



Administration for Community Living

Administration on Aging

National Center on Elder Abuse Resource Center

HHS-2024-ACL-AOA-ABRC-0030

06/03/2024

Table of Contents

Executive Summary	2
Additional Overview Content/Executive Summary	2
I. Funding Opportunity Description	3
II. Award Information.....	8
III. Eligibility Information	11
1. Eligible Applicants.....	11
2. Cost Sharing or Matching	11
3. Responsiveness and Screening Criteria	12
IV. Application and Submission Information.....	13
1. Address to Request Application Package	13
2. Content and Form of Application Submission.....	14
Letter of Intent	14
Project Narrative	15
Project Abstract.....	16
Project Relevance and Current Need	16
Goals and Objectives	16
Proposed Approach	16
Special Target Populations.....	17
Outcomes	17
Evaluation	17
Dissemination.....	18
Organizational Capacity and Collaborations	18
Budget Narrative/Justification	19
Project Work Plan	19
Letters of Commitment from Key Participating Organizations and Agencies	19
3. Unique Entity Identifier and System for Award Management (SAM).....	20
4. Submission Dates and Times	21
5. Intergovernmental Review	22
6. Funding Restrictions	22
7. Other Submission Requirements.....	23
V. Application Review Information	24
1. Criteria	24

2. Review and Selection Process.....	26
3. Anticipated Announcement Award Date	26
VI. Award Administration Information.....	26
1. Award Notices.....	27
2. Administrative and National Policy Requirements.....	27
3. Reporting.....	27
4. FFATA and FSRS Reporting.....	27
VII. Agency Contacts	28
VIII. Other Information	28
The Paperwork Reduction Act of 1995 (P.L. 104-13).....	29
Appendix.....	29
Instructions for Completing Required Forms	30
Budget Narrative/Justification- Sample Format	39
Instructions for Completing the Project Summary/ Abstract.....	43

ACL Center:

Administration on Aging

Funding Opportunity Title:

National Center on Elder Abuse Resource Center

Funding Opportunity Number:

HHS-2024-ACL-AOA-ABRC-0030

Primary CFDA Number:

93.048

Due Date for Letter of Intent:

Date will be generated on synopsis publication

Due Date for Applications:

06/03/2024

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

Established by Section 202(d) of the Older Americans Act (OAA) in 1992, the National Center on Elder Abuse (NCEA) serves as a national resource center dedicated to addressing elder abuse,

neglect, and exploitation¹ (referred to collectively as “elder maltreatment”). The NCEA is operated as a grant program and provides relevant information, materials, and support to enhance state and local efforts to prevent and address elder maltreatment in a manner that respects individual self-determination and autonomy so that all older Americans may live with dignity. NCEA disseminates information to professionals and the public, and provides technical assistance to states and to community-based organizations. The NCEA makes available resources; provides consultation, education, and training; identifies and provides information about promising practices and interventions; answers inquiries and requests for information; and operates a listserv forum for professionals.

Through this funding opportunity announcement, the Administration for Community Living plans to award a total of one (1) cooperative agreement to run the NCEA. 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 are eligible to apply under this announcement. The use of subcontractors, sub-grantees, or consultants to execute the proposal's programmatic activities may not constitute more than 20% of the total level of effort required to carry out the proposed activities for any budget period/year. Grantees are required to match at least **20%** of the total program costs from non-federal cash or in-kind resources.

I. Funding Opportunity Description

Background

Originally established in 1988 as a demonstration project, the NCEA was made permanent through the 1992 Amendments to the Older Americans Act.² Since 1992, the NCEA has served as a national resource center dedicated to preventing elder maltreatment. The NCEA provides relevant information and materials on elder abuse, neglect, and exploitation, with the goals of identifying promising practices in elder maltreatment prevention, identification, and treatment, serving as a repository of research, and conducting demonstration projects to promote effective and coordinated responses to elder maltreatment. NCEA disseminates information to professionals and the public, and it provides technical assistance to states and to community-based organizations. The NCEA makes available resources; provides consultation, education, and training; identifies and provides information about promising practices and interventions; answers inquiries and requests for information; and operates a listserv forum for professionals. The NCEA has become a valued resource to many professionals working with elders who have experienced maltreatment, including but not limited to Adult Protective Services (APS); national, state, and local aging networks; law enforcement; health care professionals; domestic violence networks; Working Interdisciplinary Networks of Guardianship Stakeholders (WINGS) coalitions, researchers, elder justice advocates, community-based multi-disciplinary teams and others.

Project Overview

ACL envisions the NCEA as a comprehensive resource center that is an authoritative source of accurate and actionable information, and a key stakeholder in providing insight on developments and issues in the field of elder maltreatment. ACL expects that the NCEA will be responsive to the changing needs and priorities in the field of elder maltreatment. Inherent in such flexibility is

the ability to capitalize on and leverage new research findings, new initiatives, and new opportunities. As a leader in the field, the NCEA should strengthen existing, and seek out new, collaborations and partnerships with other entities to better address the multidimensional issues of elder maltreatment.

