



Centers for Independent Living Competition—American Samoa

Opportunity number: HHS-2024-ACL-AOD-IL-0068



Contents

	Before you begin	<u>3</u>
	Step 1: Review the Opportunity	<u>4</u>
	Basic information	<u>5</u>
	Eligibility	<u>6</u>
	Program description	<u>8</u>
	Step 2: Get Ready to Apply	<u>15</u>
	Get registered	<u>16</u>
	Find the application package	<u>16</u>
	Step 3: Prepare Your Application	<u>17</u>
	Application contents and format	<u>18</u>
	Step 4: Learn About Review and Award	<u>24</u>
	Application review	<u>25</u>
	Award notices	<u>29</u>
	Step 5: Submit Your Application	<u>30</u>
	Application submission and deadlines	<u>31</u>
	Application checklist	<u>33</u>
	Step 6: Learn What Happens After Award	<u>34</u>
	Post-award requirements and administration	<u>35</u>
	Contacts and Support	<u>37</u>



Before you begin

If you believe you are a good candidate for this funding opportunity, secure your [SAM.gov](#) and [Grants.gov](#) registrations now. If you are already registered, make sure your registration is active and up-to-date.

SAM.gov registration (this can take several weeks)

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI).

[See Step 2: Get Ready to Apply](#)

Grants.gov registration (this can take several days)

You must have an active Grants.gov registration. Doing so requires a Login.gov registration as well.

[See Step 2: Get Ready to Apply](#)

Apply by July 15, 2024

Applications are due by 11:59 p.m. Eastern Time on July 15, 2024.



To help you find what you need, this NOFO uses internal links. In Adobe Reader, you can go back to where you were by pressing Alt + Left Arrow (Windows) or Command + Left Arrow (Mac) on your keyboard.



Step 1:

Review the Opportunity

In this step

Basic information	<u>5</u>
Eligibility	<u>6</u>
Program description	<u>8</u>

Basic information

Administration for Community Living

Administration on Disabilities

Helping people in American Samoa with significant disabilities to live independently.

Summary

This program funds Centers for Independent Living to provide services to people with significant disabilities, as authorized by the Rehabilitation Act of 1973, as amended (the Act).

Centers funded must provide at least the following core services:

- Information and referral.
- Independent living skills training.
- Peer counseling.
- Individual and systems advocacy.
- Services that:
 - Help people transition from nursing homes and other facilities to the community.
 - Assist those at risk of entering facilities.
 - Help youth transition to postsecondary life.

Funding details

Type: Grant

Expected total funding: \$159,762

Funding per award for period of performance: \$159,762

Expected awards: 1

We plan to fund awards in two 12-month budget periods for a total two-year period of performance.



Have questions?
See [Contacts and Support](#).

Key facts

Opportunity name:

Centers for Independent Living Competition – American Samoa

Opportunity number:

HHS-2024-ACL-AOD-IL-0068

Federal assistance listing:

93.432

Statutory authority number:

[29 U.S.C. Section 796f-1](#); Section 711 and Section 722 of the Rehabilitation Act of 1973, as amended

Key dates

Application deadline:

July 15, 2024

Expected award date:

September 1, 2024

Expected start date:

September 1, 2024

Eligibility

Eligible applicants

Only these types of organizations may apply:

- Consumer-controlled, community-based, cross-disability, nonresidential, private nonprofit agencies.
- The designated state entity under section 724 of the Act ([29 U.S.C. 796f-3](#)). See the [selection process](#) section.

All types of private nonprofit entities may apply, including:

- Indian tribal organizations (American Indian, Alaskan Native, Native American).
- Faith-based organizations.
- LGBTQIA2S+ organizations.
- Community-based organizations.

Other eligibility requirements

New or expanded funding

To be eligible for funding, your organization must meet either of the following:

- Your organization does not currently receive funds under title VII, chapter 1, part C of the Rehabilitation Act ([29 U.S.C. subpart 3](#), Centers for Independent Living).
- Your organization is proposing to expand an existing center by establishing a separate, complete center. The governing board of the existing center may serve as the governing board of the new center.

Geographic area

- You must propose to serve areas identified as unserved or underserved by the territory of American Samoa.
- You must demonstrate in your project narrative how a proposed new center is consistent with the design for a statewide network of centers in American Samoa's Plan for Independent Living.

