

Administration for Community Living

Center for Consumer Access and Self-Determination

Senior Medicare Patrol Projects - Empowering Seniors to Prevent Health Care Fraud
HHS-2015-ACL-CCASD-MP-0091
Application Due Date: 04/14/2015

Senior Medicare Patrol Projects - Empowering Seniors to Prevent Health Care Fraud

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Department of Health & Human Services
Administration for Community Living

ACL Center:	Center for Consumer Access and Self-Determination
Funding Opportunity Title:	Senior Medicare Patrol Projects - Empowering Seniors to Prevent Health Care Fraud
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2015-ACL-CCASD-MP-0091
Primary CFDA Number:	93.048
Due Date For Letter of Intent:	**03/06/2015**
Due Date for Applications:	**04/14/2015**
Date for Informational Conference Call:	**03/04/2015**

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.

Executive Summary

The Senior Medicare Patrol (SMP) Program includes 54 project grants in all states, the District of Columbia, Puerto Rico, Guam and the U.S. Virgin Islands. SMP projects have made great progress in recruiting and training volunteers on Medicare errors, fraud and abuse. These volunteers empower and assist Medicare beneficiaries, their families, and caregivers to prevent, detect, and report health care fraud, errors, and abuse through outreach, counseling, and education.

SMP projects actively work to disseminate SMP fraud prevention and identification information through the media, outreach campaigns, community events and also working with beneficiaries who present with complex cases such as compromised Medicare numbers. Through these efforts, beneficiaries contact the projects with inquiries and complaints regarding Medicare, Medicaid and other health care or related consumer issues.

With this funding opportunity ACL anticipates awarding up to 54 new cooperative agreements using two separate funding streams. One source of funding is for the base SMP project award using Older Americans Act funding and a second is for additional SMP activities using funds from the Health Care Fraud and Abuse Control Act (HCFAC). Applicants will be required to submit a single comprehensive budget outlining their project activities under each funding stream.

ACL anticipates awarding 54 new SMP cooperative agreements to be awarded using the following breakout:

- Base Award - Older Americans Act funds: at a federal share of up $180,000 per budget year for all 50 states, the District of Columbia, and Puerto Rico
- Base Award – Older Americans Act funds: at a federal share of up to $75,000 per budget year for Guam and the U.S. Virgin Islands
- HCFAC Funds: will be allocated to successful applicants based on the total Medicare beneficiary

population in each state and the amount of frontier area in each state or territory.

All awards will be subject to the availability of federal funds and have a project period of up to three years. One SMP grant will be awarded to cover each state, the District of Columbia, Puerto Rico, Guam and the U.S. Virgin Islands.

An informational teleconference will be held on Wednesday, March 4, 2015 at 3:00 pm (ET).

The call in number is: 1-800-857-2889; Passcode: 1176603

I. Funding Opportunity Description

Program History

The Department of Health and Human Services (DHHS) Office of Inspector General (OIG) estimates that Medicare loses billions of dollars each year due to errors, fraud, and abuse. These losses are due, to a considerable extent, to the many ways in which the funds are disbursed as well as to the sheer magnitude of health care expenditures. Both factors increase the probability of errors while opening wider opportunities for fraud and abuse. While the vast majority of health care providers are honest, those operating unscrupulously, intent on obtaining vital health care dollars illegally, have done so based on the perception that the risks of detection have lessened over the years.

Beginning in 1997, the ACL established twelve local demonstration projects designed to recruit and train retired professionals, such as doctors, nurses, teachers, lawyers, accountants, and others to identify and report errors, fraud, and abuse. Implemented through the Omnibus Consolidated Appropriation Act of 1997 (Public Law 104-208), Senate Report 104-368 noted that "senior citizens are our best front line defense against these losses, but they often don't have the information and experience needed" to recognize and accurately report cases of error, fraud, and abuse. The Report further noted that "thousands of retired accountants, health professionals, investigators, teachers, and others … with appropriate training could serve as volunteer expert resources and educators for seniors in their communities." Accordingly, these projects have worked to test different models designed to train retirees in local communities to serve as both volunteer resources and educators for other Medicare beneficiaries, and to build and strengthen community coalitions of older Americans and service providers.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) established a national Health Care Fraud and Abuse Control (HCFAC) Program designed to coordinate federal, state, and local law enforcement activities with respect to healthcare fraud and abuse. Now in its seventeenth year of operation, the program continues to demonstrate its success in protecting beneficiaries by identifying and prosecuting the most egregious instances of healthcare fraud and preventing future fraud and abuse. As a partner in these fraud control initiatives, ACL provides HCFAC funds for the SMP program, so that grantees may further their efforts to recruit, train, and support a network of volunteers who provide outreach and education to Medicare beneficiaries on preventing, identifying, and reporting healthcare fraud.

SMP Program Today

The SMP Program includes 54 project grants in all states, the District of Columbia, Puerto Rico, Guam and the U.S. Virgin Islands. SMP projects have made great progress in recruiting and training volunteers of all ages on Medicare errors, fraud and abuse. These volunteers empower and assist Medicare beneficiaries, their families, and caregivers to prevent, detect, and report health care fraud, errors, and abuse through outreach, counseling, and education.

SMP projects actively work to disseminate SMP fraud prevention and identification information through the media, outreach campaigns, community events and also working with beneficiaries who present with complex cases such as compromised Medicare numbers. Through these efforts, beneficiaries contact the projects with inquiries and complaints regarding Medicare, Medicaid and other health care or related

consumer issues.

Another key role of the SMP project is to address such inquiries and complaints, either by resolving matters directly or by referrals to appropriate entities. In 2013, SMP projects referred 698 complaints to state and national fraud control /consumer protection entities, including Medicare contractors, state Medicaid fraud control units, state attorneys general, the OIG, and the Centers for Medicare & Medicaid Services (CMS). Capturing SMP program activity data, to include tracking and reporting of beneficiary complaints, referrals, savings and other outcomes in the data reporting system is also a key function of the SMP project.