Funding Opportunity Description

Under this funding opportunity, the NCEA will continue to serve as a national resource center dedicated to the prevention of elder maltreatment and to carry out its mission:

National, state, and local partners in the field will be fully prepared to ensure that older Americans will live with dignity, integrity, independence, and without abuse, neglect, and exploitation.

To achieve this mission, Section 202(d) of the OAA establishes the following *activities* for the NCEA:

1. Annually compile, publish, and disseminate a summary of recently conducted research on elder abuse, neglect, and exploitation;
2. Develop and maintain an information clearinghouse on all programs (including private programs) showing promise of success, for the prevention, identification, and treatment of elder abuse, neglect, and exploitation;
3. Compile, publish, and disseminate training materials for personnel who are engaged or intend to engage in the prevention, identification, and treatment of elder abuse, neglect, and exploitation;
4. Provide technical assistance to State agencies and to other public and nonprofit private agencies and organizations to assist the agencies and organizations in planning, improving, developing, and carrying out programs and activities relating to the special problems of elder abuse, neglect, and exploitation; and
5. Conduct research and demonstration projects regarding the causes, prevention, identification, and treatment of elder abuse, neglect, and exploitation.

Consistent with the statutory requirements above, ACL has identified the following five (5) *objectives* for the NCEA. At a minimum, applicants must identify how they propose to meet/carry-out the objectives outlined below for the NCEA. Applicants may propose additional objectives that build upon or expand those established by ACL, consistent with the authorizing statute. However, please note that application review scores will not correspond to the number of objectives that are presented, above the minimum required.

1. Serve as a **national authority and leader** on elder maltreatment. ACL interprets this to include, but is not limited to:
 - *Communication with the field:*
 - Develop and deploy a consistent communications strategy, including developing and distributing content across multiple online and offline platforms, to inform on a regular basis, professionals, policymakers, and the public of key events and emerging, state-of-the art developments, information, and opportunities;
 - Engage in cutting edge activities to raise awareness of elder maltreatment among professionals and the public, including, but not limited to,

- developing, updating, and disseminating materials and/or programs related to elder abuse prevention;
 - Maintain and regularly update the content of the <https://ncea.acl.gov/home> website and the look and feel of the website;
 - Serve as the operational lead of World Elder Abuse Awareness Day (WEAAD), including developing educational content based on the ACL approved WEAAD theme for WEAAD to be promoted through the Federal website and social media and collecting information about WEAAD events, and amplifying WEAAD events.
- *Leadership:*
 - Work with other entities, both private and public, national, state, and local entities, to create national collaborations for the purpose of identifying trends, responding to needs, leveraging resources in elder justice and improving responses to people who are experiencing, have survived, or are at risk of elder abuse and the elder justice professional community that serves them.
 - Collect data and develop research projects to further understand the causes, prevention, and treatment of elder abuse.
- 2. Annually compile, publish, and disseminate a summary of recently conducted **research** on elder maltreatment. ACL interprets this to include, but is not limited to:
 - Working with other national elder justice programs to coordinate and curate relevant research in an effort to reduce redundancy of effort and to streamline access to this information by elder justice professionals;
 - Updating NCEA website content with new and key research on elder abuse topics findings, as appropriate;
 - Disseminating research findings and information that emphasize *translating* relevant research into practice for elder justice professionals, including specific information on how professionals can update or change current practices in response to new research.
- 3. Develop and maintain an information clearinghouse on **elder justice programs (including private programs) showing promise of success** for the prevention, identification, and treatment of elder maltreatment. ACL interprets this to include, but is not limited to:
 - Working with other national elder abuse programs to coordinate and curate relevant promising practices/policies in an effort to reduce redundancy of effort and to streamline access to this information by elder justice professionals;
 - Updating NCEA website content with findings on new promising practices/policies, as appropriate;
 - Identifying promising practices/policies in the field and disseminating this information (e.g., via newsletters, briefs, webinars)
 - Developing a strategy for distributing materials, including specific metrics to track progress, that utilizes multiple distribution methods and that connects materials across platforms.

4. Compile, publish, and disseminate **training** materials for professionals who are engaged or intend to engage in the prevention, identification, and response to elder maltreatment. ACL interprets this to include, but is not limited to:
 - Working with other national elder abuse programs and other ACL resource centers to coordinate and curate relevant curricula in order to reduce redundancy and streamline access to this information;
 - Providing training through various modalities on topics related to elder maltreatment and self-neglect;
 - Maintaining and updating the NCEA website content with new and key findings related to training materials, as appropriate, and updating the NCEA website with the information described in this Notice of Proposed Funding Opportunity;
 - Providing instructional training on Reframing how to talk about elder abuse, including an evidence-based communication strategy, to federal and non-federal entities (see: <https://ncea.acl.gov/reframing-elder-abuse>);
 - Identifying and disseminating training materials.
5. Provide **technical assistance** to State agencies and to other public and nonprofit private agencies and organizations to assist the agencies and organizations in planning, improving, developing, and carrying out programs and activities relating to the special problems of elder maltreatment. ACL interprets this to include, but is not limited to:
 - Creating criteria for a systematic and evidence-based approach to responding to technical assistance requests;
 - Providing technical assistance to elder justice professionals, policy makers, elders who are experiencing or have survived maltreatment, their family members, and other members of the public;
 - Working with other national elder abuse programs to coordinate provision of technical assistance in order to reduce redundancy and streamline access to this comprehensive information by members of the public and professionals in the field;
 - Providing technical assistance to those who are conducting research and demonstration projects regarding the causes, prevention, identification, and treatment of elder maltreatment pursuant to OAA Section 202(d)(2)(e);
 - Updating NCEA website content for disseminating technical assistance to the field and the general public, as appropriate.