Legal authority

Your organization must have the legal authority to:

- Carry out the purpose of title VII, part C of the Rehabilitation Act ([29 U.S.C. subpart 3](#), Centers for Independent Living).

- Perform the functions listed in section 725(b) and (c) of the Act ([29 U.S.C. 796f-4](#)) and [45 CFR part 1329](#), subpart C, within a community located in American Samoa.
- Receive and administer:
 - Funds under [45 CFR part 1329](#), State Independent Living Services and Centers for Independent Living.
 - Funds and contributions from public or private sources that may support a center.
 - Funds from other public and private programs.
- Plan, conduct, administer, and evaluate a center, consistent with the standards and assurances in sections 725(b) and (c) of the Act ([29 U.S.C. 796f-4](#)) and subpart C of [45 CFR part 1329](#).

Cost sharing

This program has no cost-sharing requirement. If you choose to include cost-sharing funds, we won't consider it during review. However, we will hold you accountable for any funds you add, including through reporting.

Program description

Background

Centers for Independent Living (CILs):

- Are consumer-driven agencies that work with people with significant disabilities.
- Provide independent living services focused on enabling people to achieve independence in their community.
- Were created under title VII, part C, section 721 of the Act and amended by the Workforce Innovation and Opportunity Act in 2014 ([29 U.S.C. subpart 3](#), Centers for Independent Living).
- Must adhere to standards in section 725 of the Act ([29 U.S.C. 796f-4](#)).

Required activities, standards, and assurances

Under this program, we require you to carry out certain activities. Section 725 of the Act ([29 U.S.C. 796f-4](#)) requires that you meet certain standards and provide certain assurances. We describe these in this section. Be sure to address them all in your [project narrative](#).

Approach

See [project narrative, approach](#)

Your center should conduct the following activities:

- Help people with significant disabilities to develop and achieve their independent living goals.
- Promote and practice the independent living philosophy, including:
 - Consumer control of decision-making, service delivery, management, policy setting, and direction in the center.
 - Self-help and self-advocacy.
 - Development of peer relationships and peer role models.
 - Equal access for people with significant disabilities to all services, programs, activities, resources, and facilities within their communities, whether public or private, regardless of funding sources.
- Offer services to people with various types of significant disabilities, including underserved people, as described in [title VII](#), Independent Living Services and Centers for Independent Living.

- Ensure that consumers are eligible for its services, without excluding anyone based on their type of disability.
- Work to increase the availability and improve the quality of community options for independent living.
- Provide independent living core services and, as appropriate, a combination of other independent living services. These core services are:
 - Information and referral.
 - Independent living skills training.
 - Peer counseling.
 - Individual and systems advocacy.
 - Services that:
 - Help people transition from nursing homes and other facilities to the community.
 - Help those at risk of entering facilities.
 - Help youth transition to postsecondary life.
- Increase the capacity of communities within the center's service area to meet the needs of people with significant disabilities.
- Notify people with significant disabilities who could benefit from services about the client assistance program, including contact information.
- Conduct aggressive outreach about the center's services to reach people with significant disabilities who are unserved or underserved by programs under this title, especially minority groups and urban and rural populations.

Outcomes

See [project narrative, outcomes](#)

As you carry out your project, you will evaluate your program each year, prepare an annual report, and keep records that enable you to meet your performance standards.

Your reports will include:

- How well the center complies with the standards.
- The number and types of people with significant disabilities receiving services through the center.
- The types of services provided through the center, and the number of people receiving each type of service.
- The sources and amounts of funding for the center.

- The number of people with significant disabilities employed by the center, including in management and decision-making positions.
- If possible, a comparison of the center's activities in prior years with those in the most recent year.

Using measurable outcomes

A measurable outcome is an observable end result that describes how a particular service led you to achieve your goals.

In this project, your outcomes will describe a change in the degree to which consumers can live independently in the community. When planning your outcomes, consider:

- How you will ensure that the person maintains their independence after they have achieved their goal.
- How you will identify outcomes that resulted from CIL services.
- How CIL actions will increase access to services previously unavailable to people with significant disabilities. For example, adding access to a building or changing a policy could allow people with significant disabilities to be newly eligible for resources.