The Office of the Inspector General collects performance data that is submitted from the SMP projects via the SMP data system annually. The most recent OIG report, dated June 13, 2014, documented the following program outputs and outcomes from January 1 through December 31, 2013:

- 5,406 active volunteers worked to educate beneficiaries about how to prevent Medicare and Medicaid fraud;
- Educated beneficiaries in 14,924 group education sessions reaching 501,405 beneficiaries and held 148,235 one-on-one counseling sessions;
- Conducted 10,545 community outreach education events;
- Resolved 114,625 simple inquiries for information or assistance from beneficiaries and 1,674 inquiries involving complex issues;
- Referred for further investigation over 698 complaints of potential fraud, errors or abuse from beneficiaries; and
- Expected Medicare and Medicaid recoveries that were attributable to the projects were $9.1 million. Savings to beneficiaries and other totaled $41,718 and cost avoidance on behalf of Medicare, Medicaid, beneficiaries and others was $143,282.

In addition, the OIG reports that since the program's inception 18 years ago, SMP projects have:

- Educated beneficiaries in 123,749 group education sessions reaching 4.5 million beneficiaries and 1.4 million one-on- one counseling sessions;
- Conducted 2.3 million media airings and 183,808 community outreach education events;
- Documented over $121 million in savings, including Medicare and Medicaid funds recovered: and
- Total savings to beneficiaries and other payers were approximately $6.9 million and total cost avoidance on behalf of Medicare, Medicaid beneficiaries and others equaled $8.8 million.

SMP Strategic Program Goals and Objectives

The goal of SMP Project grants is to empower Medicare beneficiaries to prevent health care fraud through outreach, counseling, and education. Program coverage must target vulnerable, hard-to- reach beneficiaries, their families, caregivers, and other consumers. The purpose of this competition is to provide the opportunity to fund one (1) SMP Project in each eligible state and jurisdiction for a project period of up to three (3) years based on the availability of federal funds.

Applicants under this announcement are required to design and implement strategies to address each of the following SMP Strategic Program Objectives:

1. Foster statewide program coverage.

   Applicants must provide a comprehensive plan with appropriate strategies to achieve statewide coverage. Statewide program coverage is defined for this purpose as the capacity to provide service and be available for one-on-one assistance in each county within the state or territory subsection. One-on-one assistance can be provided in person or over the phone. Types and levels of service shall be specified as well as strategies or approaches by which statewide coverage will be achieved and enhanced. Examples of appropriate strategies that may be used to ensure statewide program coverage include: development of a volunteer network through formal or informal partnering; sub-granting or contracting with other area, regional or statewide organizations; use of toll-free lines; development of

web sites and web-based strategies; and implementation of statewide media and outreach plans.

2. Provide high quality beneficiary education and inquiry resolution.

Applicants must propose a plan, with specific performance goals and measures, for beneficiary education and inquiry resolution. Plans should include the development of volunteer program capacity within the state through robust volunteer recruitment, management, and training. Plans should also include specific strategies to enhance volunteer recruitment, screening, training, and management of volunteers in order to reduce risk, provide more effective service, and enhance the quality of beneficiary education.

In 2009 ACL began the process of developing and implementing a Volunteer Risk and Program Management (VRPM) project designed to decrease and manage risks related to volunteer involvement in SMPs and increase the management and coordination of volunteer efforts. As part of this project ACL developed comprehensive VRPM policies and procedures to provide guidance and direction to staff and volunteers. All SMP project grantees are required to implement and practice the VRPM policies and procedures as laid out in the VRPM plan which can be found on the ACL website here: http://www.aoa.acl.gov/AoA_Programs/Elder_Rights/SMP/SMPpolicies.aspx. The SMP VRPM project provides a framework that allows each individual SMP project to have the flexibility and responsibility to develop their own volunteer risk and program management policies and procedures. **NOTE: Any new (non-incumbent) SMP project grantees will be given a reasonable amount of time to implement these policies.** Successful non-incumbent applicants will be asked to negotiate this timeline with ACL individually after awards are made.

In implementing VRPM and managing their projects, applicants should utilize best practice models and proven approaches for recruiting, screening, training, and managing volunteers to help ensure these individuals are provided the skills and information required to best accomplish the mission of the SMP program. Identifying and appropriately managing risks related to volunteer involvement and service delivery is an important aspect of effective volunteer program management. Proposals should provide approaches that ensure volunteers are appropriately screened to ensure ability to perform assigned duties and to identify potential conflicts of interest. Proposals should also provide approaches that ensure volunteers are trained thoroughly and provided ongoing supervision and support to ensure the safety, integrity and professionalism of the SMP workforce. Proposals shall provide for procedures and practices to ensure that confidentiality of program information is maintained.

In every case, applicants should propose activities that will effectively employ the unique skills, varied experiences, good will, and availability of volunteers in assisting beneficiaries to become more educated about their health care expenditures under Medicare and Medicaid.

3. Improve the efficiency of the SMP program while increasing results for both operational and quality measures.

ACL utilizes the SMP data system to collect data, track, assess, and measure program performance. In addition, ACL uses data to assess SMP project progress in reaching SMP Strategic Program Objectives, including volunteer recruitment, training and management activities, populations served, and quality of grantee program efforts. Hence, applicant plans must reflect priorities, activities and staff/system capacity to capture project performance data using the active SMP data system.

ACL is currently in the process of developing a new data reporting system for SMP. Applicants should include in their plans appropriate time, staff, and/or resources to integrate the new system into their programs when it becomes available. The anticipated roll-out for the new system is October 1, 2015. Training and details on this transition should become available to grantees during the summer

of 2015.

4. Target training and education to isolated and hard-to-reach populations.

   The Older Americans Act requires that program services target vulnerable populations that are traditionally underserved due to isolation, ethnic, cultural, language barriers, socioeconomic or other factors. Applicants are required to identify specific target populations within the state, and provide a plan to reach these high priority populations through innovative and collaborative methods. Plans to reach the state's target population/s should reflect one or more innovative outreach strategies. Applicants must provide plans for evaluation of the success of targeting plans in achieving program goals through analysis of program data captured in the SMP data system.

