://centerforstartservices.org/Truth-and-Reconciliation-Project>.

[11] "Executive Order on Advancing Racial Equity and Support for Underserved Communities through the Federal Government." The White House, The United States Government, 21 Jan. 2021, <https://www.whitehouse.gov/briefing-room/presidential-actions/2021/01/20/executive-order-advancing-racial-equity-and-support-for-underserved-communities-through-the-federal-government/>.

[12] "MHDD National Needs Assessment 2020." MHDD National Training Center, 13 May 2020, <https://www.mhddcenter.org/mhdd-national-needs-assessment-2020-2/>.

[13] National Association of State Mental Health Program Directors (NASMHPD). 2004, *Serving Individuals with Co-Occurring Developmental Disabilities and Mental Illnesses: Systems Barriers and Strategies for Reform*. Alexandria, VA.,

[14] Executive Order on Advancing Racial Equity and Support for Underserved Communities through the Federal Government." The White House, The United States Government, 21 Jan. 2021, <https://www.whitehouse.gov/briefing-room/presidential-actions/2021/01/20/executive-order-advancing-racial-equity-and-support-for-underserved-communities-through-the-federal-government/>.

[15] Executive Order on Advancing Racial Equity and Support for Underserved Communities through the Federal Government." The White House, The United States Government, 21 Jan. 2021, <https://www.whitehouse.gov/briefing-room/presidential-actions/2021/01/20/executive-order-advancing-racial-equity-and-support-for-underserved-communities-through-the-federal-government/>.

[16] *An Act to Improve Service Systems for Individuals with Developmental Disabilities, and for Other Purposes*. (PL 106-442) U.S. G.P.O., 2000.

Statutory Authority

This project is funded under the Projects of National Significance (PNS) within the Developmental Disabilities Assistance and Bill of Rights Act, which defines the purpose of PNS as a program to "create opportunities for individuals with developmental disabilities to directly and fully contribute to, and participate in, all facets of community life; and support the development of national and State policies that reinforce and promote, with the support of families, guardians, advocates, and communities, of individuals with developmental disabilities,

the self-determination, independence, productivity, and integration and inclusion in all facets of community life of such individuals."[\[1\]](#)

[\[1\]](#) *An Act to Improve Service Systems for Individuals with Developmental Disabilities, and for Other Purposes.* (PL 106-442) U.S. G.P.O., 2000.

II. Award Information

Funding Instrument Type:

CA (Cooperative Agreement)

Estimated Total Funding:

\$650,000

Expected Number of Awards:

1

Award Ceiling:

\$650,000

Per Budget Period

Award Floor:

\$600,000

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'

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 if it stays within the original scope 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 ACL project officer agrees to execute the responsibilities of the cooperative agreement outlined below:

- 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 ACL by conducting periodic briefings and by carrying out ongoing consultations.
- Work cooperatively with the grantee to clarify the programmatic and budgetary issues to be addressed by the project.

- Within 30 days post-award, meet with the grantee to finalize the workplan to the mutual agreement of all parties to this cooperative agreement
- Provide guidance to the grantee, as necessary, in making sub-awards (i.e., sub-grants/contracts) as permitted in this funding opportunity announcement.
- 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.
- Establish and maintain the primary website/webpage for this project on the ACL.gov website.
- Review and provide technical advice to the grantee on all work products and other project deliverables and processes.
- Provide consultation to the grantee in identifying emerging issues as they relate to the goals and objectives of this grant program.
- Work with the grantee on the development and implementation of evaluation and quality assurance systems to ensure that performance is measured, and continuous improvement occurs.
- Attend and participate in major project events as appropriate.

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

- Immediately inform, and collaborate with, the ACL on any in-scope modification of the work plan.
- Within 30 days post award, meet with ACL to finalize the project work plan to the mutual satisfaction of all parties to this agreement.
- Participate in monthly check-in calls with the ACL Program Officer;
- Provide drafts of all press releases and social media announcements
- Provide preliminary and other working drafts of all products and deliverables to the ACL Program Officer for review;
- Prior to dissemination, provide final drafts of all products and deliverables to the ACL Project Officer for accessibility and 508-compliance review;
- Ensure that all materials and products as well as all aspects of the website, are fully accessible and developed in accordance with 508 compliance standards.
- Use the ACL-established website/webpage for this project as the primary location for all web-based materials.
- Collaborate with ACL on the identification and selection of steering committee (if established) members and any subject matter experts/advisory consultants to the project;
- Evaluate the impact of overall project activities and ensure quality assurance systems are in place.