It is expected that to fully achieve its mission and goals, applicants' chosen approaches will reflect ACL's commitment to advancing equity, racial justice, and equal opportunity, including ensuring that a representative sample of people from underrepresented and underserved communities are invited to contribute and provide feedback about the work required to execute the activities of the grant.

For all five (5) of the objectives above, plus any additional objectives identified by the applicant, applications must:

- Identify a sample of the agencies/organizations the applicant believes are important beneficiaries for each of the objectives/activities;

- Describe the criteria, methods, and frequency the applicant would use to carry out all of the proposed activities and processes under each objective;
- Describe how the selected approach/es will reflect ACL’s commitment to advancing equity, racial justice, and equal opportunity, including ensuring that people from underrepresented and underserved communities are invited to inform the work in the execution of grant activities;
- Describe how the applicant will update their planned activities as new activities and opportunities are identified via collaborations;
- Describe how the applicant will update their planned work as new information, research, and practice are identified in order to remain relevant, current, and state of the art; including how proposed approaches will incorporate the latest technology and tools to generate and disseminate knowledge; and
- Describe the methods to be employed to measure and ensure quality, relevance and extent of activities undertaken to meet the project’s objectives.

NCEA Website

ACL will host the NCEA website. The NCEA grantee will be responsible for maintaining and updating all website content, pending ACL review and approval. All grantee materials and content created for public dissemination must be compliant with Section 508 of the Rehabilitation Act of 1973, codified at section 29 USC 794d. HHS provides a number of [free accessibility checklists](#) to aid in the creation of compliant products.

Rights in Data

As established by HHS Grants Policy Statement³, “[i]n all cases, whether HHS funded all or part of the project or program resulting in the data, the Federal government must be given a royalty-free, nonexclusive, and irrevocable license for the Federal government to reproduce, publish, or otherwise use the material and to authorize others to do so for Federal purposes, e.g., to make it available in government-sponsored databases for use by other researchers.... Data developed by a subrecipient also are subject to this policy”⁴. Any product developed under this grant may be copyrighted without ACL prior approval. However, the grantee may not in any way infringe upon the royalty-free, nonexclusive, and irrevocable license of the Federal government. As such and within these parameters, ACL expects to assess all materials developed under this cooperative agreement for their appropriateness to post on the NCEA website for the use and benefit of the general public. ACL also retains the right to grant permission for others to use, distribute, and cite materials developed under this grant.

ENDNOTES

1. The Older Americans Act defines abuse, neglect and exploitation in Section 102:

(1) The term “abuse” means the willful—

(A) infliction of injury, unreasonable confinement, intimidation, or cruel punishment with resulting physical harm, pain, or mental anguish; or

(B) deprivation by a person, including a caregiver, of goods or services that are necessary to avoid physical harm, mental anguish, or mental illness.

(18) (A) The term ‘exploitation’ means the fraudulent or otherwise illegal, unauthorized, or improper act or process of an individual, including a caregiver or fiduciary, that uses the resources of an older individual for monetary or personal benefit, profit, or gain, or that results in depriving an older individual of rightful access to, or use of, benefits, resources, belongings, or assets.

(38) The term ‘neglect’ means-

(A) the failure of a caregiver (as defined in paragraph (18)(B) or fiduciary to provide the goods or services that are necessary to maintain the health or safety of an older individual; or
(B) self-neglect.

2. <https://acl.gov/programs/elder-justice/national-center-elder-abuse>

3. The HHS Grants Policy Statement is available online at
<https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf> .

4. The HHS Grants Policy Statement is available online at
<https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf> .

Statutory Authority

The statutory authority for grants under this program announcement is contained in the Older Americans Act, Title II, Section 202 (d) (42 U.S.C. 3012), as amended by the Older Americans Act Amendments of 2020, P.L. 109-365. (CFDA 93.048)

II. Award Information

Funding Instrument Type:

CA (Cooperative Agreement)

Estimated Total Funding:

\$1,000,000

Expected Number of Awards:

1

Award Ceiling:

\$1,000,000

Per Budget Period

Award Floor:

\$850,000

Per Budget Period

Length of Project Period:

36-month project period with three 12-month budget periods

Additional Information on Project Periods and Explanation of 'Other'

Under this competition, ACL will award one (1) cooperative agreement with an award ceiling of \$1,000,000, for up to three (3) years, to operate the National Center on Elder Abuse (NCEA) Information Clearinghouse.