Elements of SMP Management and Operations Plan

The applicant must propose a detailed plan for the management and operation of the SMP Project. The plan should contain the following elements, as cross-referenced to the preceding SMP Program Objectives (these elements are also reflected in the Cooperative Agreement found later in this Funding Announcement). This includes:

- developing a systematic workplan for the project period;
- providing a comprehensive plan for statewide program coverage that identifies national, statewide and community-based collaborations and innovations designed to address and reach the identified priority populations (see *SMP Objective #1*);
- developing formal partnerships, collaborations and other arrangements with local, state and federally-financed organizations within the aging, law enforcement, health care, and target population networks as needed to enhance the effectiveness and statewide reach of the SMP project (See *SMP Objectives #1 & 4*);
- researching the demographics of the populations to be served, identifying barriers to program access, and developing outreach strategies specifically designed to overcome these barriers and better serve the target population, including recruitment of volunteers with language and other skills to help reach minority communities (see *SMP Objectives #1 & 4*);
- outlining a planned approach to be adopted for SMP volunteer recruitment, screening, training, and risk management that is based upon accepted professional volunteer management methods and practice (see SMP Objectives # 2 & 3)
- developing a training plan that provides staff and volunteers the information necessary to perform the work of the SMP program (see *SMP Objective #2*), including foundation level competency in: 1) basic mission and functions of the SMP program; 2) Medicare basics; and 3) health care fraud, errors, and abuse. The training plan should also provide for development of effective skills in conducting educational presentations and outreach; resolution of beneficiary inquiries and complaints; and making appropriate referrals for further action. The training plan should also cite the training materials/resources to be used to achieve these objectives.
- developing proposed strategies for media activities designed to: 1) expand public awareness of health care fraud prevention methods; 2) expand program capacity through recruitment of new volunteers; and 3) to inform beneficiaries of the SMP program and how it can assist them (see *SMP Objective #1 & 2*);
- developing a statewide education and outreach plan based on assessment of trends, issues, reported scams, role of partner organizations, underserved populations and areas of the state, and beneficiary complaints reported within the statewide service area (See *SMP Objectives #1 &* 4); and
- developing a plan to evaluate project performance (see SMP Objective #3). The plan will include methods for assessment of areas of low performance, identification of obstacles to full performance, and strategies for performance improvement for all performance measures.

Statutory Authority

The statutory authorities for grants under this program announcement are contained in Title II and Title IV of the Older Americans Act, (42 U.S.C. 3032), as amended by the Older Americans Act of 2006, P.L. 109-356 (Catalog of Federal Domestic Assistance 93.048, Title IV Discretionary Projects); and in HIPAA of 1996 (PL 104-191).

II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	$14,200,000
Expected Number of Awards:	54
Award Ceiling:	$493,881 Per Project Period
Award Floor:	$75,000 Per Project Period
Average Projected Award Amount:	$274,848 Per Project Period

36-month project with three 12-month budget periods

ACL plans to fund up to 54 new SMP projects under this award for a total project period of three (3) years comprised of three (3) budget periods. All awards will be made contingent upon the availability of federal funds.

Each successful applicant will receive one Notice of Award with two funding streams: one for the SMP Base award comprised of Older Americans Act funds, and the second to further SMP activities using HCFAC funding.

To ensure that limited funding for this program is most effectively used to maximize national program coverage, it is necessary to limit the number of SMP grantees to one (1) per state, district or territory. By eliminating duplicative or overlapping awards to more than one organization within a state, ACL not only maximizes national program coverage, but ensures greater equity in allocation of SMP services to Medicare beneficiaries irrespective of their state of residence.

Funds for this project are authorized separately and are broken out as follows:

SMP BASE: $8,910,000 in FY 2015

The Older Americans Act provides base funding to the SMP program projects. This funding is broken out as follows:

- All 50 states, the District of Columbia, and Puerto Rico are eligible to receive a federal share of up to $180,000 per budget period, and
- Guam and the U.S. Virgin Islands are eligible for a federal share of up to $75,000 per budget period.

HCFAC: $5,331,814 in FY 2015

Under this portion of the funding opportunity allocation of funding is based on the number of Medicare beneficiaries and the amount of frontier areas in each territory.

The individual funding source and total award ceilings for each state/territory by are listed in alphabetical order below:

State	SMP Base (OAA)	HCFAC	Total
Alabama	$180,000	$98,391	$278,391

Alaska	$180,000	$54,250	$234,250
Arizona	$180,000	$103,384	$283,384
Arkansas	$180,000	$81,315	$261,315
California	$180,000	$313,881	$493,881
Colorado	$180,000	$87,419	$267,419
Connecticut	$180,000	$80,067	$260,067
Delaware	$180,000	$58,898	$238,898
District of Columbia	$180,000	$54,121	$234,121
Florida	$180,000	$237,739	$417,739
Georgia	$180,000	$125,722	$305,722
Guam	$75,000	$20,831	$95,831
Hawaii	$180,000	$62,104	$242,104
Idaho	$180,000	$64,653	$244,653
Illinois	$180,000	$151,010	$331,010
Indiana	$180,000	$107,288	$287,288
Iowa	$180,000	$80,211	$260,211
Kansas	$180,000	$75,058	$255,058
Kentucky	$180,000	$99,861	$279,861
Louisiana	$180,000	$89,013	$269,013
Maine	$180,000	$66,431	$246,431
Maryland	$180,000	$94,149	$274,149
Massachusetts	$180,000	$107,539	$287,539
Michigan	$180,000	$143,087	$323,087
Minnesota	$180,000	$95,771	$275,771
Mississippi	$180,000	$80,030	$260,030
Missouri	$180,000	$107,368	$287,368
Montana	$180,000	$60,728	$240,728
Nebraska	$180,000	$66,274	$246,274
Nevada	$180,000	$71,152	$251,152
New Hampshire	$180,000	$63,499	$243,499
New Jersey	$180,000	$119,990	$299,990
New Mexico	$180,000	$68,766	$248,766
New York	$180,000	$209,971	$389,971
North Carolina	$180,000	$138,540	$318,540
North Dakota	$180,000	$56,248	$236,248
Ohio	$180,000	$155,178	$335,178

Oklahoma	$180,000	$84,692	$264,692
Oregon	$180,000	$87,152	$267,152
Pennsylvania	$180,000	$173,280	$353,280
Puerto Rico	$180,000	$86,596	$266,596
Rhode Island	$180,000	$59,539	$239,539
South Carolina	$180,000	$96,310	$276,310
South Dakota	$180,000	$58,278	$238,278
Tennessee	$180,000	$112,210	$292,210
Texas	$180,000	$224,622	$404,622
U.S. Virgin Islands	$75,000	$21,100	$96,100
Utah	$180,000	$66,914	$246,914
Vermont	$180,000	$57,159	$237,159
Virginia	$180,000	$116,639	$296,639
Washington	$180,000	$107,224	$287,224
West Virginia	$180,000	$72,122	$252,122
Wisconsin	$180,000	$102,950	$282,950
Wyoming	$180,000	$55,090	$235,090

Funds must be spent in a manner consistent with their authorized activities. The successful applicant will be required to separately track the funds and their associated activities and costs. Throughout the project, the grantee must be ready to account for activities and expenditures attributed to each of these funding portions.

