



Administration for Community Living

Administration on Disabilities

National Limb Loss Resource Center

HHS-2024-ACL-AOD-LLRC-0003

01/22/2024

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ACL Center:

Administration on Disabilities

Funding Opportunity Title:

National Limb Loss Resource Center

Funding Opportunity Number:

HHS-2024-ACL-AOD-LLRC-0003

Primary CFDA Number:

93.325

Due Date for Letter of Intent:

01/20/2024

Due Date for Applications:

01/22/2024

Date for Informational Conference Call:

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

Executive Summary

Additional Overview Content/Executive Summary

An estimated two million people live with limb loss/limb difference in the United States. Each year an estimated 185,000 amputations are performed in the country. People with limb loss/limb difference experience many barriers to successful community (re)integration and full

participation in social life, perceive a reduction in their participation in recreational activities and satisfaction at work, and feel more impaired in their ability to navigate their community following the amputation of their limb. Additionally, people with limb loss/limb difference often experience anxiety and psychological distress, low rates of workforce participation, environmental barriers, and secondary co-morbidities associated with the amputation of a limb (e.g., back pain, arthritis). Furthermore, individuals with limb loss report receiving little information about their rehabilitation from their healthcare provider either before or after their amputation.

Through this funding opportunity announcement, ACL intends to award one five-year cooperative agreement to an organization to operate the National Limb Loss Resource Center to help improve the quality of life for people of all ages living with limb loss/limb difference, their families, and their support networks. The resource center will do this by ensuring the availability and accessibility of the most comprehensive, high-quality, evidence-based information, resources, and supports so that people with and without disabilities can live, learn, work, play, and prosper.

The National Limb Loss Resource Center grantee will undertake strategies that will result in measurable, positive outcomes for people living with limb loss/limb difference in the following four quality of life focus areas: health & wellness, career path employment, youth development & engagement, and community living. The successful grantee will do this by:

- Continually expanding the library of resources available and supplying real time culturally competent assistance to individuals and families looking for information about living well with limb loss/limb difference.
- Operating and maintaining a robust national website containing these resources.
- Providing and widely promoting educational opportunities and activities to people living with limb loss/limb differences, their families, and their support networks regardless of age, race, disability, ethnicity, location, gender, or sexual orientation.
- Connecting historically underserved populations to services and supports to address health equity gaps across all the country.
- Facilitating peer mentoring to provide support, information, and resources to encourage and empower new amputees and persons transitioning through the various stages of living with limb loss/limb difference.
- Engaging directly with children and youth with limb loss/limb differences to aid their development and maximize their independence, future employment, and community living.
- Collaborating with federal agencies, other national organizations, employers, and others to reach more people seeking resources and support for living well with limb loss/limb difference and to develop and advance short-, medium-, and long-term strategies for addressing the needs of the limb loss/limb difference community; and
- Undertaking a comprehensive assessment of its activities and their impact on the quality of life of people living with limb loss/limb difference across the lifespan, including the development and tracking of key outcome indicators.

I. Funding Opportunity Description

Background & Purpose:

Administration for Community Living

The Administration for Community Living (ACL) was established in April 2012 to better enable older adults and people with disabilities across their lifespan to fully engage and participate in

their communities, make informed decisions, and exercise choice and control with regard to their independence, health, and well-being. ACL exists to help all Americans – including people with disabilities and older adults – live and participate in communities that value their contributions.

Programs operated by ACL have the expectation of community living as their foundation. ACL programs actively seek to create communities where the necessary information, resources, opportunities, services, and supports are available and accessible so that people with and without disabilities, their families, and their support networks can live, learn, work, play, and prosper.

People Living with Limb Loss/Limb Difference

An estimated two million persons live with limb loss/limb difference in this country [1], and each year an estimated 185,000 amputations are performed in the U.S. [2]. Research indicates that: The number of people living with the loss of a limb will increase in the coming decades due to the aging of the population and the associated increase in the incidence of diabetes mellitus and dysvascular disease.

- These projected increases underscore the need for effective programs that improve access to prosthetic limbs, assistive devices, and appropriate health and prosthetic services [3].
- Limb difference/limb loss occurs far less in children and youth but affects up to an additional ten thousand young people and their families in the U.S. each year. [4] Despite their low incidence, these conditions can have negative, life-long, and life-altering consequences:
 - Difficulties with typical development, e.g., motor skills.
 - Needing assistance with daily self-care.
 - Independent living challenges.
 - Limitations with certain movements, sports, or activities; and
 - Lower self-esteem and self-confidence. [5]
- Absent effective interventions, such youth will face challenges to their health and wellness, career path employment, financial independence, and other domains throughout life.

People with limb loss/limb difference experience many barriers to successful community (re)integration and full participation in social life. People with limb loss/limb difference perceive a reduction in their participation in recreational activities, satisfaction at work, and feel more impaired in their ability to navigate their communities following the amputation of their limb [6]. Additionally, these persons often report experiencing anxiety and psychological distress, low rates of workforce engagement and participation, environmental barriers, and secondary co-morbidities associated with the amputation of a limb (e.g., back pain, arthritis) [7]. Furthermore, individuals with limb loss report receiving little information about their rehabilitation from their healthcare provider either before or after their amputation [8].

While the main focus of the National Limb Loss Resource Center is not on prevention, a few statistics related to amputation risk are illustrative of the challenge faced by underserved populations. Among nonwhite populations, the risk of amputation has been reported to be two to three times that of non-Hispanic whites. Prevalence estimates show that one in 250 white persons are living with the loss of a limb compared with one in 90 nonwhites. Research indicates that variation in poverty and access to care likely contributes to such disparate rates based on race and ethnicity. Moreover, more than half (57%) of all amputations that occur annually in this country are performed on older persons (age 65 and older) [9].