- Share information with ACL, national and local organizations, and other entities as appropriate.
- Fulfill all 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 ACL Program Officer to evaluate performance results reported semiannually and jointly develop strategies to address those areas requiring improvement.

III. Eligibility Information

1. Eligible Applicants

For FY 2022 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.

SEC. 162. <<NOTE: 42 USC 15082.>> GRANT AUTHORITY. (a) In General. --The Secretary shall award grants, contracts, or cooperative agreements to public or private nonprofit entities for projects of national significance relating to individuals with developmental disabilities to carry out activities described in section 161(2).

2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:

No

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

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

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

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria

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

Application Screening Criteria

All applications will be screened to assure a level playing field for all applicants. Applications that fail to meet the four screening criteria described below will not be reviewed and will receive no further consideration. For an application to be reviewed, it must meet the following screening requirements:

- 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.
- The Project Narrative section of the Application must be **double-spaced**, on **8.5" x 11"** plain white paper with **1" margins** on all sides, and a standard font size of no less than **11 point, preferably Calibri or Arial**.
- The Project Narrative must not exceed 25 pages. Project Narratives that exceed 25 pages will have the additional pages removed and only the first 25 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. NOTE: The Project Work Plan, Letters of Commitment, Organizational Charts, Résumés/Vitae of Key Project Personnel, and Logic Model are not counted as part of the Project Narrative for purposes of the 25-page limit.
- Applications must contain a budget request that is equal to or more than the "Award Floor" amount and not more than the "Award Ceiling" amount as found in Section II of this funding opportunity announcement.

Unsuccessful submissions will require authenticated verification from <https://www.grants.gov> indicating system problems existed at the time of your submission. For example, you will be required to provide an <https://www.grants.gov> submission error notification and/or tracking number 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. By April of 2022, the federal government will stop 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 acknowledgement from <https://www.grants.gov> that contains <https://www.grants.gov> tracking number. The Administration for Community Living will retrieve your application form from <https://www.grants.gov>.

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

Dana Fink
202.795.7604
dana.fink@acl.hhs.gov

2. Content and Form of Application Submission

Letter of Intent

Due Date for Letter Of Intent 05/10/2022

05/10/2022

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

Dana Fink

Office of Intellectual and Developmental Disabilities

Email: dana.fink@acl.hhs.gov

Project Narrative

The Project Narrative must be **double-spaced**, on **8.5” x 11”** paper with **1” margins** on **all** sides, and a standard **font** size of no less than **11 point**, preferably **Calibri or Arial**. You can use smaller font sizes to fill in the Standard Forms and Sample Formats. The suggested length for the Project Narrative is 20 to 25 pages; 25 pages is the maximum length allowed. Project Narratives that exceed 25 pages will have the additional pages removed and only the first 25 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. The Project Work Plan, Letters of Commitment, Organizational Charts, and Résumés/Vitae of Key Personnel, and Logic Model are not counted as part of the Project Narrative for purposes of the 25-page limit, but all the other sections noted below are included in the limit.

a. Project Narrative Inclusive List:

- Summary/Abstract
- Statement of Need
- Goals and Objectives
- Proposed Approach
- Equity, Self-Determination, and Community Living
- Outcomes
- Organizational Capability and Project Management

SUMMARY/ABSTRACT

Please include in this section a brief (265 words maximum) description of the proposed project that includes:

- project’s goals
- objectives
- overall approach (including target population and significant partnerships)
- anticipated outcomes
- products to be developed

STATEMENT OF NEED

Please describe the nature and scope of the issues facing people with co-occurring ID/DD and mental health disabilities in both quantitative and qualitative terms.

GOALS AND OBJECTIVES

Please describe the project’s goals and major objectives.

PROPOSED APPROACH

Use this section to provide a clear and concise description of the project you propose to use to address the problem you described in the “Statement of Need” including the following required activities:

- Collaboration with stakeholders
- Steering committee
- Resource development and dissemination
- Website
- Communities of practice
- Conference
- Evaluation
- Sustainability

In this section, also note the major barriers you anticipate and your strategies to overcome them.