Be careful to differentiate between outputs and outcomes. Outputs are the activities or products that are most likely to lead to key outcomes.

For example, a series of classes or documents on a topic may allow a person with a significant disability to live more independently. In this example, the classes or documents are outputs, while the change in independence is the outcome.

Project management

See [project narrative](#), [project management](#)

Your center should:

- Develop resources to obtain funding from sources other than chapter 1 of the Act – Individuals with Significant Disabilities ([29 U.S.C. part A](#)).
- Ensure that people with disabilities design and operate the center.
- Comply with the standards in section 725 of the Act ([29 U.S.C. 796f-4\(b\)](#)).
- Establish clear priorities through one- and two-year program and financial planning goals for the center, including:
 - Overall goals or a mission.
 - A work plan for achieving the goals or mission.
 - Specific objectives, service priorities, and types of services to be provided.

- How your proposed activities are consistent with the most recent three-year State Plan for Independent Living under section 704 of the Act ([29 U.S.C. 796c](#)).
- Use sound organizational and staffing practices, including employing and promoting qualified people with significant disabilities, as required under section 503 of the Act ([29 U.S.C. 793](#)).
- Practice sound fiscal management.
- Submit to the Statewide Independent Living Council a copy of its approved funding application and the annual report required in section 725(c)(8) of the Act ([29 U.S.C. 796f-4](#)).
- At the end of each fiscal year, prepare and submit a report to the designated state unit or the administrator that contains the information described in section 725(c)(8) of the Act and information regarding how well the center complies with the standards in section 725(b) ([29 U.S.C. 796f-4](#)).
- Develop and use independent living plans described in section 704(e) of the Act ([29 U.S.C. 796c](#)) to achieve its goals.

Organizational capability

See [project narrative, organizational capability](#)

The center will need to:

- Meet all [eligibility](#) requirements for this funding.
- Be governed by a board in which a majority of members are people with significant disabilities.
- Ensure that the majority of the staff, including people in decision-making positions, are people with disabilities.
- Train center staff on how to serve unserved and underserved populations, including minority groups and urban and rural populations.

Collaborations

See [project narrative, collaborations](#)

You should plan to collaborate with other groups, including those listed here.

The federal government

Establish and maintain a partnership with the Administration on Disabilities (AoD) and its Office of Independent Living Programs (OILP). This relationship should foster a shared accountability for outcomes and activities requiring close collaboration, including federal initiatives involving the CILs.

CILs

- Establish a partnership with other CILs. This relationship should improve CIL operations in the areas of:
 - Organizational competency, particularly program and fiscal business practices.
 - Performance and outcomes.
 - Statutory compliance.
 - Positioning of CILs as leaders and agents of systems change, capacity building, and advocacy.
- Establish a multi-stakeholder, representative, participatory group to provide guidance and general direction designing and implementing CILs.

Other key stakeholders

- Establish a partnership with the Statewide Independent Living Council to enhance the relationship among the CIL networks in each state and territory and:
 - Collaborate to develop and carry out outcomes-based measurement, and increase understanding and collection of outcomes across CIL network programs.
 - Address issues related to CIL network collaboration.
 - Address pressing disability issues in the states and territories.
- Establish a partnership among CILs and other relevant federally funded and non-federally-funded entities and programs. Include those funded under the Individuals with Disabilities Education Act (IDEA) and the Workforce Innovation and Opportunity Act (WIOA) to ensure CILs can help improve outcomes for people with disabilities.
- Establish a partnership with federal and state organizations that specialize in reducing barriers for people with disabilities to:
 - Register to vote.
 - Learn how to use voting systems and technologies.
 - Access polling places.
 - Cast their vote.
 - Understand policies, procedures, and practices that assist people with disabilities in these activities.

Other groups to identify and address emerging priorities and needs

Convene groups of experts and representatives, including those from the CIL network and from federal agencies, to:

- Identify and discuss emerging issues and practices.
- Develop programs, resources, or strategies on emerging issues and priorities that fulfill consumers' needs.