COOPERATIVE AGREEMENT

These awards will all be new cooperative agreements. ACL will be substantially involved in the SMP project activities. The terms and conditions of the agreement will be included in the Notice of Award (NOA), which is subject to modification by either party as listed below.

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

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

1. ACL Project Officer will perform the day-to-day Federal responsibilities of managing a grant initiative and will work with the grantee to ensure that the necessary requirements for the grant are met.
2. 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.
3. Work cooperatively with the grantee to clarify the programmatic and budgetary issues to be addressed by the project. If issues are identified, work with the grantee to revise the project work plan, detailing expectations for major activities and products during the 36 month grant.
4. Provide technical advice to the grantee on the provision of technical support and associated tasks related to the fulfillment of the goals and objectives of this grant.
5. Review and provide technical advice on grantee work products.

6. Provide consultation to the grantee in identifying emerging issues as they relate to the goals and objectives of this grant program.
7. 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.
8. Attend and participate in major project events as appropriate.

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

1. Collaborate with ACL in any in-scope modifications and execution of the work plan, initially within 45 days of the award.
2. Evaluate the impact of overall project activities and ensure quality assurance systems are in place.
3. Share information with ACL, the SMP network, national, state, and local partner organizations and other entities as appropriate.
4. Work with the ACL project officer to evaluate performance results reported semiannually and jointly develop strategies to address those areas requiring improvement.
5. Submit resumes of potential key staff hires as detailed under HHS grants prior approval requirements.
6. Budget for participation by at least one project representative at the combined SMP/SHIP conference annually.
7. Fulfill all of the requirements of the grant initiative as detailed in this program announcement, specifically:
    1. Foster statewide program coverage;
    2. Provide high quality beneficiary education and inquiry resolution;
    3. Improve the efficiency of the SMP program while increasing results for both operational and quality measures.
    4. Target training and education to isolated and hard-to-reach populations.
    5. Implement the Volunteer Risk and Program Management policies and procedures as established by ACL.
    6. Collect and input project performance data into the SMP data system in a timely manner, in accordance with ACL guidelines and training.

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. Modifications and/or amendments of the Cooperative Agreement or work plan shall be effective upon the mutual agreement of both parties, except where ACL is authorized under the Terms and Conditions of award, 45 CFR Part 75, or other applicable regulation or statute to make unilateral amendments. When an award is issued, the cooperative agreement terms and conditions from the program announcement are incorporated by reference.

III. Eligibility Information

1. Eligible Applicants

Domestic public or private 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

Under this competition ACL plans to fund one project in all 54 jurisdictions.

Applicants must clearly indicate the above project location for which consideration is sought. Applicants must submit separate applications if applying for more than one state or district.

2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: Yes

As stated in the executive summary, the SMP program has two funding sources: Older Americans Act (OAA) and Health Care Fraud and Abuse Control (HCFAC) Program funds. **Only the OAA portion of the funds requires match**. The HCFAC portion of the funds does not require match.

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

There are two types of match: 1) non-Federal cash and 2) non-Federal in-kind. In general, costs borne by the applicant and cash contributions of any and all third parties involved in the project, including sub-grantees, contractors and consultants, are considered matching funds. Volunteered time and use of facilities to hold meetings or conduct project activities may be considered in-kind (third party) donations. Examples of non-Federal cash match includes budgetary funds provided from the applicant agency's budget for costs associated with the project. **ACL encourages you to not exceed the minimum match requirement.** Applications with a match greater than the minimum required will not receive additional consideration under the review. Match is not one of the responsiveness criteria as noted in Section III, 3 Application Screening Criteria.

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria

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

The successful SMP applicant will be an organization that meets the following basic evaluation criteria:

1. Demonstrated expertise in the implementation through collaboration and work with volunteers to achieve program objectives;
2. Technological capacity to implement a web-based data collection, management tracking and reporting system; and
3. Organizational capacity to provide statewide SMP program coverage.

Application Screening Criteria

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

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

1. Applications must be submitted electronically via http://www.grants.gov by 11:59 p.m., Eastern Time, by the **due date listed in section IV.3 Submission Dates and Times.**
2. The Project Narrative section of the Application must be **double-spaced**, on 8 ½" x 11" plain white paper with **1" margins** on both sides, and a **standard font size of not less than 11, preferably Times New Roman or Arial.**
3. The Project Narrative must not exceed 20 pages. **Project Narratives that exceed 20 pages** will

have the additional pages removed and only the first 20 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. NOTE: The Project Work Plan, Letters of Commitment, and Vitae of Key Project Personnel **are not counted** as part of the Project Narrative for purposes of the 20-page limit.

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

IV. Application and Submission Information

1. Address to Request Application Package

Application materials can be obtained from http://www.grants.gov or http://www.acl.gov/Funding_Opportunities/ Announcements/Index.aspx.

Please note, ACL is requiring applications for all announcements to be submitted electronically through http://www.grants.gov. The Grants.gov (http://www.grants.gov) registration process can take several days. If your organization is not currently registered with http://www.grants.gov, please begin this process immediately. **For assistance with http://www.grants.gov, please contact them at** support@grants.gov **or 1-800-518-4726 between 7 a.m. and 9 p.m. Eastern Time.** At http://www.grants.gov, you will be able to download a copy of the application packet, complete it off-line, and then upload and submit the application via the Grants.gov website (http://www.grants.gov).

Applications submitted via http://www.grants.gov:

- You may access the electronic application for this program on http://www.grants.gov. You must search the downloadable application page by the Funding Opportunity Number or CFDA number.
- At the http://www.grants.gov website, you will find information about submitting an application electronically through the site, including the hours of operation. ACL strongly recommends that you do not wait until the application due date to begin the application process through http://www.grants.gov because of the time involved to complete the registration process.
- All applicants must have a DUNS number (www.dnb.com) 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. Finalize a new, or renew an existing, registration at least two weeks before the application deadline. This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application or receive an award. Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline. See the SAM Quick Guide for Grantees at: https://www.sam.gov /sam/ transcript/ SAM_Quick_Guide_Grants_Registrations-v1.6. pdf.
- HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive sub-awards directly from recipients of those grant funds to:
    - Be registered in the SAM prior to submitting an application or plan;
    - 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
    - Provide its active DUNS number in each application or plan it submits to the OPDIV.
- The agency is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, the agency:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Note: Once your SAM registration is active, you will need to 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 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 be:

1. Be registered in SAM prior to submitting an application or plan;
2. Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
3. Provide its DUNS umber in each application or plan it submits to the OPDIV.