EQUITY, SELF-DETERMINATION, AND COMMUNITY LIVING

In this section, describe how your project will engage the principles of equity, self-determination, and community living. Describe how individuals with ID/DD and mental health disabilities will be engaged in each component of the project, including those from underserved communities.

OUTCOMES

In this section, clearly identify the measurable outcome(s) that will result from your project. If you use the optional work plan grid found in the Appendix section at the end of this funding announcement, list your measurable outcomes in the grid in addition to including them in the narrative. Also, describe how the project's findings might benefit the field at large.

ORGANIZATIONAL CAPABILITY & PROJECT MANAGEMENT

In this section, delineate the roles and responsibilities of project staff, consultants, and partner organizations. Describe how they will contribute to achieving the project's objectives and outcomes. Clearly specify who will have day-to-day responsibility for key tasks such as: leadership of project; monitoring the project's on-going progress (i.e., measure of performance towards the goals); preparation of reports; and communications with partners and ACL. Also, describe the approach you will use to monitor and track progress on the project's tasks and objectives. This section should also cover capabilities of the applicant agency not included in the program narrative, such as any current or previous relevant experience and/or the record of the project team in preparing cogent and useful reports, publications, and other products. If appropriate, include an organization chart showing the relationship of the project to the current organization.

Please attach short vitae for key project staff only. Neither vitas nor an organizational chart will count towards the narrative page limit. Also include information about any contractual organization(s) that will have a significant role(s) in implementing project and achieving project goals. Applicants should demonstrate that the organization has resources and capabilities to support the provision of person-centered services and culturally and linguistically competent services.

BUDGET NARRATIVE/JUSTIFICATION

For the Budget Narrative/Justification, you may use the “Budget Narrative/Justification – Sample Format” found in the Appendix section at the end of this funding announcement. Applicants are encouraged to pay particular attention to this format, which provides an example of the level of detail ACL is looking for. ACL requires that you submit a combined multi-year Budget Narrative/Justification covering the life of the grant as well as a detailed Budget Narrative/Justification for each year of potential grant funding. Applicants should ensure they budget appropriately for people with co-occurring ID/DD and mental health disabilities to fully participate in the steering committee and conference including the cost of reasonable accommodations, virtual meeting platforms, and potentially stipends for the individuals’ time

PROJECT WORK PLAN

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

LETTERS OF COMMITMENT FROM KEY PARTICIPATING ORGANIZATIONS AND AGENCIES

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

3. 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. By April of 2022, the federal government will stop 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 acknowledgement from <https://www.grants.gov> that

contains <https://www.grants.gov> tracking number. The Administration for

Community Living will retrieve your application form from <https://www.grants.gov>.

4. Submission Dates and Times

Due Date for Applications 06/21/2022

06/21/2022

Date for Informational Conference Call:

05/18/2022

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>.

Notice of Funding Opportunity Informational Call:
Wednesday, May 18, 2022 3:00pm-4:00pm ET

Microsoft Teams meeting

Join on your computer or mobile app

teams.microsoft.com/l/meetup-join/19%3ameeting_MDgwMGVmNzctNjJy00MmE4LTk4ZmMtZThlNzk2NTFIMGE3%40t%3A%22d58addea-5053-4a80-8499-ba4d944910df%22%2c%22Oid%22%3a%22c7a2ca2e-d15c-4b6e-9406-83376605b499%22%7d

Or call in (audio only)

+1 206-420-5032,,440325688# United States, Seattle
Phone Conference ID: 440 325 688#

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

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

- A. Project Relevance and Current Need – 10 points
- B. Goals, Objectives, and Outcomes – 8 points
- C. Proposed Approach – 42 points
- D. Budget and Budget Justification – 10 points
- E. Equity, Self-Determination, and Community Living – 10 points
- F. Organizational Capability and Project Management - 20 points

A. PROJECT RELEVANCE AND CURRENT NEED

Maximum Points: 10

To what extent does the application:

- Demonstrate a clear understanding of the nature and scope of the issues facing people with co-occurring ID/DD and mental health disabilities? (3 points)
- Use both quantitative and qualitative data to identify the need to improve services and supports for people with ID/DD and mental health disabilities, including data on unserved and underserved communities? (2 points)