Individuals with limb loss/limb difference and their families come from diverse backgrounds and circumstances yet face common challenges. Many find accessing accurate, evidence-based, and timely information regarding obtaining appropriate health care and community living services is a daunting task. They are frequently confronted with a bewildering maze of organizations and jargon at a time when they may be in crisis. Not surprisingly, they are often forced to make choices and decisions based on incomplete and inaccurate information about their options. This can lead to harmful results. The lack of current high-quality information makes it difficult for individuals to make informed decisions about both their present and their future well-being, which can result in frustration, inappropriate care, or equipment, negative health impacts, and increased costs. These challenges will only become worse as the number of people living with limb loss increases.

A. The National Limb Loss Resource Center

Through this funding opportunity announcement, ACL intends to award one 5-year cooperative agreement award to an organization to operate the National Limb Loss Resource Center. The resource center will ensure the availability of, and access to, the most comprehensive, high-quality culturally competent information, peer mentoring, and related supports for people of all ages living with limb loss/limb difference, their families, and support networks. Having ready and reliable access to relevant, up-to-date information is essential to enabling people living with limb loss/limb difference to make informed choices about and take the lead in improving their own health, independence, and future.

The purpose of the National Limb Loss Resource Center is to advance community living for people living with limb loss/limb difference and the limb loss/limb difference community through strategies that deploy resources and activities across the following four quality of life focus areas:

- Health Equity & Wellness
- Career Path Employment
- Youth Development & Engagement
- Community Living

The National Limb Loss Resource Center will provide relevant and current information that will support and improve the quality of life of persons of all ages and backgrounds living with limb loss/limb difference by:

- Increasing the education, information, and supports available and accessible to people living with limb loss/limb difference via a robust website and other means to equip them with what they need to lead independent lives.
- Partnering with ACL, its network, the health care community, the insurance industry, foundations, and other entities to develop and advance short-, medium-, and long-term strategies that can measurably improve health and wellness and reduce health disparities, secondary conditions, unnecessary hospitalization and institutionalization among individuals with limb loss/limb difference of all ages and backgrounds.
- Partnering with ACL, its network, career path employers, youth development organizations, centers for independent living, foundations, educational institutions, financial literacy organizations, and other entities to develop and advance short-, medium-, and long-term strategies that can measurably increase the independence, productivity, integration, and

inclusion; advance the educational attainment; increase and sustain the career path employment; and enhance the long-term economic well-being and financial independence of individuals with limb loss/limb difference.

- Assuring that all its strategies are developed and carried out in a manner that:
- Allows for complementary strategies in recognizing and meeting the diverse lifespan needs, abilities, aspirations, and circumstances of individuals with limb loss/limb difference, their families, and their support networks.
- Addresses the needs and aspirations of individuals that experience limb loss/limb difference as children, youth, or young adults – whose life experiences are often different from those who lose a limb later in life; and
- Addresses the needs and aspirations of individuals from racial and ethnic minority populations who are at significant greater risk for limb loss [10] and for encountering substantial barriers to accessing care, community living, education, career path employment, and other essential opportunities, services, and supports.
- Serving as a translator/disseminator of evidence-informed and evidence-based practices and approaches that persons with limb loss/limb difference and others can employ to measurably advance the aims specified above.

B. Program Activities

To be considered competitive for this funding opportunity announcement, applicants should propose a well-designed set of innovative approaches for equipping individuals living with limb loss/limb difference with the information, tools, skills, and supports they need to lead healthy, independent, and productive lives as contributing members of their families, communities, workplaces, and nation. Applicants should describe how they will carry out activities within seven often overlapping categories:

1. A Resource Center
2. A National Website
3. Outreach and Education
4. Peer Mentoring
5. Youth Engagement
6. Collaboration
7. Performance Assessment

Applicants should describe how they will carry out activities within these seven categories across the following four quality of life focus areas: health & wellness, career path employment, youth development & engagement, and community living.

Applicants should clearly describe their experience and expertise along with the recommended approach and implementation strategies for each of the seven activity categories. Throughout the application, applicants should also describe the experience and active involvement of a wide range of stakeholders and organizational partners, including people living with limb loss/limb difference, their families and support networks, centers for independent living, hospitals, employers, rehabilitation facilities, researchers, national and community organizations, providers, and others to fully achieve the desired outcomes.

1. A Resource Center:

The grantee will continually expand the resources and tools available to individuals and families

looking for information about living well with limb loss/limb difference. The grantee will also provide real time access to information specialists and subject matter experts. ACL intends that the National Limb Loss Resource Center will be a trusted, nationally recognized entity that individuals with limb loss/limb difference, their families, and their support networks can rely on for the best, most up-to-date information and resources.

Applicants should describe how they will serve as a translator/disseminator of evidence-informed and evidence-based practices and approaches that persons with limb loss/limb difference and others can employ to measurably advance the aims specified in this funding opportunity announcement. Applicants should describe how they will gather, translate, organize, and make publicly available, readily accessible, high-quality culturally competent information and resources that can improve the quality of life for people living with limb loss/limb difference that include information and resources relevant to each of the four quality of life focus areas mentioned above. Applicants should describe how they will make information, resources, and assistance available in real time through specialized information and referral services.