An award cannot be made until the applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, the OPDIV/STAFFDIV:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

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

- Since October 1, 2003, The Office of Management and Budget has required applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for Federal grants or cooperative agreements. It is entered on the SF 424. It is a unique,**nine-digit identification number**, which provides unique identifiers of single business entities. The DUNS number is*free and easy* to obtain.
- Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711 or by using this link to access a guide: http://www. whitehouse.gov/ sites/default/files/omb/grants/duns_ num_ guide.pdf.
- You must submit all documents electronically, including all information included on the SF424 and all necessary assurances and certifications.
- Prior to application submission, Microsoft Vista and Office 2007 users should review the http://www.grants.gov compatibility information and submission instructions provided at http://www.grants.gov (click on "**Vista and Microsoft Office 2007 Compatibility Information**").
- **Your application must comply with any page limitation requirements described in this Program Announcement.**
- After you electronically submit your application, you will receive an automatic acknowledgement from http://www.grants.gov that contains http://www.grants.gov tracking number. The Administration for Community Living will retrieve your application form from http://www.grants.gov.
- Each year organizations applying for Federal grants through http://www.grants.gov need to register or update their registration with the System for Award Management (SAM) [Formerly the Central Contractor Registry (CCR)]. You can complete the initial registration on www.SAM.gov in three days; however, you must update your registration on www.SAM.gov every year, which can take five days. When you register, or update your registration on www.SAM.gov, you must have your DUNS number and other information about your organization available.

- To keep your SAM.gov registration active, be sure to renew at least once each year. If your registration expires you cannot submit a grant application until it is renewed.

Contact person regarding this Program Announcement:

U.S. Department of Health and Human Services
Administration for Community Living
Rebecca Kinney
Center for Consumer Access and Self-Determination
Phone Number: (202) 357-3520
E-mail: Rebecca.Kinney@acl.hhs.gov

2. Content and Form of Application Submission

a. Letter of Intent

Letter of Intent

Due Date for Letter of Intent: **03/06/2015**

Applicants are requested, but not required, to submit a letter of intent to apply for this funding opportunity to assist ACL in planning for the application independent review process. The purpose of the letter of intent is to allow our staff to estimate the number of independent reviewers needed and to avoid potential conflicts of interest in the review. The deadline for submission of the letter of intent is March 6, 2015. Letters of intent should be emailed to:

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

Rebecca Kinney

Office of Healthcare Information and Counseling

Washington, D.C. 20201

Email: Rebecca.kinney@acl.hhs.gov

b. Project Narrative

The Project Narrative must be double-spaced, on 8 ½" x 11" paper with 1" margins on both sides, and a standard font size of not less than 11, preferably Times New Roman or Arial. You can use smaller font sizes to fill in the Standard Forms and Sample Formats. The suggested length for the Project Narrative 10 to 20 pages; 20 pages is the maximum length allowed. Project Narratives that exceed 20 pages will have the additional pages removed and only the first 20 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. The Project Work Plan, Letters of Commitment, and Vitae of Key Personnel are not counted as part of the Project Narrative for purposes of the 20-page limit, but all of the other sections noted below are included in the limit.

The components of the Project Narrative counted as part of the 20 page limit include:

Summary/Abstract
Problem Statement
Goal(s) and Objective(s)
Proposed Intervention
Special Target Populations and Organizations
Outcomes
Project Management

Evaluation
Dissemination
Organizational Capability

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

Summary/Abstract
This section should include a brief - no more than 265 words maximum - description of the proposed project, including: goal(s), objectives, outcomes, and products to be developed. Detailed instructions for completing the summary/abstract are included in the "Instructions for Completing the Project Summary/Abstract."

Problem Statement
This section should describe, in both quantitative and qualitative terms, the nature and scope of the particular problem or issue the proposed intervention is designed to address, including how the project will potentially affect older adults and /or people with disabilities, their families and caregivers and the health care and social services systems.

More specifically, this section should describe the nature and scope of the health care fraud control problems or issues within the state that the proposed SMP Management and Operations Plan is designed to address. This should include an assessment of the extent and types of health care fraud and scams reported in the state, research results on the demographics of the population to be served, barriers to program access by beneficiaries across the state, and challenges to recruiting, training and managing SMP volunteers.

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

The proposed project goal(s) and objectives should be reflective of the priority activities discussed in SMP Strategic Program Objectives, (see Section I).

Proposed Intervention
This section should provide a clear and concise description of the intervention you are proposing to use to address the problem described in the "Problem Statement". You should also describe the rationale for using the particular intervention, including factors such as: "lessons learned" for similar projects previously tested in your community, or in other areas of the country; factors in the larger environment that have created the "right conditions" for the intervention (e.g., existing social or economic factors that you'll be able to take advantage of, etc.). Also note any major barriers you anticipate encountering, and how your project will be able to overcome those barriers. Be sure to describe the role and makeup of any strategic partnerships you plan to involve in implementing the intervention, including other organizations, supporters, and/or consumer groups.

This section should also provide a detailed plan for the management and operation of the SMP project. Plans must address the key elements discussed in Section I - Funding Opportunity Description "Elements of SMP Mangement and Operations Plan", including: statewide program coverage; development of partnerships; volunteer recruitment, screening, training and risk management; project training plans for staff and volunteers; and education and outreach strategies, including media activities.

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

Outcomes
This section of the project narrative must clearly identify the measurable outcome(s) that will result from the project. **(NOTE: ACL will not fund any project that does not include measurable outcomes)**. This section should also describe how the project's findings might benefit the field at large, (e.g., how the findings could help other organizations throughout the nation to address the same or similar problems.) List measurable outcomes in the optional work plan grid ("Project Work Plan – Sample Template") under "Measurable Outcomes" in addition to any discussion included in the narrative along with a description of how the project might benefit the field at large.