The use of subcontractors, subgrantees, or consultants (referred to as "subrecipients" in this funding opportunity announcement) to execute the proposal's programmatic activities may not

constitute more than 20% of the total level of effort required to carry out substantive, programmatic activities at any time. If sub-recipients will be used to accomplish substantive, programmatic activities, applications must clearly identify the projects where sub-recipients will be engaged and clearly identify the total percentage of effort sub-recipients are estimated to provide. Please note that the maximum 20% level of effort does not apply per project or task but is a 20% maximum for all programmatic activities in *total*.

Applications for continuation funding of the NCEA Information Clearinghouse beyond the initial year will be reviewed on a non-competitive basis, subject to the availability of funds, contingent on satisfactory progress of the grantee, and a determination by ACL that continued funding will be in the best interest of the government.

This funding opportunity announcement is for a new cooperative agreement. As provided by the terms of the Federal Grant and Cooperative Agreement Act of 1977 (P.L. 95-224), this Cooperative Agreement provides for the substantial involvement and collaboration of ACL in activities that the recipient organization will carry out in accordance with the provisions of the approved grant award.

By accepting an award under this funding opportunity announcement, the **grantee** agrees to execute the responsibilities outlined below:

1. Fulfill all of the requirements of the grant initiative as outlined in this program announcement, including carrying out activities to meet the statutory requirements of the NCEA as identified in Section 202 (d) of the Older Americans Act, as well as carry out project activities as reviewed, approved, and awarded.
2. Collaborate with the Administration for Community Living (ACL) in the execution of the work plan, and collaborate with ACL in understanding the programmatic and budgetary issues of the project. Based on these negotiations and emerging issues in the field, if necessary, the grantee will revise the project work plan and/or budget detailing expectations for major activities and products during the grant period.
3. Evaluate the impact of NCEA activities, and provide recommendations to ACL on ways to enhance the program.
4. Meet with the ACL project officer at least once each month, or at such other times as are agreed upon, to improve the effectiveness of the activities carried out under this Agreement.
5. Collaborate with other entities to respond to requests for technical assistance concerning elder maltreatment via email, telephone, or on-site when appropriate.
6. Work with other entities, both private and public, to foster an environment of multidisciplinary collaboration amongst the parties working to prevent or address elder maltreatment.
7. Create products and/or materials under this award that are accurate, objective, unbiased, and of high professional quality, and that do not violate federal, departmental, or agency grant rules. Before publicly disseminating materials developed under this grant, grantee will provide the ACL project officer a copy of the final product in order for the ACL project officer to have at least 15 business days to ensure the product meets the requirements set forth in the program announcement and cooperative agreement.
8. Submit to the ACL project officer a final, clean copy of all data developed or supported with these grant funds, in the format in which it was developed or produced, as provided

for in the HHS Grants Policy Statement and referenced in the Notice of Award. The HHS Grants Policy Statement defines “data” as: “recorded information, regardless of the form or media on which it may be recorded, and includes writings, films, sound recordings, pictorial reproductions, drawings, designs or other graphic representations, procedural manuals, forms, diagrams, work flow charts, equipment descriptions, data files, data processing or computer programs (software), statistical records, and other research data” (HHS Grants Policy Statement, Part II, “Rights in Data”, page II-69).

9. Include the following disclaimer on all products produced using grant funding for the NCEA, including those produced by sub-awards:

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

The **ACL project officer** will execute the responsibilities outlined below:

1. Perform the day-to-day federal responsibilities of managing a grant initiative and will work with the grantee to ensure that the minimum requirements for the grant are met.
2. Work cooperatively with the grantee to clarify the programmatic and budgetary issues to be addressed by the grantee project, and, as necessary, negotiate with grantee to achieve a mutually agreed upon solution to any needs identified by the grantee or ACL.
3. Assist the grantee project leadership in understanding the policy concerns and/or priorities of the NCEA program, ACL, and the Department of Health and Human Services by conducting periodic briefings and by carrying out ongoing consultations. ACL will also share information with the grantee about other federally sponsored projects and activities relevant to the interests of the NCEA grantees and their activities.
4. Provide technical advice to the grantee on the provision of technical support and associated tasks related to the fulfillment of the goals and objectives of this grant.
5. Provide technical advice on grantee work products to ensure they are accurate, objective, unbiased, and of high professional quality, and that they do not violate federal, departmental, or agency grant rules. Before publicly disseminating materials developed under this grant, grantee will provide the ACL project officer a copy of the final product, and within 15 business days, the ACL project officer will provide guidance and feedback on whether the product meets the requirements set forth in the program announcement and this cooperative agreement.
6. Provide consultation to the grantee in identifying emerging issues and modifying work plan priorities as necessary as they relate to the goals and objectives of the NCEA grant program.
7. Attend and participate in major project events, as appropriate.
8. Meet with the grantee project director at least once each month, or at such other times as are agreed upon, to improve the effectiveness of the activities carried out under this Agreement.