Applicants should describe how the information, resources, and services available will cover a range of topics such as:

- assistive technology, including orthotics/prosthetics.
- evidence-based interventions to prevent secondary conditions, including pain management.
- services that support improved health and community living.
- recovery and rehabilitation expectations.
- social, emotional, and financial support.
- community-based educational and recreational opportunities and experiences; and
- strategies and approaches for addressing the challenges to and opportunities for employment.

Applicants should also describe how they will measure the impact of the resource center activities on engaged individuals living with limb loss/limb difference, their families, and their support networks.

2. A National Website:

The grantee will operate and maintain a robust national website containing these resources.

Applicants should demonstrate in their applications that they have experience creating a national website and a strong social media presence within the limb loss/limb difference community.

Applicants should describe how they will maintain and expand a National Limb Loss Resource Center website that will provide the public with the information and resources described in this funding opportunity announcement. Applicants should describe how the website and the resources they will develop as the grantee will be branded so that it is clear to the public and others that they were developed with the support of ACL and that ACL and the grantee have entered into a cooperative agreement. Applicants should describe how they will work with the ACL project officer and ACL's Office of Information Resources Management to ensure that the National Limb Loss Resource Center website is cloud based and the resources therein are separate and distinct from the grantee's organizational website; that the website complies with all relevant security and privacy regulations governing federally supported websites; and that it is fully accessible to people with disabilities.

Applicants should also describe how they will measure the impact of the website and any social media activities on engaged individuals living with limb loss/limb difference, their families, and their support networks. At the end of the grant award, a description must be included of how the website and data will be transitioned from one organization to another if needed.

3. Outreach and Education:

The grantee will provide and widely promote educational opportunities and outreach activities for people living with limb loss/limb differences, their families, and their support networks.

Applicants will describe a marketing plan that will increase awareness and usage of the National Limb Loss Resource Center among professionals in the field of limb loss/limb difference, disability and aging networks, community-based organizations, and other vested stakeholders.

Applicants will describe how the marketing plan will be promoted and marketed to traditionally underserved populations, including individuals born with congenital limb difference and individuals with diabetic ulcers and/or related limb loss; individuals with combat injuries; families coping with newly acquired amputations; caregivers in communities color; racial and ethnic minority populations; limited-English proficient communities; people living in rural areas; and lesbian, gay, bisexual and transgender older adults and caregivers.

Applicants should describe how they will conduct outreach and education in a manner that improves the quality of life of people living with limb loss/limb difference, their families, and their support networks through a variety of activities including:

- Hosting an annual conference with content and structure designed to enhance the opportunity to learn, network and improve quality of life for people living with limb loss/limb difference and their families.
- Identifying opportunities and submitting proposals for presentations at national or local meetings/conferences for disability and aging services professionals, relevant to the specific goals/outcomes of the project; and
- Identifying opportunities and submitting proposals for presentations to ACL-funded programs and at national or local meetings/conferences for people living with limb loss/limb difference and other related conditions.

Applicants should also describe how they will measure the impact of their outreach and education activities on engaged individuals living with limb loss/limb difference, their families, and their support networks.

4. Peer Mentoring:

The grantee will facilitate peer mentoring to provide support, information, and resources to encourage and empower new amputees and persons transitioning through the various stages of living with limb loss/limb difference. Finding the right supports and resources can be challenging to individuals and their families. Peer mentoring has proven positive outcomes and provides the most direct and beneficial way to assist those living with limb loss/limb difference, and their support networks. The assistance and guidance from someone who also has limb loss/limb difference along with shared similar experiences does much to encourage and empower individuals.

Applicants will describe how they will structure and operate a peer mentoring program to provide support, information, and resources to those living with limb loss/limb difference, their family members, and support networks nationally.

Applicants should also describe how they will measure the impact of the peer program on both the peer mentors and those living with limb loss/limb difference, and their support networks.

5. Youth Engagement:

The grantee will engage directly with children and youth of backgrounds and socioeconomic statuses with limb loss/limb differences to aid their development and maximize their independence.

Applicants should describe how they will work with children and youth with limb loss/limb differences in an interactive way the participants can learn more about living with limb loss/limb difference from people who have similar lived experience. All children and youth learn from their role models, and the opportunity for children and youth with limb loss/limb difference to learn about, meet, and learn from successful, active, and thriving individuals living with limb loss/limb difference is invaluable.

Applicants should propose strategies that can maximize independence, improve decision making, and increase the resilience of such young people in a measurable way through a range of educational opportunities such as adapted sports, community service, apprenticeship, and other life experiences and opportunities.

Applicants should also propose strategies that can be used to enable such young people to connect with and learn from each other as well as help shape the National Limb Loss Resource Center's efforts on this front.

Applicants should describe how they will measure the impact of their youth engagement activities on participating young people living with limb loss/limb difference, their families, and their support networks.

6. Collaboration:

To maximize the reach of the National Limb Loss Resource Center and help more people seeking information, opportunities, services, and supports related to living well with limb loss/limb difference, collaboration and partnership are essential.

Applicants are encouraged to describe the following activities within the applications. Applicants should describe their experience and history of collaboration on behalf of people with limb loss/limb difference.

Applicants should describe how they plan to collaborate with ACL and other federal agencies, other national organizations, career path employers, foundations, as well as youth development, independent living, education, financial literacy, health promotion, work force, and other entities.

Applicants should describe how proposed collaborative activities will enhance the development, dissemination, and application of evidence-based practices, policies, and approaches.

Applicants should also propose how they will work with other ACL resource centers, researchers, and practitioners from across the public and private sectors to collect, synthesize, disseminate, and stimulate research in the field of amputation/limb differences. Additionally, applicants should describe how they will work with ACL to identify gaps in research.