A "measurable outcome" is an observable end-result that describes how a particular intervention benefits consumers. It demonstrates the functional status, mental well-being, knowledge, skill, attitude, awareness or behavior.) It can also describe a change in the degree to which consumers exercise choice over the types of services they receive, or whether they are satisfied with the way a service is delivered. Additional examples include: a change in the responsiveness or cost-effectiveness of a service delivery system; a new model of support or care that can be replicated in the aging network; new knowledge that can contribute to the field of aging; a measurable increase in community awareness; or a measurable increase in persons receiving services. A measurable outcome is not a measurable "output", such as: the number of clients served; the number of training sessions held; or the number of service units provided.

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

Your application will be scored on the clarity and nature of your proposed outcomes, not on the number of outcomes cited. It is totally appropriate for a project to have only ONE outcome that it is trying to achieve through the intervention reflected in the project's design.

As discussed in Section 1 under "SMP Strategic Program Goals and Objectives", ACL utilizes the SMP data system to collect data, track, assess, and measure a number of program outcomes which are measured annually by the Office of Inspector General (OIG). ACL will use program data contained in the SMP data system to assess SMP project progress in reaching SMP Strategic Program Objectives, including volunteer recruitment, training and management activities, populations served, and quality of grantee program efforts. Hence, applicant plans should discuss expected outcomes and link these outcomes to the project priorities and activities provided in the Proposed Intervention upon which the outcomes are based.

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

Evaluation
This section should describe the method(s), techniques and tools that will be used to: 1) determine whether or not the proposed intervention achieved its anticipated outcome(s), and 2) document the "lessons learned" – both positive and negative - from the project that will be useful to people interested in replicating the intervention, if it proves successful.

This section should also describe your plan for evaluation of effectiveness of the proposed SMP Management and Operations Plan in achieving project outcomes. As discussed, ACL utilizes the SMP Data system to collect data, track, assess, and measure program outcomes. In addition, ACL will use data to assess SMP project progress in reaching SMP Strategic Program Objectives, including volunteer recruitment, training and management activities, populations served, and quality of grantee program efforts. Hence, applicant plans must discuss priorities, activities and staff/system capacity to capture project performance data accurately and timely.

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

Organizational Capacity Statement
Each application should include an organizational capability statement and vitae for key project personnel. The organizational capability statement should describe how the applicant agency (or the particular division of a larger agency which will have responsibility for this project) is organized, the nature and scope of its work and/or the capabilities it possesses. It should also include the organization's capability to sustain some or all project activities after Federal financial assistance has ended.

This description should cover capabilities of the applicant agency not included in the program narrative, such as any current or previous relevant 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.

c. Work Plan

The Project Work Plan should reflect and be consistent with the Project Narrative and Budget and should cover all three (3) years of the project period. It should include a statement of the project's overall goal, anticipated outcome(s), key objectives, and the major tasks / action steps that will be pursued to achieve the goal and outcome(s). For each major task / action step, the work plan should identify timeframes involved (including start- and end-dates), and the lead person responsible for completing the task. Please use the "Project Work Plan - Sample Template" format as a reference and resource, if desired.

d. Letters of Commitment from Key Participating Organizations and Agencies
Include confirmation of the commitments to the project (should it be funded) made by key collaborating organizations and agencies in this part of the application. Any organization that is specifically named to have a significant role in carrying out the project should be considered an essential collaborator. For applications submitted electronically via http://www.grants.gov, signed letters of commitment should be scanned and included as attachments. Applicants unable to scan the signed letters of commitment 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 name.

e. Budget Narrative/Justification

The Budget Narrative/Justification can be provided using the format included in the document, "Budget Narrative/Justification – Sample Format." Applicants are encouraged to pay particular attention to this document, which provides an example of the level of detail sought. A combined multi-year Budget Narrative/Justification, as well as a detailed Budget Narrative/Justification for each year of potential grant funding is required

As mentioned above, the SMP is funded under two separate funding streams: Titles II, IV and Health Care Fraud and Abuse Control (HCFAC) funds. **Applicants are required to submit a single comprehensive SF-424, SF-424A, and budget justification. The budget justification, however, must also outline project activities under each funding stream separately (Older Americans Act and HCFAC).** An example for a combined funding source budget justification can be found with this funding announcment package in Grants.gov.

3. Submission Dates and Times

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: www.grants.gov/applicants/get_registered.jsp.

After you electronically submit your application, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. (This notification indicates receipt by Grants.gov only.)
If you are experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

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

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

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

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

Due Date for Applications: **04/14/2015**
Date for Informational Conference Call: 03/04/2015

Informational Conference Call

March 4, 2015

3:00 PM EST

Dial in number: 800-857-2889

Passcode: 1176603

4. Intergovernmental Review

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

5. Funding Restrictions

The following activities are not fundable:

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

Note: A recent Government Accountability Office (GAO) report has raised considerable concerns about grantees and contractors charging the Federal government for additional meals outside of the standard allowance for travel subsistence known as per diem expenses. Executive Orders on Promoting Efficient Spending (EO 13589) and Delivering Efficient, Effective and Accountable Government (EO 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., 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: conference grant means the sole purpose of the award is to hold a conference)*

6. Other Submission Requirements

The optional letters of intent should be emailed to:

Rebecca Kinney

Email: Rebecca.kinney@acl.hhs.gov

V. Application Review Information

1. Criteria

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

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

a. Project Relevance & Current Need

b. Approach

c. Budget

d. Project Impact

e. Organizational Capacity

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

Project Relevance & Current Need - (10 points);

Approach - (40 points);

Budget – (15 points);

Project Impact - (20 points); and

Organizational Capacity - (15 points).

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

Does the proposed project provide a detailed description in both quantitative and qualitative terms, of the nature and scope of the health care fraud control problems or issues within the state that the proposed plan is designed to address? Does the problem statement include:

- an assessment of the extent and types of health care fraud and scams reported in the state,
- research results on the demographics of the population to be served,
- barriers to program access by beneficiaries across the state, and
- challenges to recruiting, training and managing SMP volunteers?