Upon execution of this cooperative agreement, requests to modify or amend it or the work plan may be made by ACL or the awardee at any time. Modifications and/or amendments of the

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

III. Eligibility Information

1. Eligible Applicants

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:

Yes

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

Under this ACL program, ACL will fund no more than 80% of the project's total cost, which means the applicant must cover at least 20% of the project's total cost with non-federal resources. In other words, for every four (4) dollars received in federal funding, the applicant must contribute at least one (1) dollar in non-federal resources toward the project's total cost. This "four-to-one" ratio is reflected in the formula included under Item 18 in the "Instructions for Completing Requested Forms." You can use this formula to calculate your minimum required match. A common error applicants make is to match 20% of the federal share, rather than 20% of the project's total cost.

There are two types of match: 1) non-federal cash and 2) non-federal in-kind. In general, costs borne by the applicant and cash contributions of any and all third parties involved in the project,

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

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria

ACL is establishing the following minimum criteria to assess whether applications received by ACL are minimally responsive to the goals and objectives of this funding opportunity.

Applications that do not meet the following responsiveness criteria will be administratively eliminated and will not be reviewed. To pass screening for responsiveness, applications must meet the following criteria:

1. Applicant organization has demonstrated expertise in elder maltreatment.
2. Applicant provides a project director for this project who is a national leader in elder maltreatment, and who will work on this project in a significant capacity (at least 20% of time).
3. Letters of Commitment are included for agencies, organizations, consultants, or entities that are specifically named to carry out any aspect of the project, other than the applicant. The letters of commitment are on the letterhead of the committing entity, detail the specific role and resources/activities that will be provided in support of the applicant's project, and are signed. Letters expressing support for the application are not responsive.
4. CVs/Resumes are included for each person identified as "key personnel," each of whom is an authorized representative of the highest court of the state.
5. Application includes a budget covering each of the 3 years (36 months) of the project.
6. Application includes a work plan covering each of the 3 years (36 months) of the project.

Application Screening Criteria

All applications will be screened to assure a level playing field for all applicants. Applications that fail to meet the three (3) screening criteria described below will not be reviewed and will receive no further consideration. In order for an application to be reviewed, it must meet the following screening requirements:

1. Applications must be submitted electronically via <http://www.grants.gov> by 11:59 p.m., Eastern Time, by the due date listed in section IV.3 Submission Dates and Times.
2. The Project Narrative section of the Application must be double-spaced, on 8 ½" x 11" plain white paper with 1" margins on both sides, and a standard font size of not less than 11, preferably Times New Roman or Arial.
3. The Project Narrative must not exceed 20 pages. Accordingly, only the first 20 pages of the Project Narrative will be reviewed. Any pages in excess of 20 will be removed and will not be provided to the merit reviewers for funding consideration. The Project Abstract, Project Work Plan, Letters of Commitment, Vitaes of Key Project Personnel and Budget are not counted as part of the Project Narrative for purposes of the 20-page limit.

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

IV. Application and Submission Information

1. Address to Request Application Package

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

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

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

- Note: Failure to submit the correct EIN Suffix can lead to delays in identifying your organization and access to funding in the Payment Management System.

- Effective October 1, 2010, HHS requires all entities that plan to apply for and ultimately receive federal grant funds from any HHS Operating/Staff Division (OPDIV/STAFFDIV) or receive subawards directly from the recipients of those grant funds to:
 1. Register in SAM prior to submitting an application or plan;
 2. Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
 3. Provide its UEI number in each application or plan to submit to the OPDIV.

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

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

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

Erin Kee

erin.kee@acl.hhs.gov

2. Content and Form of Application Submission

Letter of Intent

Date will be generated on synopsis publication

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:

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

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

Erin Kee

Office of Elder Justice and Adult Protective Services

erin.kee@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 15 pages; 20 pages is the maximum length allowed. Project Narratives that exceed 20 pages will have the additional pages removed and only the first 20 pages of the Project Narrative will be provided to the merit reviewers for funding consideration.

The Project Narrative is the most important part of the application since it will be used as the primary basis to determine whether your project meets the minimum requirements for this funding opportunity. The Project Narrative should provide a clear and concise description of your project. Your project narrative will be reviewed and scored based on the components below.

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

- Project Relevance and Current Need
- Goals and Objectives
- Proposed Approach
- Special Target Populations and Organizations
- Outcomes
- Evaluation
- Dissemination
- Organizational Capacity and Collaboration.

The components of the Project Narrative that are required but not counted as part of the 20-page limit are:

- Project Abstract

- Budget Narrative/Justification
- Project Work Plan
- Vitae of Key Personnel
- Letters of Commitment from Key Participating Organizations and Agencies
- Bibliography/Works Cited.

Project Abstract

This section should include a brief (265 words maximum) description of the proposed project, including: goal(s), objectives, outcomes, and products to be developed.

The Project Abstract is not counted as part of the 20-page limit.