Funding policies and limitations

Funding policies

- Under this NOFO, you can't continue existing projects without expansion or new and innovative approaches.
- Meals are allowed only in limited circumstances linked to program activities, like during travel or when approved in advance by ACL. See Allowable Costs and Activities, Exhibit 4: Selected Items of Cost, Meals in the [HHS Grants Policy Statement \[PDF\]](#).
- For guidance on some types of costs we do not allow or restrictions on them, see 45 CFR part 75, [General Provisions for Selected Items of Cost](#).
- You may follow your organization's procurement policies and procedures when contracting with project funds, but you must comply with the requirements of [45 CFR Part 75, Subpart D](#).

Unallowable costs

- Construction or major rehabilitation of buildings.
- Basic research, such as scientific or medical experiments.
- Continuation of existing projects without expansion or new and innovative approaches.

Indirect costs

Indirect costs are those for a common or joint purpose across more than one project and that cannot be easily separated by project. Learn more at [45 CFR 75.414](#), Indirect Costs.

To charge indirect costs you can select one of two methods:

Method 1 — Approved rate. You currently have an indirect cost rate approved by your cognizant federal agency.

Method 2 — *De minimis* rate. Per [45 CFR 75.414\(f\)](#), if you have never received a negotiated indirect cost rate, you may elect to charge a *de minimis* rate. If you are

awaiting approval of an indirect cost proposal, you may also use the *de minimis* rate. If you choose this method, costs included in the indirect cost pool must not be charged as direct costs.

This rate is 10% of modified total direct costs (MTDC). See [45 CFR 75.2](#) for the definition of MTDC. You can use this rate indefinitely.

Program income

Program income is money earned from your project activities. You will have to use those funds to add to the project activities. Find more about program income at [45 CFR 75.307](#).

Statutory authority

[29 U.S.C. Section 796f-1](#); Section 711 and Section 722 of the Rehabilitation Act of 1973, as amended



Step 2:

Get Ready to Apply

In this step

Get registered	<u>16</u>
Find the application package	<u>16</u>

Get registered

SAM.gov

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier. SAM.gov registration can take several weeks. Begin that process today.

To register, go to [SAM.gov Entity Registration](#) and click Get Started. From the same page, you can also click on the Entity Registration Checklist for the information you will need to register.

Grants.gov

You must also have an active account with [Grants.gov](#). You can see step-by-step instructions at the Grants.gov [Quick Start Guide for Applicants](#).

Find the application package

The application package has all the forms you need to apply. You can find it online. Go to [Grants Search at Grants.gov](#) and search for opportunity number HHS-2024-ACL-AOD-IL-0068, or go to ACL's [Funding Opportunities](#) page.

You can also find materials at [Applying for Grants](#) on ACL's website.



Step 3:

Prepare Your Application

In this step

Application contents and format

18

Application contents and format

Applications include five main components. This section includes guidance on each.

Make sure you include each of these:

Component	Grants.gov submission form
Project abstract	Use the Project Abstract Summary form.
Project narrative	Use the Project Narrative Attachment form.
Budget justification narrative	Use the Budget Narrative Attachment form.
Attachments	Insert each in the Other Attachments form.
Standard forms	Upload using each required form.

Required format for project and budget justification narratives

Font: Arial or Times New Roman

Format: PDF

Size: 11-point font

Footnotes and text in graphics may be 10-point.

Spacing for project narrative main content: Double-spaced

Spacing for budget justification narrative: As needed

Spacing for project summary, tables, footnotes: Single-spaced

Margins: 1-inch

Include page numbers.

Project abstract

Provide a brief project summary of no more than 265 words. You will need to include:

- **Goals.** Broad overall purpose, like a mission statement that says what you want to do and how you want to do it.
- **Objectives.** Narrow, specific, and clear steps toward the goals. These are the “hows” to achieve the goals.

- **Outcomes.** These are the measurable results of a project. Include expected changes among those served, such as clients, systems, organizations, and communities. These should tie directly to your goals and the goals of this funding.
- **Products.** The materials and other deliverables you expect to generate through the project.

Project narrative

Page limit: 20 pages

File name: Project narrative

The project narrative is the most important part of the application. We use it as the primary basis to decide whether your project meets the statutory requirements and to review its merit. The project narrative should give a clear and concise description of your project.

Be sure to cite all your sources. Merit reviewers may lower your score if you do not.