Applicants should describe how they will address racial inequity, particularly in communities of color to reduce health disparities.

Applications should include a letter of support from each identified partner organization, if appropriate, that outlines their role in the project.

Applicants should describe how they will measure the impact of the collaboration activities on individuals living with limb loss/limb difference, their families, and their support networks.

7. Performance Assessment:

Applicants should include a draft five-year performance assessment plan that operationalizes this program in a measurable way. The plan should enable the National Limb Loss Resource Center to demonstrate and measure the value it brings to the lives of the people it serves across the four quality of life focus areas: health & wellness, career path employment, youth development & engagement, and community living.

Applicants should include short-, medium-, and long-term outcome indicators in the draft performance assessment plan. Applicants should propose strategies focused on realizing SMART goals – i.e., those that are specific, measurable, achievable, relevant, and timely – in each of the four quality of life focus areas.

Applicants should describe how they will work with ACL within the first six months of the grant period to build out their draft plan and fully develop a strong performance assessment plan for the five-year project.

Applicants should propose how they will collect information to document and describe outputs and outcomes for all activities described in this funding opportunity announcement.

Applications should include a brief description of expected sources for output and outcome data and methods for data collection (e.g., surveys of consumers, reviews of administrative records).

Applicants should describe the role to be played by any partners in designing, developing, or implementing the performance assessment plan.

***** Health & Wellness – Specific Goals *****

The National Limb Loss Resource Center will measurably improve the health and wellness of persons living with limb loss/limb difference along with improving their knowledge, self-efficacy, resilience, and capability to lead healthy lives. This includes:

- Accessing and using evidence-based treatment, prosthetics, and assistive technology services and devices.
- Effectively seeking out and using non-addictive pain management methods, treatments, and techniques.
- Responsibly using medically necessary opioid medication and accessing treatment for opioid use disorder when needed; and
- Recognizing and reducing their risk of secondary conditions, unnecessary hospitalization, and institutionalization.

The resource center will expand access to the existing knowledge base of proven, successful health promotion strategies leading to measurably improved physical and emotional health for this population via online resources and in person trainings.

The resource center will increase collaboration with federal and national organizations that have a vested interest in the limb loss/limb difference community that can further the state of research for people living with amputations and limb difference. The resource center will undertake strategies that will increase the usage of the resources of the National Limb Loss Resource

Center among professionals and researcher in the field of limb loss/limb difference to increase the number of short-, medium-, and long-term strategies being implemented to address the health and wellness of people living with limb loss/limb difference.

***** Career Path Employment – Specific Goals *****

The National Limb Loss Resource Center will measurably increase the independence, productivity, integration, and inclusion of people with limb loss/limb difference by undertaking strategies that will increase educational and career path employment opportunities and outcomes for such individuals. It may do this, for example, by partnering with employers and others to expand apprenticeship, internship, and career path employment opportunities in a manner that expands employment opportunities, eliminates barriers, and creates full access to work for individuals. Other examples:

- Developing materials and activities that educate children and youth as well as their parents on how adults with limb loss/limb difference are succeeding in the workplace and in life.
- Partnering with employers, colleges, and others to create and utilize career training and opportunities for full-time employment for workers who have lost limbs.
- Linking up individuals with limb loss/limb difference with state rehabilitation agencies, American Jobs Centers, Ticket to Work Employment Networks, work incentives planning projects, and other similar resources.
- Educating individuals, prosthetics professionals, employers, and others on the importance of and ways to assure someone's prosthesis facilitates their successful career path employment.
- Educating such individuals on their rights, roles, and responsibilities with respect to obtaining and retaining employment as a person with a disability.

***** Youth Development & Engagement – Specific Goals *****

Children and youth with limb loss/limb difference have life experiences that are often drastically different from those of people who lose a limb later in life. The National Limb Loss Resource Center will measurably increase the independence, productivity, integration, and inclusion of such children and youth by addressing their needs and aspirations. This can be done, for example, through mentoring and encouraging them to excel in school, college, sports, employment, recreation, and all aspects of life.

The resource center will engage children and youth living with limb loss/limb difference in meaningful ways that enable them to connect with and learn from one another and develop and strengthen their peer/social networks. The resource center will also empower such children and youth and create opportunities for them to help shape the activities and the direction of the National Limb Loss Resource Center itself by, for example, establishing one or more youth representative positions on the national board and/or establishing a national youth advisory committee.

***** Community Living – Specific Goals *****

The National Limb Loss Resource Center will enhance community living opportunities that measurably increase the independence, integration, and inclusion of persons living with limb loss/limb difference, their families, and their support networks by undertaking strategies that will ultimately lead to:

- Increased opportunities for and access to independent living services and supports, community engagement, and recreation; and

- Removed/reduced environmental, social, systems, and other barriers to health and wellness, increased independence, productivity, integration, inclusion, and community living.

The resource center will measurably improve the knowledge, self-efficacy, resilience, and capability of such persons to enable them to:

- Develop and strengthen their peer/social networks.
- Identify and access community living services and other needed supports.
- Acquire strong self-advocacy skills; and
- Develop and employ lifespan strategies that they can use to develop and strengthen their financial independence including, for example, using ABLE accounts.