- Demonstrate that people with ID/DD and their needs and goals were included in the process of developing the application and proposed approach? (3 points)
- Describe how the applicant will leverage resources from other ACL funded efforts such as the MHDD Center and the five national training initiative grantees in the formation and implementation of their projects? (2 points)

B. GOALS, OBJECTIVES, AND OUTCOMES

Maximum Points: 8

To what extent does the application:

- Address the project's major goals and objectives in a clear and concise manner (2 points)
- Include proposed outcomes for the project that are clear, quantifiable, measurable, and consistent with both the program goals as stated in this funding announcement (Subsection I.C.) and the definition of a project outcome contained in Project Work Plan – Sample Template? (3 points)
- Include a logic model that provides an overall conceptual framework for achieving the projects goals and outcomes? (3 points)

C. PROPOSED APPROACH

Maximum Points: 42

1. Collaboration with Stakeholders (7 points)

To what extent does the application:

- Describe how applicants plan to partner with other organizations, including those representing the needs of traditionally unserved and underserved individuals with disabilities and those? (2 points)
- Detail one applicant as the fiscal and programmatic lead? (1 point)
- Clearly define the key partners' roles throughout the application materials (e.g., work plan, budget, project narrative)? (2 points)
- Describe how the grantee will work with other subject matter experts and programs, including recipients of HHS-wide mental or behavioral health programs and funding (such as those funded by SAMHSA and CMS) to increase competencies to better serve people with ID/DD and mental health disabilities. (2 points)

2.. Steering Committee (5 points)

To what extent does the application:

- Describe how the applicant will develop a steering committee comprised entirely of people with co-occurring ID/DD and mental health disabilities? (1 point)
- Describe the applicant's plan for ensuring the steering committee is inclusive of people with ID/DD and mental health disabilities from underserved communities? (2 points)
- Describe how the applicant will recruit, support, and engage with this steering committee? (2 points)

3. Resource Development and Dissemination (8 points)

To what extent does the application:

- Describe a resource development and dissemination plan that includes input from the steering committee and is tailored to the audiences listed in Subsection I.D.3? (1 point)
- Describe how the applicant will ensure that the resources developed will be multi-modal, cognitively accessible, culturally and linguistically competent, and evidence-informed? (3 points)
- Identify a sampling of potential resources? (2 points)
- Describe a dissemination plan for the developed resources including methods (e.g., electronic/web-based, in-person, print, etc.) including dissemination to individuals from underserved communities? (2 points)

4. Website (5 points)

To what extent does the application:

- Describe a plan for presenting and organizing public-facing information on an ACL.gov website for all materials, products, and other information related to the project, including the materials listed in Subsection I.D.4? (2 points)
- Detail how the applicant will ensure the information and materials provided by the grantee and partners for dissemination, regardless of method, will be fully accessible (i.e., 508-compliant), and meet the accessibility and cultural and linguistic needs of the intended audience? (2 points)
- Describe how the applicant will establish a website that can enable requests for technical assistance from subject matter experts, including those with lived experience (1 point)

5. Communities of Practice (6 points)

To what extent does the application:

- Describe how the applicant will develop the Communities of Practice (CoPs) and provide targeted technical assistance to the CoPs through an accessible virtual platform not less than quarterly. (2 points)
- Describe how the applicant will ensure these groups are inclusive of underserved communities. (2 points)
- Describe how the applicant will recruit, structure, and engage with the CoPs. (2 points)

6. Conference (3 points)

To what extent does the application describe the approach the applicant will take in hosting a conference in year five of this grant for a variety of stakeholders focused on better serving people with ID/DD and mental health disabilities?

7. Evaluation (5 points)

To what extent does the application describe how the applicant will use process evaluation techniques to analyze delivery of project activities to determine, among other things:

- the extent to which the project is implemented as planned (1 point)
- how the project activities are being received by the collaborative partners and other stakeholders (particularly those from underserved communities) (2 points)

- the barriers to implementation (1 point)
- areas for project improvements (1 point)

8. Sustainability (3 points)

To what extent does the application describe a range of potential approaches for ensuring the sustainability of project efforts after federal funding has ended?