Approach	**Maximum Points: 40**

Does the proposed approach include a detailed Management and Operations Plan that addresses the SMP Strategic Program Objectives? Does the plan describe how statewide program coverage will be implemented? (5 points)

Does the proposed plan include an approach for implementing and managing the Volunteer Risk and Program Management policies and procedures as outlined by ACL including assessing the risks of the SMP volunteer program, for ensuring that volunteers are adequately screened, and for ensuring confidentiality of program information is maintained? Does the proposal include a training plan that

that ensures volunteers are thoroughly trained and provided supervision and support to ensure the safety, integrity and professionalism of the SMP workforce? (10 points)

Does the proposed plan provide education and outreach strategies, including media activities and use of key partnerships, designed to overcome the barriers discussed in the problem statement, and better serve the target population groups? Does the plan include approaches for recruiting volunteers with language and other skills to help reach minority communities? (10 points)

Does the proposal demonstrate the capacity to fully implement a web-based data collection and reporting system, ensuring program activities, including simple inquiries, outreach and education, volunteer management, and complex issues are accurately recorded and tracked in a timely manner? (5 points)

Is the project work plan clear and comprehensive? Does it include key task leaders, roles of staff/partners and feasible timeframes for the accomplishment of tasks presented? Does the work plan include specific goals and tasks that are linked to measurable outcomes? (10 points)

Budget	**Maximum Points: 15**

Is the budget justified with respect to the adequacy and reasonableness of resources requested? Is the time commitment of the proposed director and other key project personnel sufficient to assure proper direction, management and timely completion of the project? (5 points)

Did the applicant provide a clear budget justification that covers OAA and HCFAC funds? Are strategies clearly outlined under each without duplication? (5 points)

Are budget line items clearly delineated and consistent with work plan objectives? (5 points)

Project Impact	**Maximum Points: 20**

Does the proposal clearly identify the measurable program outcomes that will result from the project? Are the expected outcomes linked to the priorities and activities addressed in the SMP Strategic Program Objectives? (15 points)

Does the proposal contain a plan for evaluating the effectiveness of the proposed SMP Management and Operations Plan in achieving project outcomes? Does the plan discuss the method(s) to be used to disseminate the project's results to the SMP Center and the SMP network? (5 points)

Organizational Capacity	**Maximum Points: 15**

Are the roles and responsibilities of project staff, contractors and key partners delineated, and how they will contribute to implementation of the SMP Management and Operations Plan? Do the resumes of the proposed project director, key staff and consultants reflect the background, experience, and other qualifications required to carry out designated SMP roles and responsibilities, particularly project direction, volunteer management, data management, tracking and reporting, and SMP outreach and education? (10 points)

Do letters of commitment document roles of key partners, including strategies to reach identified priority populations, detailing the specific role, commitment and resources/activities in support of the project's effort that will be played by each collaborating organization? (5 points)

2. Review and Selection Process

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 government, 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

VI. Award Administration Information

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, and the ACL Office of Budget and Finance. 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 or U.S. mail. Unless indicated otherwise in this announcement, unsuccessful applications will not be retained by the agency and destroyed.

2. Administrative and National Policy Requirements

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

A standard term and condition of award will be included in the final notice of award; all applicants will be subject to a term and condition that applies to 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.

Other Administrative and National Policy Requirements

3. Reporting

Given the two funding sources, the cash drawdown section allows for a supplemental page to be attached to the SF425. Grantees will be required to distinguish cash drawn from OAA funds and HCFAC funds on the supplemental page.

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 see the following link:
http://www.acl.gov/Funding_Opportunities/Grantee_Info/FFATA.aspx

VII. Agency Contacts

Project Officer:

U.S. Department of Health and Human Services

Administration for Community Living

Rebecca Kinney

Phone Number: (202) 357-3520

E-mail: Rebecca.Kinney@acl.hhs.gov

Grants Management Specialist:

U.S. Department of Health and Human Services

Administration for Community Living

Sean Lewis

E-mail: sean.lewis@acl.hhs.gov

VIII. Other Information

1. Application Elements

a. SF 424, required – Application for Federal Assistance (See "Instructions for Completing Required Forms" for assistance).

b. SF 424A, required – Budget Information. (See Attachment A for Instructions; See "Standard Form 424A – Sample Format" for an example of a completed SF 424A).

c. 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.

d. 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).

e. Lobbying Certification, required

f. Proof of non-profit status, if applicable

g. Copy of the applicant's most recent indirect cost agreement, 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.

h. Project Narrative with Work Plan, required (See "Project Work Plan – Sample Template" for a formatting suggestions).

i. Organizational Capability Statement and Vitae for Key Project Personnel.

j. Letters of Commitment from Key Partners, if applicable.

2. 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 which expires on 3/12/17. Public reporting burden for this collection of information is estimated to average 10 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

Instructions for Completing Required Forms

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

a. Standard Form 424

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

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

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

- New
- Continuation
- Revision

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

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

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

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

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

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

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

a. Legal Name: (REQUIRED): Enter the name that the organization has registered with the System for Award Management (SAM), formally the Central Contractor Registry. Information on registering with

SAM may be obtained by visiting the Grants.gov website (http://www.grants.gov) or by going directly to the SAM website (www.sam.gov).

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

c. Organizational DUNS: (REQUIRED) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website (http://www.grants.gov). Your DUNS number can be verified at www2.zapdata.com/CompanyLookup.do.

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:

http://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 74 or 45 CFR Part 92 before completing Item 18 and the Budget Information Sections A, B and C noted below.

All budget information entered under item 18 should cover the total project period. For sub-item 18a, enter the Federal funds being requested. Sub-items 18b-18e is considered matching funds. The dollar amounts entered in sub-items 18b-18f must total at least 1/3rd 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 DHHS requirements. **If indirect costs are to be included in the application, a copy of the approved indirect cost agreement 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.**

ACL's Match Requirement

Under many ACL programs, ACL will fund no more than 75 % of the **project's total cost**, which means the applicant must cover at least 25% of the **project's total cost** with non-Federal resources. In other words, for every three (3) dollars received in Federal funding, the applicant must contribute at least one (1) dollar in non-Federal resources toward the project's total cost (i.e., the amount on line 18g.). This "three-to-one" ratio is reflected in the following formula which you can use to calculate your **minimum** required match:

$$\frac{\text{Federal Funds Requested} * \text{Match Percentage}}{\text{Inverse Match Percentage}} = \text{Minimum Match Requirement}$$

Examples of varying match levels:

1) $100,000 (federal funds requested) * 5% (match) = $5,263
95%

2) $100,000 * 25%(match) = $33,333
75%

3) $100,000 * 35%(match) = $53,846
65%

4) $100,000 * 45%(match) = $81,818
55%

If the required non-Federal share is not provided by the completion date of the funded project period, ACL will reduce the Federal dollars awarded when closing out the award to meet the match percentage, which may result in a requirement to return Federal funds.