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- [1] Ziegler-Graham K, MacKenzie EJ, Ephraim PL, Travison TG, Brookmeyer R. Estimating the prevalence of limb loss in the United States: 2005 to 2050. *Arch Phys Med Rehabil* 2008 Mar;89 (3):422-9. [https://www.archives-pmr.org/article/S0003-9993\(07\)01748-0/fulltext](https://www.archives-pmr.org/article/S0003-9993(07)01748-0/fulltext)
- [2] Adams P, GE H, Marano M. Current Estimates from the National Health Interview Survey, 1996. *Vital Health Stat* 1999;200(10).
- [3] Ziegler-Graham.
- [4] Le, Joan T. et al. Pediatric Limb Differences and Amputations, *Physical Medicine and Rehabilitation Clinics* , Volume 26 , Issue 1 , 95 – 108, [https://www.pmr.theclinics.com/article/S1047-9651\(14\)00103-X/fulltext](https://www.pmr.theclinics.com/article/S1047-9651(14)00103-X/fulltext)
- [5] CDC, Facts about Upper and Lower Limb Reduction Defects, <https://www.cdc.gov/ncbddd/birthdefects/ul-limbreductiondefects.html>, Page last updated April 20, 2018 accessed 11/23/18
- [6] Ziegler-Graham.
- [7] Mckechnie PS, John A. Anxiety and depression following traumatic limb amputation: a systematic review. *Injury*. 2014 Dec;45(12):1859-66. doi: 10.1016/j.injury.2014.09.015. Epub 2014 Sep 28. Review. PubMed PMID: 25294119.
- [8] Darnall BD, Ephraim P, Wegener ST, Dillingham T, Pezzin L, Rossbach P, MacKenzie EJ. Depressive symptoms and mental health service utilization among persons with limb loss: results of a national survey. *Arch Phys Med Rehabil* 2005 Apr;86(4):6508.
- [9] Ziegler-Graham.
- [10] Ibid.

Statutory Authority

Section 317 of the Public Health Service Act (42 U.S.C. 247(b-4)); Consolidated and further Continuing Appropriations Act, 2015, Public Law 113- 235. (Dec. 16, 2014).

II. Award Information

Funding Instrument Type:
CA (Cooperative Agreement)

Estimated Total Funding:
\$4,062,099

Expected Number of Awards:
1

Award Ceiling:
\$4,062,099

Per Budget Period

Award Floor:
\$3,200,000
Per Budget Period

Length of Project Period:
60-month project period with five 12-month budget periods

Additional Information on Project Periods and Explanation of 'Other'

Once a cooperative agreement is in place, requests to modify or amend it or the work plan may be made by ACL or the awardee at any time as long as it stays within the original confines of the proposed project description. Major changes may affect the integrity of the competitive review process. Modifications and/or amendments of the Cooperative Agreement or work plan shall be effective upon the execution of an awards notice. When an award is issued the cooperative agreement terms and conditions from the program announcement are incorporated by reference unless ACL is authorized under the Terms and Conditions of award, 45 CFR Part 75, or other applicable regulations or statute to make unilateral amendments.

This section also should address, if appropriate, whether applications for renewal or supplementation of existing projects are eligible to compete with applications for new awards.

III. Eligibility Information

1. Eligible Applicants

For FY 2024 the below guidance is provided to advance the Administration's policy, as stated in E.O. 13985, to "pursue a comprehensive approach to advancing equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality." This guidance is intended to begin to address inequities in HHS programs, processes, and policies that may serve as barriers to equal opportunity. By advancing equity in our NOFOs, we can "create opportunities for the improvement of communities that have been historically underserved, which benefits everyone."

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

2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:

No

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

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

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria

None

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 8.5" x 11" plain white paper with 1" margins on both sides, and a standard font size of no less than 11 point, preferably Times New Roman or Arial.
3. The Project Narrative must not exceed 75 pages. Project Narratives that exceed 75 pages will have the additional pages removed and only the first 75 pages of the Project Narrative will be provided to the merit reviewers for funding consideration. NOTE: The Project Work Plan, Budget, Budget Narrative/Justification, Letters of Commitment, and Vitae of Key Project Personnel are not counted as part of the Project Narrative for purposes of the 75-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 <https://www.grants.gov> or <https://www.acl.gov/grants/applying-grants>.

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

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

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

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

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

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

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

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

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

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

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

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

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

- At the <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 because of the time involved to complete the registration process.

- All applicants must have a DUNS number (<http://fedgov.dnb.com/webform/>) and be registered with the System for Award Management (SAM, www.sam.gov) and maintain an active SAM registration until the application process is complete, and should a grant be made, throughout the life of the award. Effective June 11, 2018, when registering or renewing your registration, you must submit a notarized letter appointing the authorized Entity Administrator. Please be sure to read the FAQs located at www.sam.gov to learn more. Applicants should allot sufficient time prior to the application deadline to finalize a new or renew an existing registration. This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application or receive an award. Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline. See the SAM Quick Guide for Grantees at:

https://www.sam.gov/sam/transcript/SAM_Quick_Guide_Grants_Registrations-v1.6.;pdf.

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

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

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

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

- Since October 1, 2003, The Office of Management and Budget has required applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for federal grants or cooperative agreements. It is entered on the SF-424. It is a unique, nine-digit identification number, which provides unique identifiers of single business entities. The DUNS number is free and easy to obtain.

- Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 866-705-5711
- You must submit all documents electronically, including all information included on the SF424 and all necessary assurances and certifications.
- 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>.