Project Relevance and Current Need

This section should describe, in both quantitative and qualitative terms, the nature and scope of the particular problem or issue the proposed intervention is designed to address. Specifically for this funding opportunity, this section should detail how the project is intended to affect its targeted population(s), including agencies and organizations in the field of elder justice, older adults, their caregivers, specific subgroups within those populations, and the systems involved in the prevention, identification, and/or response to elder maltreatment. It is recommended that applicants focus their problem statement on the specific aspects of the considerations bearing on their proposed activities, rather than providing a broad or sweeping historical overview that is not directly related to the proposed interventions and activities. Strong applications will demonstrate that the proposed project is justified in terms of the most recent, relevant, and available information and knowledge about elder maltreatment prevention and intervention, evidence-based practices, and/or new and cutting-edge research.

Goals and Objectives

In this section, describe the proposed project's detailed goal(s) and major objectives in relation to the overarching goals and objectives ACL has for the NCEA described in Section I.

Furthermore, applicants should identify here if they are proposing any objectives in addition to the five (5) outlined in Section I.3. However, application scores will not be based on, nor correspond to, the number of proposed goals or objectives.

Proposed Approach

This section should provide a clear and concise description of the approach and activities proposed to address the problem(s) described in the above section "Project Relevance and Current Need" and to meet all the goals and objectives of this funding opportunity as stated in Section I (and any others the applicant proposes, if applicable). Applications should explain the rationale for using a particular approach, including factors such as "lessons learned" from previous, similar projects or factors in the larger environment that have created the "right conditions" for the approach. Further, this section should identify any major barriers that are anticipated, and how the project will overcome those barriers.

For all identified objectives and activities in a proposal, applicants must detail/describe:

- Describe the criteria, methods, and frequency they would use to carry out all of the proposed activities and processes under each objective;
- Describe how they will integrate new activities identified via collaborations;
- Describe how the applicant will integrate new information, research, and practice to remain relevant and current, using the most recent and impactful ideas and methods.

Special Target Populations

This section should describe how the proposed intervention will target disadvantaged populations, including older adults of color and other such as those older adults with limited-English proficiency, residing in rural areas, and older adults with low-income who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality. Please describe how you plan to reach underserved/under-resourced communities including but not limited to individuals who are Black, Latino, Indigenous and Native American older persons, Asian Americans and Pacific Islanders, and other older persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) older persons; older persons with disabilities; and older persons who live in rural areas.

Outcomes

This section of the project narrative must clearly identify the measurable outcomes that will result from the project. ACL will not fund any project that does not include measurable outcomes. This section should also describe how the project's findings and results will help other state and/or local elder justice programs throughout the nation prevent or address elder maltreatment.

Outcomes are the measurable results of a project that can include changes in clients, systems, organizations, and communities. Outcomes should tie directly to your goals and those of this funding opportunity. This section should also describe how the project's outcomes might benefit the field at large (e.g., help other organizations throughout the nation to address the same or similar problems). 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. Your application will be scored on the clarity and nature of your proposed outcomes, not on the number of outcomes cited.

Applicants should keep the focus of this section on describing what outcomes will be produced by the project. Applicants should use the Evaluation section noted below to describe how the outcomes will be measured and reported.

Evaluation

This section should describe the method(s), techniques, and tools that will be used to: 1) determine whether the proposed approach achieved anticipated outcomes, and 2) document the "lessons learned" – both positive and negative - from the project. A component of the evaluation plan should include a discussion of how success will be measured.

Dissemination

It is HHS policy that the results and accomplishments of the activities that it funds should be made available to the public. All appropriate findings and products will be posted on the NCEA website (hosted by ACL) as determined in conjunction with the ACL project officer.

Applications should detail how it plans to create materials in an easily accessible format and to whom these materials may be distributed. In addition to posting on the NCEA website, this section must describe how the project's products will be distributed in a timely manner to parties who might be interested in using the products produced by NCEA, such as to inform practice, service delivery, program development, and/or policymaking, especially to those parties who would be interested in replicating a project, policy, initiative, etc. found in the NCEA clearinghouse.

Organizational Capacity and Collaborations

Organization

Each application should include an organizational capability statement. 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. If appropriate, include an organization chart showing the relationship of the project to the current organization. An organizational chart can be included as an attachment to the project narrative and will not count towards the narrative page limit.

Project Team

This section should include a discussion of any current or previous relevant experience and/or the record of the project team in operating a large resource center and building partnerships and with prevention, intervention, and/or response to elder maltreatment. It should delineate the roles and responsibilities of key project staff and specify who would have day-to-day responsibility for key tasks such as leadership of project; monitoring the project's on-going progress; preparation of reports; communications with other partners and ACL. It should also describe the approach that will be used to monitor and track progress on the project's tasks and objectives. ACL expects that, throughout the grant period, the Project Director will be a demonstrated expert in elder maltreatment prevention and intervention and have substantial knowledge about and involvement in all aspects of the project. In addition, ACL expects the applicant organization and the project director to be meaningfully and substantively involved in the project.

Collaborators

Include information about the qualifications of any consultants, partners, or contractual organization(s) that will have a significant role(s) in implementing the project and how they will contribute to achieving the project's objectives and outcomes. Applicants who have identified external project collaborators with a significant role in implementing the project or achieving a project goal must include a signed Letter of Commitment from the collaborator (and on the collaborator's letter head) that details the role, resources, and activities the collaborator intends to provide to the project. If applicable, the Letter should specifically state how the collaborator

will help reach special target populations. (See More Detail Below: “Letters of Commitment from Key Participating Organizations and Agencies”.)