Follow the headings in this section, and use the instructions and information in the [program description](#) for guidance.

Study the [merit review criteria](#) to make sure you answer all questions and cover all topics reviewers will look at.

Approach

See [program description, approach](#) and [merit review criteria, approach](#)

- Describe how your center will conduct all the activities described in the [program description, approach](#).
- Describe how you will observe the standards and assurances in section 725 of the Rehabilitation Act ([29 U.S.C. 794f-4](#)).
- Describe your organization's experience working with people with significant disabilities and providing independent living services.

Outcomes

See [program description, outcomes](#) and [merit review criteria, outcomes](#)

- Describe how you will address all the items and reporting requirements in the [program description, outcomes](#).
- You can also explain any element of your [work plan](#) more fully in this section.

You should focus on the clarity and nature of your proposed outcomes, not on the number of outcomes.

Project management

See [program description, project management](#) and [merit review criteria, project management](#)

- Describe how you will provide information on and assurances demonstrating how the center will conduct all the items in the [program description, project management](#).
- Describe the roles and responsibilities of project staff, and how they will contribute to achieving the project's objectives and outcomes.
- Specify who will have day-to-day responsibility for key tasks such as:
 - Leading the project.
 - Monitoring the project's progress.
 - Preparing reports.
 - Communicating with partners and ACL.
- This section should also describe how you will monitor and track progress on the project's tasks and objectives.
- Include information on consultants and staff from other organizations as well as your organization's staff.

Organizational capability

See [program description, organizational capability](#) and [merit review criteria, organizational capability](#)

- Describe how you will address all the items in the program description, [organizational capability](#).
- Describe your organization's capabilities, such as current or previous relevant experience and your record providing independent living services.
- Include information about any partners or subcontractors that will have a significant role in implementing the project and achieving project goals.
- Describe your organizational profile, project management structure and staffing, and collaborations or partnerships with other organizations.
- Describe your facilities, fiscal controls, and other resources needed to achieve project goals.
- Include an organizational capability statement that describes:
 - How your organization is organized.
 - The nature and scope of your work.
 - Your capabilities.

- Describe your capability to acquire funding beyond this funding opportunity to provide independent living services.
- Describe how your existing mission or purpose and activities complement and will support the proposed project.
- Describe how your project interacts with any non-independent-living (IL) activities in your organization.

Include [organizational charts](#) as well as [resumes and position descriptions](#) in your attachments.

Collaborations

See [program description, collaborations](#) and [merit review criteria, collaborations](#)

- Describe how you will address all the items in the [program description, collaborations](#).
- Describe existing and proposed collaborations you will start and grow.
- Explain how these collaborations or partnerships will help you provide independent living services.
- Explain your partners' history working with people with significant disabilities and providing independent living services in the service area. You may also refer to information provided in the [organizational capability section of your project narrative](#).
- You will include more information in the [commitment letters in your attachments](#).

Budget justification narrative

Page limit: None

File name: Budget justification narrative

The budget justification narrative supports the information you provide in Standard Form 424-A. See [standard forms](#).

It includes added detail and justifies the costs you ask for. As you develop your budget, consider:

- If the costs are reasonable and consistent with your project's purpose and activities.
- The restrictions on spending funds. See [funding policies and limitations](#).

Justify all the costs, including showing how you calculated them. To create your budget justification narrative, see the [example format \[PDF\]](#) on ACL's website.

Attachments

Page limit: None

You will upload attachments in Grants.gov using the Other Attachments form.

Work plan

You must provide a work plan for your project. The work plan connects your period of performance outcomes, strategies and activities, and measures. It provides more detail on how you will measure outcomes and processes.

To complete your work plan, see the [project work plan sample template](#) on our website.

Indirect cost agreement

If you include [indirect costs](#) in your budget using an approved rate, include a copy of your current agreement approved by your [cognizant agency for indirect costs](#). If you use the *de minimis* rate, you do not need to submit this attachment.

Commitment or support letters

Include letters from organizations or people who are not staff of the center who:

- Will have a significant role in carrying out your project.
- Are involved in your project or support your application.

The letters should explain their role, or their commitment to or support of the project. The letters should be from people with disabilities or other interested parties from the region to be served.

Project organizational chart

Provide diagrams that show the full project's [organizational structure](#). Include all aspects, not just the applicant organization.