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

U.S. Department of Health and Human Services
Elizabeth Leef, Program Specialist
Administration on Disabilities/Office on Disability Services Innovations
Phone Number: (202) 475-2482
E-mail: elizabeth.leef@acl.hhs.gov

2. Content and Form of Application Submission

Letter of Intent

Number of Days from Publication 60

01/20/2024

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

Due Date for Letter of Intent: 12/08/2023

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

U.S. Department of Health and Human Services
Elizabeth Leef, Program Specialist
Administration on Disabilities/Office for Disability Services Innovations
Email: elizabeth.leef@acl.hhs.gov

Project Narrative

The project narrative must be double-spaced, on 8.5" x 11" paper with 1" margins on both sides, and a standard font size of no less than 11 point, preferably Times New Roman or Arial. You can use smaller font sizes to fill in the standard forms and sample formats. The suggested length for the project narrative is 60 to 75 pages; 75 pages is the maximum length allowed.

Project narratives that exceed 75 pages will have the additional pages removed and only the first 75 pages of the project narrative will be provided to the merit reviewers for funding consideration. The project work plan, budget, budget narrative/justification, letters of commitment, and vitae of key project personnel are not counted as part of the project narrative for purposes of the 75-page limit, but all the other sections noted below are included in the limit.

The sample components of the project narrative that do count as part of the 75-page limit include:

- Summary/Abstract
- Challenges & Opportunities
- Goals and Objectives
- Proposed Intervention
- Special Target Populations and Organizations
- Outcomes

- Project Management
- Evaluation
- Dissemination
- Organizational Capability

The project narrative will be used as the primary basis to determine whether your project meets the minimum requirements for grants under the authorizing statutes. The project narrative should provide a clear and concise description of your project. ACL recommends that your project narrative include the following components:

Summary/Abstract

All applications for grant funding must include a summary/abstract that concisely describes the proposed project, including goals, objectives, overall approach (including target population and significant partnerships), anticipated outcomes, products to be developed, and duration. It should be written for an audience that includes the public. To ensure uniformity, please limit the length to 265 words or less on a single page with a font size of not less than 11, doubled-spaced. More detailed instructions for completing the summary/abstract, including simple descriptions of terms and a sample abstract, are included in the “Instructions for Completing the Project Summary/Abstract” in Section VIII of this funding opportunity announcement.

Problem Statement

Challenges and Opportunities

This section should describe, in both quantitative and qualitative terms, the nature and scope of the challenges, needs, and opportunities the proposed intervention is designed to address, including how the project will potentially affect older adults and/or people with disabilities, their families, their support networks, and the health care and social services systems.

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.

Proposed Intervention

Proposed Intervention / Approach

This section should provide a clear and concise description of the project (i.e., intervention) you are proposing to use to address the need described in “Challenges and Opportunities.” You should also describe the rationale for using the particular approach, including factors such as: “lessons learned” for similar projects previously tested in your community, or in other areas of the country; factors in the larger environment that have created the “right conditions” for the approach (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.

Special Target Populations and Organizations

This section should describe how you plan to involve partner 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 approach will target individuals with congenital limb difference and other traditionally underserved populations including individuals with diabetic ulcers and/or related limb loss; individuals with combat injuries; families coping with a newly acquired amputations; caregivers of color; racial/ethnic minority populations; limited-English proficient communities; people living in rural areas; lesbian, gay, bisexual, and transgender older adults, and caregivers; those of greatest economic need; and those of greatest social need.

Outcomes

Outcomes / Results

This section of the project narrative must clearly identify the measurable outcomes 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.

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 ACL network; new knowledge that can contribute to the field of community living; or a measurable increase in community awareness or self-sufficiency. 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 outcomes will be produced by the project. You should use the Evaluation section noted below to describe how the outcomes 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 appropriate for a project to have only one outcome that it is trying to achieve through the intervention reflected in the project's design.

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; and communications with other partners and ACL. Logic Models should be included to show how the different program operate. 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 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.

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 policymaking, including and especially those parties who would be interested in replicating the project.

Organizational Capability

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. The application should include a logic model for each program. 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 only key project staff. Neither vitas nor an organizational chart will count towards the narrative page limit. Also include information about the capabilities of any contractual organization(s) that will have a significant role(s) in implementing project and achieving project goals.

Budget Narrative/Justification

The Budget Narrative/Justification can be provided using the format included in Section VIII of this funding opportunity announcement under the heading, “Budget Narrative/Justification – Sample Format.” You are encouraged to pay particular attention to this section, 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.

Work Plan

The project work plan should reflect and be consistent with the project narrative and budget and should cover all five 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 outcomes. For each major task/action step, the work plan should identify time frames involved (including start- and end-dates) and the lead person responsible for

completing the task. Please use the “Project Work Plan - Sample Template” format found in Section VIII of this funding opportunity announcement as a reference and resource, if desired.

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.

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

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

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

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

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

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

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

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

4. Submission Dates and Times

Due Date for Applications 01/22/2024

01/22/2024

Date for Informational Conference Call:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5. Intergovernmental Review

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

6. Funding Restrictions

The following activities are not fundable:

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

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

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

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

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

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

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

7. Other Submission Requirements

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

V. Application Review Information

1. Criteria

Applications are scored by assigning a maximum of 100 points across the desired review criteria:

- Project Relevance & Current Need (5 points)
- Approach (30 points)
- Project Impact (30 points)
- Organizational Capacity (20 points)
- Budget & Budget Narrative (15 points)

Project Relevance & Current Need

Maximum Points: 5

How well does the application document the specific needs of – and the availability of services and supports for – people of all ages and ethnicities living with limb loss/limb difference, their families, and their support networks? (2 points) To what extent does the applicant provide sufficient and appropriate information with respect to the current status of diverse populations and youth living with limb loss/limb difference? (2 points) To what extent does the application adequately and appropriately describe and document the key challenges and opportunities to be addressed? (1 points)