Please Note: Applicants should limit subrecipients to totaling no more than 30% of the project’s overall level of effort. This funding opportunity should not serve as a "conduit" or "pass through" for funding.

Please attach short vitae for key project staff only. Vitae or resumes can be included as an attachment and will not count towards the narrative page limit.

Budget Narrative/Justification

Because the proposal must demonstrate a clear and strong relationship between the stated objectives, project activities, and the budget, a descriptive budget justification should be included as part of the project narrative. The narrative discussion should summarize the cost estimated per proposed project, activity, or product. This narrative budget justification is helpful in assessing the reasonableness of the type and amount of work that is planned and what the applicant expects for the overall cost.

The descriptive budget justification in the project narrative/ is in addition to the SF424A and sample budget table entitled “Budget Narrative/Justification – Sample Format” in this funding opportunity package. Regardless of the format used, applicants are encouraged to pay particular attention to this document, which provides an example of the level of detail sought. Applicants requesting funding for a multi-year grant program are required to provide a detailed Budget Narrative and Justification *for each year* of grant funding requested. Accordingly, applications must include a budget for each of the 3 years of this project.

The budget narrative and justification do not count towards the page limit.

Project Work Plan

The Project Work Plan should reflect and be consistent with the Project Narrative and Budget and should cover each of three (3) sequential years of the project period. It should include a statement of the project’s overall goal(s), 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 timeframes involved (including start- and end-dates), and the lead person responsible for completing the task. Please refer to the “Project Work Plan - Sample Template” in this funding opportunity package as a reference and resource. This section does not count towards the page limit.

Letters of Commitment from Key Participating Organizations and Agencies

Letters of Commitment are required for any organization or entity who has been specifically named to carry out any aspect of the project. The letters of commitment must specify the role and resources/activities that will be provided in support of the applicant’s project. The organization’s expertise, experience, and access to targeted population(s), if applicable, should be described in the letter of commitment. The letter of commitment must be on the letterhead of the committing business and be signed by an individual with authority to commit the agency to the

activity/partnership. Signed Letters of Commitment should be included as attachments in your application package, and they do not count towards the narrative page limit.

Letters of Commitment are different from “Letters of Support.” Letters of Support are letters that are general in nature that speak to the writer’s belief in the capability of an applicant to accomplish a goal/task. Letters of support also may indicate an intent or interest to work together in the future or to attend meetings at which the project will be discussed. However, letters of support generally lack the specificity required of Letters of Commitment. Moreover, the author of a Letter of Support might not be identified in the work plan as a core/key partner or collaborator. Letters of Support are not required, and they will not be scored.

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 06/03/2024

06/03/2024

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>.

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

- Supporting national or regional conferences.

Funds awarded under this program announcement may not be used to host, or support in any way, a national nor a regional conference. However, funds may be used to provide a colloquium or training to build skills and capacity. For example, a 3-day convening of a small group of professionals, or a 3-day intensive before, during, or immediately following a national or regional conference, would be allowable. If an applicant proposes such a colloquium or training, the application must include a description of the planned training and a justification for undertaking the activity.

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

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

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

BIBLIOGRAPHY/WORKS CITED

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

Applications may attach a "Bibliography" or "Works Cited" section to the end of the project narrative to cite sources properly. The bibliography must only contain bibliographic information for sources cited in the Project Narrative. This section will not count towards the 20-page limit. Any entry in the bibliography that is not a source citation, such as an explanatory note, will be removed.

V. Application Review Information

1. Criteria

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

- A. Project Relevance & Current Need
- B. Approach
- C. Project Impact
- D. Organizational Capacity
- E. Budget

Applicants must document all of their source material. If any text, language and/or materials are from another source, the application must make it clear the material is being quoted and where the text comes from. The application must also cite any sources when they use numbers, ideas, or other material that is not their own. If the application fails to comply with this requirement, regardless of the severity or frequency of the plagiarism, the reviewers shall reduce their scores accordingly, even to the degree of issuing no points at all. Applicants have been advised to include a "Bibliography" or "Works Cited" section with the project narrative.

Project Relevance & Current Need:

Maximum Points: 10

Is the proposal relevant to the intent, goals, and objectives of this funding announcement, as described in Section I? Does the proposed project clearly and adequately identify the current issues in the elder abuse field the proposal intends to address? Is the proposed project justified in terms of the most recent, relevant, and available information and knowledge about elder maltreatment prevention and intervention, evidence-based practices, and/or new and cutting-edge research?

Approach

Maximum Points: 40

Has the applicant clearly stated the *goals* of the proposed project? Are the goals of the project aligned with ACL's overarching program purpose as stated in this Funding Opportunity Announcement? Are the major themes as identified in this funding opportunity clearly reflected in the proposal's organization and content?