Proof of nonprofit status

If your organization is a nonprofit, you need to attach proof. We will accept any of the following:

- A copy of a current tax exemption certificate from the IRS.
- A letter from your state's tax department, attorney general, or another state official saying that your group is a nonprofit and that none of your net earnings go to private shareholders or others.
- A certified copy of your certificate of incorporation. This document must show that your group is a nonprofit.

- Any of these documents for a parent organization. Also include a statement signed by an official of the parent group that your organization is a nonprofit affiliate.

Resumes and job descriptions

For key personnel, attach resumes for positions that are filled. If a position isn't filled, attach the job description, listing the position's qualifications.

Standard forms

You will need to complete some other standard forms. Upload the following forms at Grants.gov. You can find them in the NOFO [application package](#) or review them and their instructions at [Grants.gov Forms](#).

Form	Submission requirement
Application for Federal Assistance (SF-424)	With application.
Budget Information for Non-Construction Programs (SF-424A)	With application.
Assurances for Non-Construction Programs (SF-424B)	With application.
Key Contacts	With application.
Grants.gov Lobbying Form (Certification Regarding Lobbying)	With application.
Project/Performance Site Location(s)	With application.



Step 4:

Learn About Review and Award

In this step

Application review	<u>25</u>
Award notices	<u>29</u>

Application review

Initial review

We review each application to make sure it meets basic requirements. We won't consider an application that:

- Is from an organization that doesn't meet all [eligibility criteria](#).
- Requests funding above the [award ceiling](#).
- Is submitted after the [deadline](#).
- Does not include [measurable outcomes](#).

We will not review any pages over the page limit.

Merit review

A panel reviews all applications that pass the initial review. The members use the following criteria.

Criterion	Total points = 100
Approach	10 points
Outcomes	25 points
Project management, organizational capability, and collaborations	35 points
Budget and budget justification narrative	30 points

Approach (Maximum points: 10)

See [program description, approach](#) and [project narrative, approach](#)

- Does the application describe how you will conduct all the activities described in the program description, approach?
- Does the application describe how you will observe the standards and assurances in section 725 of the Rehabilitation Act ([29 U.S.C. 796f-4](#))?
- Does the application describe experience working with people with significant disabilities and providing independent living services?

Outcomes (Maximum points: 25)

See [program description, outcomes](#) and [project narrative, outcomes](#)

Reviewers will score your application on the clarity and nature of your proposed outcomes, not on the number of outcomes.

- Does the application describe how you will address all the items and reporting requirements in the [program description, outcomes](#)?
- Does the application clearly identify the measurable outcomes that people with significant disabilities will achieve from this project?
- Does the application include a work plan that clearly identifies goals, objectives, measurable outcomes, tasks, lead person assigned, and timelines?

Project management, organizational capability, and collaborations (Maximum points: 35)

Project management structure and staffing (0 to 15 points)

See [program description, project management](#) and [project narrative, project management](#)

- Does the application provide information on and assurances demonstrating how the center will conduct all the items in the [program description, project management](#)?
- Does the application include a listing and detailed description of duties for all key positions required to carry out the project?
- Does the staff list include people with disabilities?
- Does the application include the names of the people proposed to fill the key positions?
- Does the application provide evidence of the proposed key staff's skills, knowledge, and experience in performing their jobs?
- Does the application also provide this information for any consultants or staff from other organizations proposed to work on the project?
- Is a recruitment plan proposed (if necessary)?

Organizational capability (0 to 5 points)

See [program description, organizational capability](#) and [project narrative, organizational capability](#)

- Does the application describe how you will address all the items in the [program description, organizational capability](#)?
- Does the application describe how your organization is well positioned to support the project?
- Does the application describe how the proposed project fits into the structure of your organization?
- Does the application provide evidence of facilities, fiscal controls, and other resources needed to achieve project goals?
- Does the application describe how your organization's mission and activities complement and will support the proposed project?
- Does the application clearly explain how this project will interact with other non-IL activities in the organization?

Collaborations (0 to 5 points)

See [program description, collaborations](#) and [project narrative, collaborations](#)

- Does the application describe how you will address all the items in the [program description, collaborations](#)?
- Does the application propose collaborations or partnerships with other organizations to provide independent living services?
- Does the application demonstrate that the partner organizations also have a history of working with people with significant disabilities and providing independent living services within the service area?