Approach

Maximum Points: 30

Goals and Objectives (10 Points)

To what extent are the seven activity areas, as outlined in the funding opportunity announcement,

addressed by the applicant (i.e., a resource center, a national website, outreach and education, peer mentoring, youth engagement, collaboration, and performance assessment)? (2 points) To what extent does the applicant describe how they will work with diverse racial populations? (2 points) To what extent does the applicant describe how they will work with ACL to separate the resource center website from the grantee's organizational website? (2 points) To what extent does the applicant describe a transition plan after the grant ends? (2 points) To what extent did the applicant propose goals and outcomes that are in line with the desired outcomes sought by ACL? (2 points)

Work Plan/Management Plan (10 points)

To what extent is the project's work plan clear, comprehensive, and inclusive of all five years of project activity? (2 points) To what extent do the work plan tasks as proposed, link directly to stated goals and objectives in the four quality of life focus areas (i.e., health & wellness; career path employment; youth development & engagement; and community living)? (2 points) To what extent does the application include a clear and coherent management plan and logic model? (2 points) To what extent are the roles and responsibilities of project staff and other key partners clearly defined and linked to specific objectives and tasks? (2 points) To what extent does the application include a strategy to promote and market the project to consumers from traditionally underserved populations? (2 points)

Collaboration and Partnerships (10 points)

To what extent does the application describe how key stakeholders that serve diverse and underrepresented populations, will be involved in a meaningful way in the planning and implementation of proposed projects? (4 points) To what extent are letters of commitment included in the application package that demonstrate the willingness and capacity of the partner organizations to participate and contribute in a meaningful way? (3 points) To what extent does the application describe partnerships to advance goals and strategies associated with racial equity to reduce of health disparities? (3 points)

Project Impact

Maximum Points: 30

Project Outcomes: (10 points)

To what extent are the expected project benefits/results clear, realistic, and consistent with the objectives and purpose of the project? (3 points) To what extent are the anticipated outcomes of the proposed project likely to be achieved, and will they significantly benefit people living with limb loss/limb difference, their families, and their support networks? (4 points) To what extent are the proposed outcomes quantifiable, measurable, and consistent with the definition of a project outcome as contained in the funding opportunity announcement? (3 points)

Dissemination: (10 points)

To what extent does the dissemination plan ensure timely & culturally competent delivery of assistance, information, products, and resources to designated audiences? (3 points) To what extent does the application describe how the applicant will co-brand the National Limb Loss Resource Center and its products jointly with ACL? (2 points) To what extent does the dissemination plan include multiple modalities for delivering assistance, information, and other resources, including electronic, print, and web-based methods? (2 points) To what extent is the applicant's dissemination plan designed to reach consumers from traditionally underserved populations? (3 points)

Performance Assessment (10 points)

To what extent does the draft performance assessment plan reflect a thoughtful and well-designed approach that will be able to successfully measure whether or not the project has achieved its proposed outcomes in the short, medium, and long term? (3 points)

To what extent does the application include SMART goals – i.e., those that are specific, measurable, achievable, relevant, and timely? (4 points) To what extent does the plan include the qualitative and/or quantitative methods necessary to reliably measure outcomes over the next five years or capture “lessons learned” from the overall effort that might be of use to others in the field of amputation and limb differences? (3 points)

Organizational Capacity

Maximum Points: 20

Organizational and Structural Capacity (10 points)

To what extent does the applicant demonstrate the experience, capacity, and expertise to carry out the desired activities as outlined in the funding opportunity announcement? (3 points) How well does the application demonstrate that the applicant organization is established and has well-developed connections to, and working relationships with, the national limb loss/limb difference community? (3 points) To what extent does the applicant describe and explain its overall organizational structure and operations? (4 points)

Project Staffing and Qualifications (10 points)

To what extent are the proposed management and staffing patterns clearly and evidently connected to the project’s design and proposed plan for implementation? (2 points) To what extent do the proposed project director(s), key staff, and consultants have the background, experience, and other qualifications required to carry out their designated roles? (3 points) To what extent 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? (3 points) To what extent are letters from participating organizations included, as appropriate, that express their clear commitment and areas of responsibility for each organization, consistent with the work plan description of their intended roles and contributions? (2 points)

Budget and Budget Narrative

Maximum Points: 15

To what extent does the application provide a detailed justification for the amount requested? (2 points) To what extent is the application’s budget consistent with the project narrative, work plan, and objectives for each activity? (2 points) To what extent does the application contain a budget and budget narrative covering all five years of the project as well as individual budget years? (5 points) To what extent are the resources requested in each budget category justifiable and consistent with the scope of proposed project activities? (4 points) To what extent 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 for each activity? (2 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 a variety of backgrounds including academic institutions, non-profit organizations, state and local governments, and federal government agencies. Based on the

Application Review Criteria as outlined under section V.1, the reviewers will comment on and score the applications, focusing their comments and scoring decisions on the identified criteria.

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

3. Anticipated Announcement Award Date

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

The anticipated project period start date for this announcement is: 04/01/2024

VI. Award Administration Information

1. Award Notices

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

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

2. Administrative and National Policy Requirements

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

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

<https://www.hhs.gov/civil-rights/for-individuals/nondiscrimination/index.html>.