19. **Is Application Subject to Review by State Under Executive Order 12372 Process?** Check c. Program is not covered by E.O. 12372

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. See Attachment B.**Section A Budget Summary**

Section A - Budget Summary

Line 5: Leave columns (c) and (d) blank. Enter TOTAL Federal costs in column (e) and total nonFederal 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 (see instructions for each object class category in Attachment C).

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 break down but you must show the percentage charged for each full/part time employee.

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

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

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

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

Line 6e: **Supplies**: Enter the total costs of all tangible expendable personal property

(supplies) other than those included on line 6d.

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

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

In the Justification: Provide the following three items – 1) Attach a list of contractors indicating the name of the organization; 2) the purpose of the contract; and 3) the estimated dollar amount. If the name of the contractor and estimated costs are not available or have not been negotiated, indicate when this information will be available. The Federal government reserves the right to request the final executed contracts at any time. If an individual contractual item is over the small purchase threshold, currently set at $100K in the CFR, you must certify that your procurement standards are in accordance with the policies and procedures as stated in 45 CFR 74.44 for non-profits and 92.36 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 Non-Profit 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.

Standard Form 424A - Sample Format

OMB Approval No. 0348-0044

BUDGET INFORMATION--Non-Construction Programs

SECTION A-BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
Lifespan Respite	93.048			340,294	113,433	453,727
2.						
3.						
4.						
5. TOTALS				340,294	113,433	453,727

SECTION B-BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function, or Activity				
	(1) Year 1	(2) Year 2	(3) Year 3	(4)	Total (5)
a. Personnel	71,254	30,000	35,000		136,254
b. Fringe Benefits	26,114	15,000	20,000		61,114
c. Travel	7,647	5,000	5,000		17,647
d. Equipment	10,000	0	0		10,000
e. Supplies	9,460	2,500	1,000		12,960
f. Contractual	30,171	0	0		30,171
g. Construction	0	0	0		
h. Other	11,480	55,833	47,334		114,647
i. Total Direct Charges (Sum 6a-h)	166,126	108,333	108,334		382,793

OMB Approval No. 0348-0044

BUDGET INFORMATION--Non-Construction Programs

j. Indirect Charges @	20,934	25,000	25,000		70,934
TOTALS (Sum 6i and j)	187,060	133,333	133,334		453,727

7. Program Income None

SECTION C-NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. Lifespan Respite	80,866	32,547		113,433
9.				
10.				
11.				
12. TOTALS (Sum of lines 8 and 11)	80,866	32,547		113,433

SECTION D-FORECASTED CASH NEEDS

13. Federal	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	140,294	20,000	50,000	20,000	50,294
	46,766	12,000	10,000	9,000	15,766
TOTAL (Sum of lines 13 and 14)					

SECTION E-BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	Future Funding Periods (Years) (b) First	(c) Second	(d)	(e)
Life Span Respite	100,000	100,000		
17.				
18.				
19.				
20. TOTALS (Sum of lines 16-19)				

SECTION F-OTHER BUDGET INFORMATION

21. Direct Charges 22. Indirect Charges

23. Remarks

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Prescribed by OMB Circular A-102

Budget Narrative/Justification - Sample Format

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

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

					Non-Fed Cash Officer Manager (name) = .5FTE @ $47,108/yr = $23,554 **Total** 71,254
Fringe Benefits	$17,482	$8,632	$0	$26,114	**Federal** Fringe on Project Director at 36.65% = $17,482 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%) **Non-Fed Cash** Fringe on Office Manager at 36.65% = $8,632 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%)
Travel	$4,707	$2,940	$0	$7,647	**Federal** Local travel: 6 TA site visits for 1 person Mileage: 6RT @ .585 x 700 miles $2,457 Lodging: 15 days @ $110/day $1,650 Per Diem: 15 days @ $40/day $600 Total $4,707 **Non-Fed Cash** Travel to National Conference in (Destination) for 3 people Airfare 1 RT x 3 staff @ $500 $1,500 Lodging: 3 days x 3 staff @ $120/day $1,080 Per Diem: 3 days x 3 staff @ $40/day $360 Total $2,940
Equipment	$10,000	$0	$0	$10,000	No Equipment requested OR: Call Center Equipment Installation = $5,000 Phones = $5,000 Total $10,000

Supplies	$3,700	$5,670	$0	$9,460	**Federal** 2 desks @ $1,500 $3,000 2 chairs @ $300 $600 2 cabinets @ $200 $400 **Non-Fed Cash** 2 Laptop computers $3,000 Printer cartridges @ $50/month $300 Consumable supplies (pens, paper, clips etc…) @ $180/month $2,160 Total $9,460
Contractual	$30,171	$0	$0	$30,171	(organization name, purpose of contract and estimated dollar amount) Contract with AAA to provide respite services: 11 care givers @ $1,682 = $18,502 Volunteer Coordinator = $11,669 Total $30,171 *If contract details are unknown due to contract yet to be made provide same information listed above and:* A detailed evaluation plan and budget will be submitted by (date), when contract is made.
Other	$5,600	$0	$5,880	$11,480	**Federal** 2 consultants @ $100/hr for 24.5 hours each = $4,900 Printing 10,000 Brochures @ $.05 = $500 Local conference registration fee (name conference) = $200 Total $5,600 **In-Kind** **Volunteers** 15 volunteers @ $8/hr for 49 hours = $5,880

Indirect Charges	$20,934	$0	$0	$20,934	21.5% of salaries and fringe = $20,934 IDC rate is attached.
TOTAL	$140,294	$40,866	$5,880	$187,060	

Budget Narrative/Justification - Sample Template

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

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

Project Work Plan - Sample Template

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

Goal:
Measurable Outcome(s):

			* Time Frame (Start/End Dates by Month in Project Cycle)											
Major Objectives	Key Tasks	Lead Person	1*	2*	3*	4*	5*	6*	7*	8*	9*	10*	11*	12*
1.														
2.														
3.														
4.														
5.														
6.														

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

Instructions for Completing the Project Summary/Abstract

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

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

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

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

Products – materials, deliverables.

- A model abstract/summary is provided below:

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