Commitment or support letters (0 to 10 points)

- Are [letters of commitment or support](#) included from people with disabilities or other interested parties from the region to be served?

Budget and budget justification narrative (Maximum points: 30)

See [budget justification narrative](#)

Clarity (0 to 5 points)

- Is the budget clear and easy to understand?

Justification (0 to 10 points)

- Does the budget justification narrative provide a detailed justification for the amount requested?

Details (0 to 15 points)

- Does the budget include line-item details and detailed calculations for each budget object class in the Budget Information Form SF-424A? These are:
 - Personnel
 - Fringe benefits
 - Travel
 - Equipment
 - Supplies
 - Contractual
 - Other
 - Indirect costs

Risk review

Before making an award, we review the risk that you will not prudently manage federal funds. We need to make sure you've handled any past federal awards well and demonstrated sound business practices. We use SAM.gov [Responsibility / Qualification](#) to check this history for all awards likely to be over \$250,000. You can comment on your organization's information in SAM.gov. We'll consider your comments before deciding about your level of risk.

If we find a significant risk, we may choose not to fund your application or to place specific conditions on the award.

For more details, see [45 CFR 75.205](#).

Selection process

When making funding decisions, we consider:

- Merit review results. These are key in making decisions but are not the only factor.
- The larger portfolio of agency-funded projects, including the diversity of project types and geographic distribution.
- The past performance of the applicant. We may choose not to fund applicants with management or financial problems.
- How reasonable the proposed costs are, considering the expected results, and how likely it is that you will achieve those results.
- Available funding.

We may:

- Fund applications in whole or in part.
- Fund applications at a lower amount than requested.
- Decide not to allow a prime recipient to subaward if they may not be able to monitor and manage subrecipients properly.
- Choose to fund no applications under this funding opportunity.

The ACL administrator makes all final award decisions.

If no nonprofit private agency submits an acceptable application under this NOFO, HHS may consider an application from the designated state entity under section 724 of the Act ([29 U.S.C. 796f-3](#)).

Award notices

If you are successful, we will email a Notice of Award (NoA) to your authorized official. We will email you or write you a letter if your application is disqualified or unsuccessful.

The NoA is the only official award document. The NoA tells you about the amount of the award, important dates, and the terms and conditions you need to follow. Until you receive the NoA, you don't have permission to start work.

To see what is in a NoA, see an [example on ACL's website \[PDF\]](#).



Step 5:

Submit Your Application

In this step

Application submission and deadlines	<u>31</u>
Application checklist	<u>33</u>

Application submission and deadlines

See the [find the application package](#) section to make sure you have everything you need.

Make sure you are current with SAM.gov and UEI requirements. See information on [getting registered](#). You will have to maintain your registration throughout the life of any award.

Deadlines

Application

Due on July 15, 2024, at 11:59 p.m. Eastern Time (ET).

Grants.gov creates a date and time record when it receives the application. If you submit the same application more than once, we will accept the last on-time submission.

The grants management officer may extend an application due date based on emergency situations such as documented natural disasters or a verifiable widespread disruption of electric or mail service.

If you can't submit your application because of problems with Grants.gov, you will need verification of the problems for us to consider accepting your application. Call the [Federal Service Desk](#) before the application due time and record your tracking number. Save your tracking number and any error messages you receive.

Submission methods

Grants.gov

You must submit your application through Grants.gov. See information on [getting registered](#).

For instructions on how to submit in Grants.gov, see the [Quick Start Guide for Applicants](#). Make sure your application passes the Grants.gov validation checks. Do not encrypt, zip, or password protect any files.

See [Contacts and Support](#) if you need help.

Other submissions

Intergovernmental review

You will need to submit application information for intergovernmental review under [Executive Order 12372, Intergovernmental Review of Federal Programs](#). Under this order, states may design their own processes for obtaining, reviewing, and commenting on some applications. Some states have this process and others don't.

To find out your state's approach, see the [list of state single points of contact \[PDF\]](#). If you find a contact on the list for your state, contact them as soon as you can to learn their process. If you do not find a contact for your state, you don't need to do anything further.