D. BUDGET AND BUDGET JUSTIFICATION

Maximum Points: 10

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

- Are clear and easy to understand; provide detailed justifications for the amounts requested, including a breakdown for each year of the potential funding as well as a combined multi-year budget; and are consistent with the project narrative and objectives for each activity? (4 points)
- Are reasonable and feasible with respect to the resources requested for each activity; outline reasonable time commitments for the proposed project director and other key personnel that are sufficient to assure proper direction, management, and timely completion of the project; and propose salaries for the project director and other key project personnel that are reasonable and justified? (4 points)
- Appropriately provides for people with co-occurring ID/DD and mental health disabilities to fully participate in the steering committee and conference, including the cost of reasonable accommodations, virtual meeting platforms, and potential stipends for the individuals' time? (2 points)

E. Equity, Self-Determination, and Community Living

Maximum Points: 10

ACL wishes to ensure that all components of the application, in addition to where specifically mentioned, are aligned with the principles of equity, self-determination, and community living. To what extent does the application:

- Describe how the applicant will engage with the principles of equity, self-determination, and community living? (5 points)
- Describe how individuals with ID/DD and mental health disabilities will be meaningfully engaged in each component of this project, including individuals who are from underserved communities? (5 points)

F. Organizational Capability and Project Management

Maximum Points: 20

1. Organizational Capability and Project Management Narrative (12 points)

To what extent does the application:

- Demonstrate that the applicant has the organizational management experience and expertise to carry out the activities proposed? (2 points)
- Demonstrate that the proposed project director(s), key staff, and consultants have the background, knowledge, and experience, including equity experience, lived disability

experience, and experience both in the delivery of mental health services and home and community-based supports, and other qualifications required to carry out their designated roles? (4 points)

- Demonstrate that the proposed project director(s), key staff, and consultants have knowledge and experience in the management of state mental health and ID/DD service systems. (2 points)
- Demonstrate that the proposed project director(s), key staff and consultants have the background, knowledge, and experience to incorporate:
 - person-centered practices, (1 point)
 - trauma-informed care, (1 point)
 - cultural and linguistic competencies, (1 point)
 - and the principles of self-determination into the project? (1 point)

2. Project Work Plan (4 points)

To what extent does the application contain a Project Work Plan that:

- Is a well-designed outline of the project's overall goal, the anticipated outcome(s), the key objectives, and the major tasks / action steps that will assist the applicant in achieving the goal and outcome(s)? (2 points)
- Identifies reasonable and attainable timeframes including start- and end-dates? Is consistent with the Budget Narrative / Justification and reasonable based on the budget proposed? (2 points)

3. Letters of Commitment (4 points)

To what extent does the application include letters of commitment that describe the scope of the collaborations, demonstrate the clear commitment of the partner organizations, and describe the partners' area(s) of responsibility that are consistent with their intended roles and contributions as described in the project narrative and work plan?

2. Review and Selection Process

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

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

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

3. Anticipated Announcement Award Date

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

The anticipated project period start date for this announcement is: 09/01/2022

VI. Award Administration Information

1. Award Notices

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

2. Administrative and National Policy Requirements

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

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

A standard term and condition of award will be included in the final notice of award; all applicants will be subject to a term and condition that applies the terms of 48 CFR section 3.908 to the award and requires the grantees inform their employee in writing of

employee whistleblower rights and protections under 41 U.S.C. 4712 in the predominant native language of the workforce.

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

3. Reporting

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

4. FFATA and FSRS Reporting

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

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

VII. Agency Contacts

Project Officer

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Dana

Last Name:

Fink

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VIII. Other Information

Application Elements

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

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

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

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

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

Appendix

Accessibility Provisions for All Grant Application Packages and Funding Opportunity Announcements

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

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

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

Instructions for Completing Required Forms

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

a. Standard Form 424

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

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

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

- New
- Continuation
- Revision

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

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

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

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

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

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

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

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

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

c. Organizational 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 1,254	7
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
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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.														

[illegible]

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

Instructions for Completing the Project Summary/ Abstract

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

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

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

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

Products - materials, deliverables.

- A model abstract/summary is provided below:

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

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

training, a Respite Online searchable database, two new Caregiver Resource Centers (CRC), an annual Respite Summit, a respite voucher program and 24/7 telephone information and referral services.