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

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

3. Reporting

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

4. FFATA and FSRS Reporting

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

For further guidance please follow this link to access ACL's Terms and Conditions:

<https://www.acl.gov/grants/managing-grant#>

VII. Agency Contacts

Project Officer

First Name:

Elizabeth

Last Name:

Leef

Phone:

202-475-2482

Office:

Office of Disability Services Innovations

Grants Management Specialist

First Name:

Aiesha

Last Name:

Gurley

Phone:

202-795-7358

Office:

Office of Grants Management

VIII. Other Information

Application Elements

- SF 424 required – Application for Federal Assistance (See “Instructions for Completing Required Forms” for assistance).
- SF 424A, required – Budget Information. (See Appendix for instructions).
- Separate Budget Narrative/Justification, required (See “Budget Narrative/Justification - Sample Format” for examples and “Budget Narrative/Justification – Sample Template.”) NOTE: Applicants requesting funding for multi-year grant projects are REQUIRED to provide a Narrative/Justification for each year of potential grant funding, as well as a combined multi- year detailed Budget Narrative/Justification.
- SF 424B – Assurance, required. Note: Be sure to complete this form according to instructions and have it signed and dated by the authorized representative (see item 18d on the SF 424).
- Lobbying Certification, required.
- Proof of non-profit status, if applicable
- Copy of the applicant’s most recent indirect cost agreement or cost allocation plan, if requesting indirect costs. If any sub-contractors or sub-grantees are requesting indirect costs, copies of their indirect cost agreements must also be included with the application.
- Project Narrative with Work Plan required (See “Project Work Plan – Sample Template” for a formatting suggestions).
- Vitae for Key Project Personnel.
- Letters of Commitment from Key Partners, if applicable.

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

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

Appendix

Accessibility Provisions for All Grant Application Packages and Funding Opportunity Announcements

Should you successfully compete for an award, recipients of federal financial assistance (FFA) from HHS will be required to complete an HHS Assurance of Compliance form (HHS 690) in which you agree, as a condition of receiving the grant, to administer your programs in compliance with federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, age, sex and disability, and agreeing to comply with federal conscience laws,

where applicable. This includes ensuring that entities take meaningful steps to provide meaningful access to persons with limited English proficiency; and ensuring effective communication with persons with disabilities. Where applicable, Title XI and Section 1557 prohibit discrimination on the basis of sexual orientation, and gender identity, The HHS Office for Civil Rights provides guidance on complying with civil rights laws enforced by HHS. See <https://www.hhs.gov/civil-rights/for-providers/provider-obligations/index.html> and <https://www.hhs.gov/civil-rights/for-individuals/nondiscrimination/index.html>.

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

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

Instructions for Completing Required Forms

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

a. Standard Form 424

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

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

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

- New
- Continuation
- Revision

3. Date Received: Leave this field blank.

4. Applicant Identifier: Leave this field blank

5a Federal Entity Identifier: Leave this field blank

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

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

7. State Application Identifier: Leave this field blank.

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

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

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

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

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

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

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

number, and email address (Required) of the person to contact on matters related to this application.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

19. Is Application Subject to Review by State Under Executive Order 12372 Process?
Please refer to IV. Application and Submission Information, 4. Intergovernmental Review to determine if the ACL program is subject to E.O. 12372 and respond accordingly.

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

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

Standard Form 424A

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

Section A - Budget Summary

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

Section B - Budget Categories

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

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

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

Section C - Non-Federal Resources

Column A: Enter the federal grant program.

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

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

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

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

Section D - Forecasted Cash Needs

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

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

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

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

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

Column A: Enter the federal grant program

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

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

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

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

Section F – Other Budget Information

Line 21: Enter the total Indirect Charges

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

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

Separate Budget Narrative/Justification Requirement

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

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

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

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

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

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

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

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

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

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

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

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

Line 6f: **Contractual:** Regardless of the dollar value of any contract, you must follow your established policies and procedures for procurements and meet the minimum standards established in the Code of Federal Regulations (CFR's) mentioned below. Enter the total costs

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

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

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

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

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

- *Meals are generally unallowable except for the following:*
- *For subjects and patients under study(usually a research program);*

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

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

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

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

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

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

c. Standard Form 424B – Assurances (required)

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

d. Certification Regarding Lobbying (required)

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

Proof of Nonprofit Status (as applicable)

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

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

Indirect Cost Agreement

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

Budget Narrative/Justification- Sample Format

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

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Personnel	\$47,700	\$23,554	\$0	\$71,254	Federal

					Project Director (name) = .5 FTE @ \$95,401/yr = \$47,700 Non-Fed Cash Officer Manager (name) = .5FTE @ \$47,108/yr = \$23,554 Total 71,254
Fringe Benefits	\$17,482	\$8,632	\$0	\$26,114	Federal Fringe on Project Director at 36.65% = \$17,482 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%) Non-Fed Cash Fringe on Office Manager at 36.65% = \$8,632 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%)
Travel	\$4,707	\$2,940	\$0	\$7,647	Federal Local travel: 6 TA site visits for 1 person Mileage: 6RT @ .585 x 700 miles \$2,457 Lodging: 15 days @ \$110/day \$1,650 Per Diem: 15 days @ \$40/day \$600 Total \$4,707 Non-Fed Cash

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

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

Budget Narrative/Justification - Sample Template

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

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

Travel					
Equipment					
Supplies					
Contractual					
Other					
Indirect Charges					
TOTAL					

Project Work Plan - Sample Template

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

Goal:

Measurable Outcome(s):

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

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

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

Instructions for Completing the Project Summary/ Abstract

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

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

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

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

Products - materials, deliverables.

- A model abstract/summary is provided below:

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

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

1. Project Director.

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

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