This requirement never applies to American Indian and Alaska Native tribes or tribal organizations.

Mandatory disclosure

You must submit any information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. See Mandatory Disclosures, [45 CFR 75.113](#).

Send written disclosures to peter.nye@acl.hhs.gov and to the Office of Inspector General at grantdisclosures@oig.hhs.gov.

Application checklist

Make sure that you have everything you need to apply:

Component	How to upload	Page limit
☐ Project abstract	Use the Project Abstract Summary form.	265 words
☐ Project narrative	Use the Project Narrative Attachment form.	20 pages
☐ Budget justification narrative	Use the Budget Narrative Attachment form.	None
Attachments (6 total) ☐ 1. Work plan ☐ 2. Indirect cost agreement ☐ 3. Commitment or support letters ☐ 4. Project organizational chart ☐ 5. Proof of nonprofit status ☐ 6. Resumes and job descriptions	Insert each in a single Other Attachments form.	None None None None None None
Standard forms (6 total) ☐ Application for Federal Assistance (SF-424) ☐ Budget Information for Non-Construction Programs (SF-424A) ☐ Assurances for Non-Construction Programs (SF-424B) ☐ Key Contacts ☐ Grants.gov Lobbying Form (Certification Regarding Lobbying) ☐ Project/Performance Site Location(s)	Upload using each required form.	None None None None None None



Step 6:

Learn What Happens After Award

In this step

Post-award requirements and administration 35

Post-award requirements and administration

Administrative and national policy requirements

There are important rules you need to know if you get an award. You must follow:

- All terms and conditions in the Notice of Award. You can find information at [Managing a Grant](#) on our website.
- The rules listed [45 CFR part 75](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards.
- The HHS [Grants Policy Statement \[PDF\]](#) (GPS). This document has terms and conditions tied to your award. If there are any exceptions to the GPS, they'll be listed in your Notice of Award.
- All federal statutes and regulations relevant to federal financial assistance, including those highlighted in [HHS Administrative and National Policy Requirements \[PDF\]](#).

Managing changes

After award, either you or ACL may request changes. We manage these using the rules at 45 CFR 75, including [45 CFR 75.308](#).

Reporting

If you are successful, you will have to submit financial and performance reports. To learn more about reporting, see Managing a Grant, [Funding Requirements](#) on our website.

Financial and performance reports

The terms and conditions in the Notice of Award will have information on performance and financial reports, including:

- How often you will report.
- Any required form or formatting.
- How to submit them.

FFATA and FSRS reporting

The Federal Financial Accountability and Transparency Act (FFATA) requires:

- Data entry at the FFATA Subaward Reporting System for all subawards and subcontracts you issue for \$30,000 or more.
- Reporting executive compensation for both recipient and subaward organizations.

Nondiscrimination and assurance

If you receive an award, you must follow all applicable nondiscrimination laws. You agree to this when you register in SAM.gov. You must also submit an Assurance of Compliance ([HHS-690 \[PDF\]](#)). To learn more, see the [Laws and Regulations Enforced by the HHS Office for Civil Rights](#).



Contacts and Support

In this step

Agency contacts	<u>38</u>
Grants.gov	<u>38</u>
SAM.gov	<u>38</u>
Reference websites	<u>38</u>

Agency contacts

Program and eligibility

Peter Nye

202-795-7606

peter.nye@acl.hhs.gov

Grants management

Aiesha Gurley

202-795-7358

aiesha.gurley@acl.hhs.gov

Grants.gov

Grants.gov provides 24/7 support. You can call 1-800-518-4726 or email support@grants.gov. Hold on to your ticket number.

SAM.gov

If you need help, you can call 866-606-8220 or live chat with the [Federal Service Desk](#).

Reference websites

- [U.S. Department of Health and Human Services \(HHS\)](#)
- [Home Page | ACL Administration for Community Living](#)
- [Applying for Grants | ACL Administration for Community Living](#)
- [Application Tips | ACL Administration for Community Living](#)
- [How to Apply for a Competitive Grant | ACL Administration for Community Living](#)
- [Code of Federal Regulations \(CFR\)](#)
- [United States Code \(U.S.C.\)](#)
- [ACL Centers for Independent Living](#)