Are the *activities* clearly defined and aligned to the goals and objectives? Does the application justify the selected/proposed activities and approaches? Does the proposal reflect a coherent and

feasible approach for successfully achieving the identified outcomes? Does the proposed approach address the requirements in Section I.3 for each of the 5 goals and objectives of the NCEA set forth in Section I, (Funding Opportunity Description)? Specifically, does the application describe the criteria, methods, and frequency which the applicant will employ to meet the objectives? Does the project recognize and take into account barriers and opportunities that exist in the larger environment that may impact the project's success?

Is the project *work plan* clear, comprehensive, and cover each of the three (3) years of the project sequentially? Does it include sensible and feasible timeframes for the accomplishment of tasks presented? Does the work plan include specific objectives and tasks that link to measurable outcomes? Does the proposal include a clear and coherent management plan? Are the roles and responsibilities of project staff, consultants, and partners clearly defined and linked to specific objectives and tasks?

Will the *dissemination plan* get relevant and easy to use information in a timely manner to parties that are the identified audience of the NCEA? Does the applicant reflect knowledge of current best practices in using technology, social media platforms, and communication tools to reach the project's targeted audiences?

Project Impact

Maximum Points: 15

Are the proposed *outcomes* quantifiable and measurable, consistent with the definition of a project outcomes as described in this funding opportunity? Are the expected project benefits, results, and impact clear, realistic, and consistent with the objectives and purpose of the project, as well as with the funding opportunity? Are the anticipated outcomes of the proposed project likely to be achieved, and will they advance the elder justice field?

Does the project *evaluation* reflect a thoughtful and well-designed approach that will be able to successfully measure whether the project has achieved its proposed outcome(s)? Does the plan include the qualitative and/or quantitative methods necessary to reliably measure outcomes? Is the evaluation also designed to capture "lessons learned" from the overall effort that might be of use to the field?

Has the applicant identified the needs of disadvantaged and limited-English speaking populations, people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality in relation to this project? Does the proposal identify specific strategies to reach and serve those groups? Does the application describe how local community-based organizations will be involved in a meaningful way in the planning and implementation of these efforts?

Organizational Capacity

Maximum Points: 20

Does the applicant clearly demonstrate experience operating a large resource center serving state-wide, regional, or national audiences and stakeholders? Does the applicant organization clearly identify their capacity for carrying out the proposed project and evaluation? Do they demonstrate the organizational capacity to run a national resource center that provides technical assistance and conducts activities on a wide array of programs and efforts relevant to the prevention, intervention, or response to elder maltreatment, including multidisciplinary teams, public awareness, research, direct services, and training?

Do the proposed project director(s), key staff, and consultants have the background, experience, and other qualifications required to carry out their designated roles? Do they demonstrate expertise in elder maltreatment issues? Do they demonstrate experience operating a large resource center serving state-wide, regional, and national audiences and stakeholders? Is the project director a national leader in elder maltreatment, and will he/she work on this project in a significant capacity? Are the proposed project director(s), key staff, and consultants dedicating an appropriate amount of time to fulfill their obligations to the project?

Is the applicant agency significantly and meaningfully involved in carrying out the project? Are the roles and responsibilities of collaborators clear and justified based on project purpose and need? Do partners and collaborators total no more than 30% of the project's overall level of effort? Are Letters of Commitment from participating organizations included, as appropriate, and do they express the clear commitment and areas of responsibility of those organizations, consistent with the work plan description of their intended roles and contributions?

Budget

Maximum Points: 15

Is the budget clear, comprehensive and justified with respect to the adequacy and reasonableness of resources requested? Is there a clear and strong relationship between the stated objectives, project activities, the work expected to be performed, and what it will cost? Does the budget for the proposed director and other key project personnel accurately reflect the time necessary to assure proper direction, management, and timely completion of the project? Is a three (3) year budget included that covers the entire proposed project period, and does it cover each of the three (3) years of the project individually?

2. Review and Selection Process

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

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

3. Anticipated Announcement Award Date

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

The anticipated project period start date for this announcement is: 09/01/2024

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.

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.

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](#)). To learn more, see the [HHS Office for Civil Rights website](#).

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

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

3. Reporting

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

4. FFATA and FSRS Reporting

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

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

VII. Agency Contacts

Project Officer

First Name:

Erin

Last Name:

Kee

Phone:

202-795-7312

Office:

erin.kee@acl.hhs.gov

Grants Management Specialist

First Name:

Aiesha

Last Name:

Gurley

Phone:

202-795-7358

Office:

aiesha.gurley@acl.hhs.gov

VIII. Other Information

This section is not required by a program office and could be used for information that is supportive of a potential applicant's understanding of the funding opportunity. It may also include information that may be useful to a potential applicant in deciding whether or not to apply and in preparing an application.

Below is information that is included in ACL grant opportunities which may be supplemented or modified, as appropriate, for a particular funding opportunity.

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.

If you receive an award, HHS may terminate it if any of the conditions in [2 CFR 200.340\(a\)\(1\)-\(4\)](#) are met. No other termination conditions apply.

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 subrecipient.

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.														

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."